

* Kindly confirm compliance within 4 wks



If you need help or advice please telephoneduring office hours only
8.30am - 5.00pm
Mon-Thurs 8.30am - 4.30pm Fri

Enforcement & Safety Team Inspection Report Form

Council Offices, Shute End, Wokingham, Berkshire RG40 1BN

Tel: 0118 974 6000

e-mail: environmental.health@wokingham.gov.uk



**WOKINGHAM
BOROUGH COUNCIL**

Date:	12/5/2025	Time:	
Name	The Village Hamper Ltd		
Address	6 High Street Sonning	Postcode	RG4 6UP
Registered Address (if different)	As above	Postcode	
Business Type	Cafe	Tel	
Food Business Operator		Visit type	programmed
Specific Legislation	☒ The Food Safety and Hygiene (England) Regs 2013 ☐ other (Please Specify)		

Summary of Matters Discussed and Documentation Checked

H = Hygiene S = Structure & Cleanliness C = Confidence in Management L = Legal Requirement R = Recommendation

Compliance Date

- | | | |
|-----|--|---------|
| S 1 | Remove All Label remnants to container or Replace the containers | 1 week |
| S 2 | Empty bins as required. A was overflowing | Ongoing |
| S 3 | Thoroughly clean all floors. poor floor cleaning | 1 week |
| H 1 | Do not store food (eggs) on the floor | Ongoing |
| C 2 | All staff with expired certificates - Refresher Reg | 3 wks |
| S 4 | Replace all worn out and heavily soiled tea towels / Aprons | 2 wks |

Food Hygiene Rating 5 4 3 2 1 0 Rating To Follow Rating not applicable

Score breakdown	Hygiene - 10	Structure & Cleanliness - 10	Confidence in Management - 10
☐ NFA	☐ Leaflets/Advice	Immediate display of rating Yes / No	Next Visit within
☐ Follow up Action	☐ Follow-up Letter		
Officers Name (print)	Person Seen (print)		
Designation	Position		
Signature	Signature		

If you do not agree with the above report and cannot resolve the matter with the case officer, please contact the Commercial Team Manager at the address above.

This report only covers the areas inspected at the time of the inspection. It does not indicate full compliance with any provision of the relevant legislation or any regulations thereunder. This is not a formal notice requiring works to be carried out.

Inspection Report Form (continuation)



Name of Premises: The Village Hamper Ltd

Date: 12/05/25

Summary of Matters Discussed and Documentation Checked

H = Hygiene S = Structure & Cleanliness C = Confidence in Management L = Legal Requirement R = Recommendation		Compliance Date
S	(1) Thoroughly clean the microwave & maintain	3 days
H	(2) Replace ALL the heavily scored chopping boards -	1 week
H	(3) Replace the plastic Jugs that are soiled & are shedding parts of the plastic	1 week
S	(6) thoroughly clean the oven especially touchpoints	1 week
H	(4) DO NOT store a dirty dustpan & brush directly above tea towels irrespective of their condition	Ongoing
S	(7) Clean ALL utensil drawers / containers	1 week
H	(5) check for items out of date & remove them	Ongoing
S	(8) clear the cobwebs to the ceiling in the sandwich room	1 week
S	(9) clean the underside of the towel dispenser	1 week
S	(10) Replace the worn refrigeration door seal.	3 weeks
S	(11) Replace ALL broken containers	1 week
S	(12) Thoroughly clean the flour receptacles + sugar. They were heavily soiled during this visit -	3 days
S	(13) keep cleaning materials / chemicals away from packaging	Ongoing
H	(6) Cease the practice of hand / mouth contact when handling / preparing food.	Ongoing
H	(7) Do not store red meat above milk in the fridge	Ongoing

Officers Name (print)	Person Seen (print)
Designation	Position
Signature	Signature

Inspection Report Form (continuation)



Name of Premises: The Village Hamper

Date: 12/05/23

Summary of Matters Discussed and Documentation Checked

H = Hygiene S = Structure & Cleanliness C = Confidence in Management L = Legal Requirement R = Recommendation

Compliance
Date

- | | | |
|---|---|-----------|
| | Take | |
| S | Take steps to ensure the Drain in the broom cupboard is closed. | 2 weeks |
| S | Thoroughly clean & rearrange the broom cupboard | 1 week |
| S | Replace the heavily worn broom bristles. | Ongoing |
| S | Tidy and maintain a clean Bin area externally | Ongoing |
| S | Thoroughly clean & clean out the basement storage area | 2 weeks |
| H | Do not store food in direct contact with the floor onions / sugar / eggs in the basement. | Ongoing |
| S | Remove all spices from the tub on the floor so as to ensure the floor below is cleaned regularly. | 1 wk. |
| H | Do not allow any animals in food preparation area to prevent the risk of contamination. | Immediate |
| H | Ensure the petting farm / food is kept well away from diners - Guinea pigs x10 | Ongoing |

Officers Name (print)

Person Seen (print)

Designation

Position

Signature

Signature



WOKINGHAM
BOROUGH COUNCIL

The Village hamper
12/05/25

COMMERCIAL PREMISES FULL FOOD HYGIENE INSPECTION RECORD

Civic ref.....
Business name and address..... The Village Hamper Ltd
6 high street sohnning Rg4 6up
Head office address..... as above
Tel no.....
E-mail.....
Inspecting officer..... Date visited..... 12/5/25 Time.....

BUSINESS DETAILS

Food business operator..... Manager.....
Person Seen..... FBO Position.....
No of food handlers..... 12 No of employees..... 12
No of meals per day/week..... approx 40-50 Opening Hours..... 8.30-5pm daily
Vulnerable group (how many)..... 2 x serve elderly opposite church
Water supply: Mains water ☒ Private water supply ☐ If private, when was it last tested?.....
Primary Authority..... N/A

INSPECTION SUMMARY

Areas inspected..... Main, kitchen, dining room, store room stairs
Business changes since last inspection..... None

MOBILE PREMISES

Mobile premises Y ☐ N ☒ N/A
Vehicle registration.....
Registered address.....

NATURE OF FOOD OPERATIONS

Catering	☒	Bed & breakfast/Hotel	☒	High risk retail	☒
Wrapping & Packaging	☒	Outside catering	☒	Low risk retail	☒
Distance Selling	☒	Function catering	☒	Imported Food	☒
Delivered meals service	☒	Takeaway	☒	Market Stall	☒

Are foods prepared at the premises and sold to other businesses? Y ☐ N ☒

Are PoAO supplied to other premises? Y ☐ N ☒

Is approval required by EC Reg no 853/2004? Y ☐ N ☒

Are the premises used for catering by other persons/bodies? Y ☐ N ☒

Baking

SUMMARY OF COOKING / PREPARATION METHODS			
Traditional/full preparation	☒ Cooking from chilled	☒ Reheating	☒
No open food handled	☒ Cooking from frozen	☒ Hot holding	☒
Food prepared in advance	☒ Cook/chill (batch)	☒ Vacuum packing	☒
Foods cooked in advance	☒ Cook/freeze (batch)	☒ Sous vide	☒

MAIN SUPPLIER DETAILS	TYPES OF FOOD SUPPLIED
Consort Frozen Food Ltd Eden farm Huddersfield The menu 01869 246164	frozen fruit for smoothies Eggs Vegetables

FOOD SAFETY MANAGEMENT SYSTEM BASED ON HACCP PRINCIPLES	
(e-coli / acrylamide / allergens)	
Safer Food Better Business	
ALLERGEN CONTROLS	
(signage / matrix / distance selling)	
Sats Factory - Tried out the system the ploughmans salad and the list was available	
RECORDS AVAILABLE	
Fridge/freezer temperatures	☒ Cleaning schedules
Cooking Temperatures	☒ Staff Training
Holding Temperatures	☒ Pest control
	☒ Delivery checks
	☒ Supplier list
	☒ Calibration records
PURCHASE / DELIVERY / COLLECTION (visual checks / temp monitoring / traceability)	
Visual checks only - no temperature checks. NO Calibration records	
AMBIENT STORAGE (stock rotation / labelling / pest proof)	
Many containers are worn & cannot be cleaned effectively. Remnant sticky labels - Dirty	
CHILLED / FROZEN STORAGE (shelf life / temp control / covered & date labelled)	
Items in & under Refrigeration must be stored logically - raw food in the bottom RTE on top	
PERSONAL HYGIENE (adequate HW facilities / suitable clothing / D&V policy)	
Sats Factory - heavily Replace all the worn tea towels & aprons	

PREPARATION (separation of raw & RTE / food washing / defrosting)

NO defrosting seen

COOKING / REHEATING (burgers / visual checks / temp monitoring)

Visual checks / temperature taken but not recorded

COOLING (visual checks / temp monitoring / designated cooling area)

no temperature monitoring

COLD / HOT HOLDING / AMBIENT DISPLAY (time / temp monitoring / food covered & rotated)

Food is only prepared on request and on order

TRANSPORTATION (location / delivery time / transit containers)

Transportation not required. Food delivered to the Church is a 3-5 min walk.

VACUUM PACKING / SOUS VIDE (separate equipment / cleaning / training / time & temp combinations)

NA

CLEANING (BS EN sanitiser / cloths / two stage cleaning)

Disinfectant used on site. Only Bacter Detergent disinfectant is compliant clean pro

STRUCTURE (condition / cleanliness / lighting / ventilation)

poor cleaning to floors - kitchen & main shop

EQUIPMENT (condition / cleanliness / probe & wipes)

Dog bowl stored next to equipment must be separate
X coffee machine nurse seen

WASTE (contract / animal by-products / waste oil)

combined with residential waste on FBO given on the premises (a flat above) Bin overflowing in food preparation area.

PEST CONTROL (contractor / screens / fly catcher)

HEALTH & SAFETY CERTIFICATES / RECORDS

Gas certificate - installation	☐	Fire alarm weekly test	☐	Fire Extinguishers – annual service	☒
Gas certificate - appliances	☐	Fire alarm - service	☐	Fire suppression - service	N/A ☐
Electrical certificate	☒	Emergency lighting – monthly test	☐	Extract duct cleaning	☐
Lift / hoist insurance inspections	☐	Emergency lighting – annual service	☐	Baby chair checks (monthly)	☐
Pressure vessels (coffee machines)	☐	Practice Fire Drill (6 monthly)	☐	Ladder checks (monthly)	☐

HEALTH & SAFETY DOCUMENTS

Health & Safety Policy	☐	Fire Risk Assessment	☐	First Aid training	700 Kathryn ☒
Task Risk Assessments	☐	H&S Law Poster	☐	Fire Marshal & training	☐
Manual Handling Risk Assessments	☐	COSHH Risk Assessments	☐	PAT testing	✓ ☐
PPE Risk assessment	☐	Accident Records	☐	Other.....	☐

SINGLE USE PLASTIC

Polystyrene cups / trays / containers	☒	Plastic cutlery	☒	Plastic bowls / plates / trays	☒	Plastic straws	☒
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ADDITIONAL NOTES

* Cease the practice of allowing the dog to sleep in the cabinet where utensils & cups are stored

Guinea pigs room to close to customers dining Risk of contamination

petting zoo with over 10 Guinea pigs seen

Refuse is handled within the Guinea pig area they are allowed to freely roam

INSPECTION RISK SCORING

HYGIENE INSPECTIONS SCORE											FLARE	SCORE
Method of Handling	A	5	B	10	C	30	D	40				
Method of Processing	A	0	B	20								
Consumers at Risk	A	0	B	5	C	10	D	15				
Food Hygiene & Safety	A	0	B	5	C	10	D	15	E	20	F	25
Structure	A	0	B	5	C	10	D	15	E	20	F	25
Confidence in Management	A	0	B	5	C	10	D	20	E	30		
Significance of Risk	A	0	B	20								
Vulnerable Groups	A	0	B	22								

2 FHR
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