



**Public Protection (food & safety)**

**Food Premises Inspection Report**

Name of business:	Sunflower After School Club
Address of food business:	Recreation Road Infant School Recreation Road Norwich NR2 3PA
Date of inspection:	14/03/2025
Risk rating reference:	25/00248/FOOD
Premises reference:	10/00050/FD_HS
Type of premises:	Children's nursery
Areas inspected:	All
Records examined:	FSMS, SFBB, Temperature Control Records, Training Certificates/records
Details of samples procured:	None
Summary of action taken:	Informal
General description of business:	Breakfast and after school club

**Relevant Legislation**

Food Safety Act 1990 (as amended)

Regulation (EC) No 178/2002 applied by The General Food Regulations 2004 (as amended)

Regulation (EC) No 852/2004 and No 853/2004 applied by Regulation 19 (1) of the Food  
Safety and Hygiene (England) Regulations 2013

Health and Safety at Work etc. Act 1974 and related regulations

Food Information Regulations 2014

**What you must do to comply with the law**

The report may include **Contraventions** - matters which do not comply with the law. You must address all of the contraventions identified; failure to do so could result in legal action being taken against you.

As a guide, contraventions relating to cleaning, temperature control and poor practice, should be dealt with straight away.

Contraventions relating to structural repairs, your food safety management system and staff training, should be completed within the next 2 months.

Health and safety contraventions should be dealt with within 3 months unless otherwise stated.

To assist you the report may also include **Observations** of current practice, useful **Information, Recommendations** of good practice and reminders of **Legal Requirements**.

My inspection was not intended to identify every contravention of the law and only covers those areas, practices and procedures examined at the time of the inspection. If the report fails to mention a particular matter this does not mean you have necessarily complied with the law.

## FOOD SAFETY

### How we calculate your Food Hygiene Rating:

The food safety section has been divided into the three areas which you are scored against for the hygiene rating: 1. food hygiene and safety procedures, 2. structural requirements and 3. confidence in management/control procedures. Each section begins with a summary of what was observed and the score you have been given. Details of how these scores combine to produce your overall food hygiene rating are shown in the table.

Compliance Area	You Score					
Food Hygiene and Safety	0	5	10	15	20	25
Structure and Cleaning	0	5	10	15	20	25
Confidence in management & control systems	0	5	10	15	20	30
<b>Your Total score</b>	<b>0 - 15</b>	20	25 - 30	35 - 40	45 - 50	> 50
<b>Your Worst score</b>	<b>5</b>	10	10	15	20	-
<b>Your Rating is</b>	<b>5</b>	4	3	2	1	0

Your Food Hygiene Rating is 5 - a very good standard



### 1. Food Hygiene and Safety

Food hygiene standards are high. You demonstrated a very good standard of compliance with legal requirements. You have safe food handling practices and procedures and all the necessary control measures to prevent cross-contamination are in place. Some minor contraventions require your attention. **(Score 5)**

#### Contamination risks

**Recommendation** Chopping/cutting boards must be stored in a rack properly divided to stop cross-contamination and to allow aeration.

**Recommendation** Regularly check equipment for deterioration. For example, the plastic coating on food tongs splits and cracks over time and risks plastic contaminating food and makes cleaning difficult.

**Recommendation** When you are storing bags of dried foods in a container keep the container clean to prevent the harbourage of dried food pests.

**Observation** I was pleased to see you were able to demonstrate effective controls to prevent cross-contamination.

## Hand washing

**Recommendation** Keep a waste bin near the wash-hand basin.

**Recommendation** After washing hands food handlers should turn the taps off using paper towel to prevent them from recontaminating their hands

**Contravention** The paper towel dispenser was jammed, ensure this is fixed as soon as possible.

**Legal requirement** Wash hand basins must be provided with hot and cold running water and suitable drainage; soap and a hygienic way to dry hands.

## Personal Hygiene

**Legal Requirement** You must ensure that any member of staff that you know, or suspect has (or is a carrier of) a food-borne disease or infection (including vomiting, diarrhoea, skin infection, sores and open wounds) is excluded from working in any food handling area until they have been symptom free for 48 hours or until medical clearance has been obtained.

**Observation** I was pleased to see that standards of personal hygiene were generally high.

**Recommendation** Food handlers were wearing jewellery which could make it more difficult for them to maintain high standards of personal hygiene and could be a source of food contamination. I recommend you review your policy on food handlers wearing jewellery.

## Temperature Control

**Observation** I was pleased to see you were able to limit bacterial growth by applying appropriate temperature controls at points critical to food safety and that you were monitoring temperatures.

## **2. Structure and Cleaning**

The structure facilities and standard of cleaning and maintenance are all of a good standard and only minor repairs and/or improvements are required. Pest control and waste disposal provisions are adequate. The minor contraventions require your attention. **(Score 5)**

### Cleaning of Structure

**Contravention** The following items were dirty and require more frequent and thorough cleaning:

- Floor and lower parts of the walls near the wash hand basin.

**Contravention** The following items could not be effectively cleaned and must be covered, made non-absorbent or replaced:

- Unsealed wooden shelves near the outside door.

**Observation** The kitchen had generally been well maintained and the standard of cleaning was good.

### Cleaning of Equipment and Food Contact Surfaces

**Observation** You had colour-coded equipment on which to prepare food.

### Cleaning Chemicals / Materials / Equipment and Methods

**Guidance** Even when using a surface sanitiser you should be following the TWO STAGE cleaning method. Apply the sanitiser once to remove visible dirt and food debris and then a second time to ensure effective disinfection. Make sure you follow the correct contact time for the product.

**Recommendation** Store items such as mops, buckets and rags in an area, room or cupboard separate from a food areas.

**Observation** I was pleased to see that the premises was kept clean and that your cleaning materials, methods and equipment were able to minimise the spread of harmful bacteria between surfaces.

### Maintenance

**Contravention** The following had not been suitably maintained and must be repaired or replaced:

- Woodwork was damaged in places.
- Paintwork was worn and chipped around the door frame and radiator.
- Holes in the wall where the new tap had been installed.

### Facilities and Structural provision

**Observation** I was pleased to see the premises had generally been well maintained and that adequate facilities had been provided.

### Pest Control

**Contravention** Pest proofing is inadequate particularly in the following areas:

- There was a sizeable gap under the external door.

**Recommendation** Ensure staff are trained to recognise the signs of pests and that they undertake regular checks of the premises.

**Recommendation** Fill gaps around external doors, windows, drainage and or surface pipes.

### **3. Confidence in Management**

A food safety management system is in place, and you comply fully with the law. Hazards to food are understood properly controlled managed and reviewed. Your records are appropriate and being maintained. All your staff are suitably supervised and trained. You have a very good track record. **(Score 0)**

#### **Type of Food Safety Management System Required**

**Observation** Your SFBB/food safety management system was in place and working well. I was confident you had effective control over hazards to food.

**Observation** You were date labelling perishable foods appropriately and could demonstrate effective control over food spoilage organisms.

**Observation** You were monitoring (and recording) the temperatures of your fridges and freezers and could demonstrate effective systems for controlling bacterial growth.

#### **Food Hazard Identification and Control**

**Recommendation** Replace your SFBB pack (which you use to train new staff) with the new version. You can find more information on how to obtain one on our website [www.norwich.gov.uk/sfbb](http://www.norwich.gov.uk/sfbb)

#### **Traceability**

**Observation** Your records were such that food could easily be traced back to its supplier.

#### **Infection Control / Sickness / Exclusion Policy**

**Observation** Policies were in place to prevent any infected food handler from contaminating food.

#### **Waste Food and other Refuse**

**Observation** You had measures in place to dispose of waste food appropriately and were employing the services of an approved waste contractor.

#### **Training**

**Observation** I was pleased to see that food handlers had been trained to an appropriate level and evidence of their training was made available.

#### **Allergens**

**Observation** You had devised a chart listing all the food you provide with the allergens present in each.