

# Work Plan for Food and Health and Safety Enforcement 2019/2020



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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## **1. Introduction**

The purpose of the work plan is to set out how the Council delivers official controls and fulfils its duties under food safety, health and safety, public health and drinking water legislation.

It is based on the elements required by the Food Standards Agency Framework Agreement, but covers all areas work undertaken by the Environmental Health, Commercial Team.

### **1.1 Service aims and objectives**

The food and health and safety functions make an important contribution towards making the district a healthy place to live, work and visit.

The work of the service:

- Supports the economy and business growth in South Kesteven
- Protects and enhances the local environment
- Ensures the effective control of risks to the safety, health and wellbeing of our residents
- Ensures a proportionate, risk-based, targeted approach to enforcement while supporting businesses

### **1.2 Links to corporate objectives and strategies**

As detailed in the Council's Corporate Strategy 2018-2025, the core strategic goal is to achieve complete and sustainable financial autonomy by 2025 through commissioning services that are relevant to our community and valued by those who use them.

This work plan supports the ambition to become a modern, agile and commercially competitive Council. Providing additional chargeable services that support food businesses to start up, grow and achieve their potential, while continuing to deliver our core statutory functions in the efficient and effective way.

### **1.3 Links to other Council functions**

The work of the Commercial Team links with other services. Some key areas include:

#### **Development Management and Planning Policy**

Economic growth and the success of businesses is vital for our thriving district. Working with new businesses in the early planning stages can help to avoid potential future problems, giving the business the best possible start.

#### **Licensing**

The Council licences premises for late night refreshment (serving hot food and drinks between 11pm and 5am). The Commercial team support this work, checking licenses during inspections and commenting on licence applications.

## 2. Review of 2018/2019 and estimated work for 2019/2020

### 2.1 Food Hygiene

PROGRAMMED WORK		Estimated 2018/19	Actual 2018/19	Estimated 2019/20
Food interventions	High risk (Cat A-C)	173	193	153
	Medium risk (Cat D)	267	260	203
	Low risk (E and outside)	226	275	262
Outstanding interventions	High risk (Cat A-C)	N/A	0	0
	Medium risk (Cat D)	N/A	2	0
	Low risk (E and outside)		10	0
Food and environmental sampling		5	4	5
Export audit visits		0	0	0

NON-PROGRAMMED WORK		Estimated 2018/19	Actual 2018/19	Estimated 2019/20
General	Food interventions and export certificates	125	135	125
	Revisits	100	70	60
	Advice	60	25	
	Investigations	60	59	60
	Business advice	125	67	100
	Complaints	130	179	170
	Other requests	190	264	250
Food hygiene rating scheme (FHRS)	New registration	85	114	100
	Enquiries	10	8	10
	Re-score revisits	10	7	10
	Appeal requests	1	1	1
	Right to reply	1	0	1

### 2.2 Infectious Disease Investigation (ID)

NON-PROGRAMMED WORK		Estimated 2018/19	Actual 2018/19	Estimated 2019/20
Official notification		200	183	200
Unofficial notification		45	21	20
Investigations		40	39	40
Visits		5	3	5

## 2.3 Health and Safety

PROGRAMMED WORK		Estimated 2018/19	Actual 2018/19	Estimated 2019/20
H&S interventions	High risk premises	1	1	1
	Skin piercing	20	20	20
	Cooling tower registration renewal	0	14	N/A
NON-PROGRAMMED WORK		Estimated 2018/19	Actual 2018/19	Estimated 2019/20
General	H&S inspections	5	2	10
	Revisits	10	8	10
	Advice	5	6	5
	Investigations	20	21	20
	Complaints	25	21	25
	Other requests	50	65	50
	Smoke free	5	3	3
Skin Piercers	Enquiries	65	48	65
	Complaints	5	0	1
	New skin piercing registrations	20	47	30
Accidents	Reported	80	70	70
	Investigated (No visit)	10	9	20
	Investigated (Visit)		19	10

## 2.3 Private Water Supply Regulation (PWS)

		Estimated 2018/19	Actual 2018/19	Estimated 2019/20
PROGRAMMED WORK				
Risk assessment visits		41	2	12
Sampling visits		26	7	12
NON-PROGRAMMED WORK				
Service requests		25	18	30

## 2.5 Enforcement during 2018/19

Work Area	Improvement Notice	Voluntary Closure	Prohibition Notice	Simple Caution	Prosecution completed
Food	4	1	0	0	1
H&S	4	0	1	0	0
PWS	1	N/A	0	0	0

## 2.6 Performance indicators 2018/19

Ref No	PI Description	Target (%)	Achieved (%)
OB09	Food premises that are broadly compliant (rated 3 or above in FHRs)	95	97.77
KOMD15	Planned high risk food safety interventions completed	99	100
KOMD16	Planned medium risk food safety interventions completed	95	99.22
SK641	Planned low risk food safety interventions completed	75	94.9
SK670	Premises inspected that improved FHRs rating or maintained a 5 rating	70	85

## 2.7 Variations from the 2018/19 Work Plan

### Staffing Allocation

During 2018/19 a contracted Environmental Health Officer was utilised to cover a 4 month period of sickness of 1FTE Food Safety Officer and a temporary reduction in hours from 1FTE to 0.6FTE of the second Food Safety Officer.

The contractor focused on medium risk premises, ensuring that the target for all food intervention categories was achieved. However, risk assessment work relating to private water supplies was reduced as a consequence and will be addressed in 2019/20.

### Food Hygiene

#### Prosecution

One prosecution of a convenience store was undertaken under Regulation 19 of the Food Safety and Hygiene (England) Regulations 2013 (sale of high risk food past use by). This resulted in a fine of £480 reduced from £720.

#### Voluntary Closure

A village fish and chip shop closed voluntarily after officers found unsatisfactory conditions relating to pests, cleanliness and poor management of food safety. A prosecution has commenced with a trial date set for 2019.

### Health and Safety

#### Prosecution

Breaches of health and safety were identified in a hotel which resulted in referral for prosecution which is expected in 2019.

#### Accident Investigation

A range of accidents were investigation during the year. The most significant was an explosion in the kitchen of a hotel which was found to have been caused by a gas cylinder on a blow torch used to flambé food. Some staff sustained serious burns and were treated in hospital but are now recovered. The investigation concluded that this was an accident and no formal action was taken.

## Private Water Supply Regulation

The sickness of one and temporary reduction in hours of the other of the two Food Safety Officers impacted on the implementation of the new Regulations which came into force in 2018. Additional resource has been allocated to this area for 2019/20.

### 3. Background

#### 3.1 Authority Profile

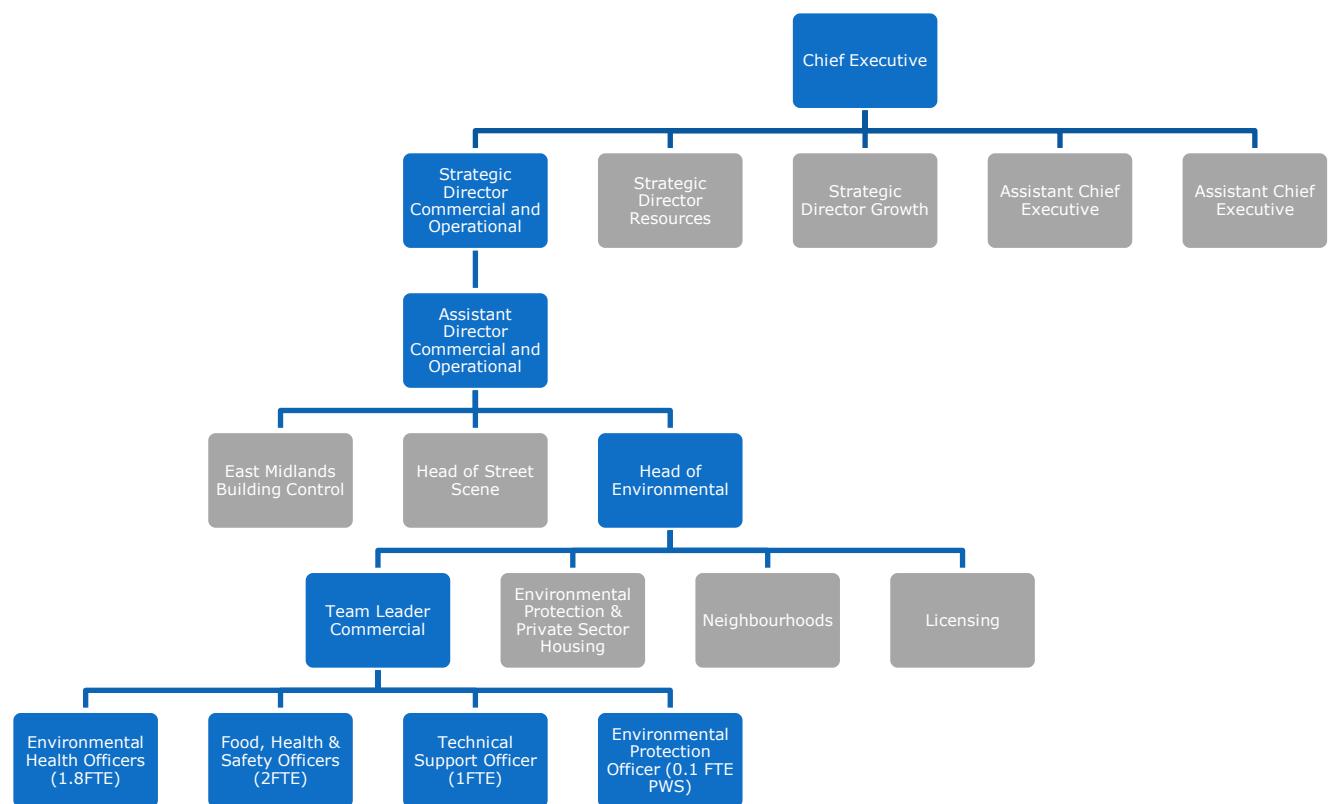
South Kesteven encompasses an area of 365 square miles with four main towns of Grantham, Stamford, Bourne and Market Deeping, alongside over 80 villages.

The population of the district is currently estimated at 141,700 (ONS 2017 mid-year population estimates). The overall population size is projected to increase to 161,400 by the year 2041. 95% of the population is described as white ethnic.

#### 3.2 Organisational Structure

The Council consists of 56 Elected Members with a Conservative majority. The Cabinet consists of 9 Members, with 1 Cabinet Member holding the portfolio for Commercial and Operational, this includes food hygiene and health and safety.

The Environmental Health Service is delivered as part of the Council's Commercial and Operational directorate.



### 3.3 Scope of the Service

The remit of the Commercial Team within the Environmental Health Services includes food hygiene, health and safety enforcement, infectious disease investigation and the regulation of private water supplies.

Provision is made for external specialist services laboratory services:

Provision	Laboratory
Food Examiner	Public Health England Food, Water and Environmental Microbiology Laboratory, York
Public Analyst	Eurofins, Public Analyst Scientific Services, Wolverhampton
Private water supply testing	ALS Environmental Ltd, Coventry

### 3.4 Accessing the Service

The Commercial Team is based in Grantham. Customers may also visit customer services at area offices in Bourne, Stamford and Market Deeping as detailed below.

Office	Opening Times
<b>Grantham</b> Address: St Peters Hill Grantham Lincolnshire NG31 6PZ	Monday, Tuesday and Thursday - 08.45 to 17.15 Wednesday - 08.45 to 16.00 Friday - 08.45 to 16.45
<b>Stamford</b> Address: 1 Maiden Lane Stamford Lincolnshire PE9 2AZ	Monday, Tuesday and Wednesday - 09.00 to 17.00 Thursday - 09.00 to 15.30 Friday - 09.00 to 16.30
<b>Bourne</b> Address: 3 Abbey Road Bourne Lincolnshire PE10 9EF	Monday, Wednesday, Friday - 09.00 to 17.00 Tuesday, Thursday - 09.00 to 18.00 Saturday - 10.00 to 13.00
<b>Market Deeping</b> Address: Deepings Community Centre Douglas Road Market Deeping Peterborough PE6 8PA	Monday to Friday - 09:30 to 14.00

<b>Contact Details</b>	
<b>Office hours</b>	01476 40 60 80
<b>Out of hours emergencies</b>	01476 59 00 44
<b>E-mail</b>	<a href="mailto:healthy@southkesteven.gov.uk">healthy@southkesteven.gov.uk</a>
<b>Website</b>	<a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>

### 3.5 Enforcement policy

The Council is committed to the Principles of Good Enforcement and the Regulators' Code. Enforcement will be undertaken in accordance with the Council's Corporate Enforcement and Environmental Services Enforcement Policies. The policy was updated in February 2017 and is published on the Council's website.

## 4. Service Delivery

### 4.1 Programmed Work

#### Food Hygiene

Whilst it is primarily the responsibility of the food business to control risks and identify food hazards, food premises inspections aim to establish whether food is being handled and produced hygienically, assess the effectiveness of controls and identify contraventions. All programmed food safety interventions are undertaken in accordance with the Food Law Code of Practice.

Food premises will be visited during normal trading hours, however, due to the nature of some businesses this may be outside of normal office hours. Prior notice of inspections is not normally given, although exceptions may be made for some premises in order that key personnel may be available.

A range of interventions may be utilised in accordance with the Code of Practice. These can be either official or unofficial controls.

Official controls include:

- Inspections
- Monitoring
- Surveillance
- Verification
- Audits
- Sampling

Unofficial controls include:

- Education
- Advice
- Coaching
- Information and intelligence gathering

The Council participates in the national food hygiene rating scheme in accordance with the FSA Brand Standard and ratings are displayed on the FSA website.

Details of the programmed work for 2019/2020 are detailed in Appendix 1.

### **Registered food businesses**

In accordance with EC Regulation 852/2004 all businesses that handle food must be registered with their local authority. Premises in South Kesteven are categorised as follows:

Food Premises Type	Number	%
Primary producers	24	1.83
Manufacturers and packers	44	3.37
Importers and exporters	4	0.3
Distributors and transporters	44	3.37
Retailers	250	19.15
Restaurants and caterers	939	71.95
<b>Total</b>	<b>1305</b>	

### **Food hygiene interventions**

In accordance with the Food Standards Agency Food Law Code of Practice, at each intervention, a score is given to each business to determine the frequency of interventions. The intervention rating is based on assessment of several elements: type of food and processing; number and type of consumers potentially at risk; current compliance; risk of contamination; confidence in management. Category A businesses pose the highest risk and are inspected more frequently, Category E establishments pose the lowest risk and are subject to alternative interventions. See Appendix 1 for further information.

Businesses within the district are categorised as follows:

Risk Category	Minimum Inspection Frequency	Number	%
A (High risk)	At least every 6 months	3	0.2
B	At least every 12 months	29	2.2
C	At least every 18 months	205	15.7
D	At least every 24 months	468	35.9
E	Programme of alternative interventions every 3 years	510	39.1
Outside		75	5.8
Not yet rated		15	1.1
<b>Total</b>		<b>1305</b>	

Premises that achieve an average standard are deemed to be “broadly compliant” with food safety requirements. In 2018/19, 97.8% of premises met this standard.

### Food hygiene rating scheme (FTRS)

The Food Hygiene Rating Scheme (FTRS) extends to businesses supplying food directly to consumers. This includes restaurants, cafes, retailers and other places where people eat food outside of the home. The overall aim of the scheme is to reduce the incidence of food borne illness and the associated costs of this to the economy. From a local perspective, the scheme helps consumers to make informed choices about places they wish to eat or shop for food, and through this encourages businesses to improve hygiene standards. Ratings are displayed on the Food Standards Agency website.

In South Kesteven, 72% of food businesses are inside the scope of the scheme. The rating depends on the overall level of compliance across three elements; food hygiene procedures, cleanliness and structural compliance and confidence in management. There is currently a high level of compliance in the district, with 85% of food businesses reaching the maximum food hygiene rating of 5, achieving full compliance with food hygiene law.

FTRS Rating	Description	Number	%
5	Very good	794	84.2
4	Good	94	10
3	Generally satisfactory	33	3.5
2	Improvement necessary	13	1.4
1	Major improvement necessary	8	0.9
0	Urgent improvement necessary	0	0
Total		942	

### Approved food premises

Certain food premises involved in the production, handling and storage of products of animal origin must be approved under EC Regulation 853/2004. This legislation requires compliance with more detailed hygiene requirements than for registered premises.

Approved premises within the district are categorised as follows:

Food Premises Type	Number
School caterer	6
Cold store	5
Poultry manufacturer	1
Mechanically separated meat manufacturer	1
Biltong manufacturer	1
Milk and Dairy Processor	1
Total	15

The milk and dairy processor was a new business for 2018/19. Environmental health officers worked closely with the food business operators to ensure the business was able to achieve approval.

## Food sampling

Food sampling is an important element of food safety enforcement, providing information about the microbiological safety of food which is available within the district.

Sampling will be undertaken in accordance with relevant guidance and may be taken during a routine inspection, in response to a complaint or as part of a national sampling programme. Officers are expected to undertake a minimum of one sampling exercise per year to maintain competency.

## Health and Safety

The Council is responsible for enforcing health and safety in approximately 2130 premises in the following categories:

- Hotels, campsites and short stay accommodation
- Residential care homes (in conjunction with the Care Quality Commission)
- Catering, restaurants and bars
- Leisure and cultural (e.g. cinemas, places of worship)
- Offices
- Retail shops
- Warehouses
- Consumer services (e.g. hairdressers, tattooists)

Inspections are carried out in accordance with the Health and Safety Executive's circular LAC 67/2 (Rev 8) and National Priority Plans. In practice this comprises programmed inspections of the highest risk workplaces alongside targeted projects. This is in addition to risk-based interventions in response to reported accidents, complaints, dangerous occurrences and work-related diseases. Estimated work for 2019/20 is detailed in section 2.3.

## Registered skin piercing establishments and piercers

Both premises and individuals that carry out tattooing and body piercing are registered as follows.

Premises Type	Number	%
Semi-permanent make-up	24	24.2
Cosmetic piercing	5	5
Electrolysis	17	17.2
Acupuncture	20	20.2
Ear piercing	18	18.2
Tattooist	15	15.2
Total skin piercing premises registrations*	99	

\*Some premises carry out more than one skin piercing activity

Individual Piercer Type	Number	%
Semi-permanent make-up artist	27	12.4
Cosmetic piercer	27	12.4
Electrolysis practitioner	31	14.1
Acupuncturist	46	21.1
Ear piercer	37	17
Tattooist	50	23
Total	218	

### Tattoo hygiene rating scheme

The Tattoo Hygiene Rating Scheme (THRS) is a voluntary scheme, and is supported by the The Tattoo and Piercing Industry Union and the Chartered Institute of Environmental Health and delivered by local authorities. Although tattooists must register as skin piercers, this voluntary scheme was introduced in 2015 to help customers make informed choices about the premises they use for tattooing. Eight out of the fifteen registered tattoo studios have joined the scheme. Ratings are displayed on the Council's website.

Rating	Description	Number
4	Good	7
3	Very satisfactory	1
2	Satisfactory	0
1	Needs improvement	0
	Total	<b>8</b>

### Private Water Supply Regulation

Private water supplies may come from a variety of sources, including wells, springs, boreholes and streams. Samples of the water are taken and analysed by an accredited laboratory against a range of parameters to determine the wholesomeness. Supplies are risk assessed to determine contributory factors that may affect water safety such as the proximity of farm animals to the supply or type of treatment system.

Supply Type	Number	%
Single domestic	25	50
Multiple domestic	5	10
Commercial	21	40
<b>Total Supplies</b>	<b>51</b>	

In addition to the minimum legal sampling requirements, sampling on request is also undertaken. Charges are made in accordance with the fees in Private Water Supplies (England) Regulations 2018.

## 4.2 Non programmed work

### Re-visits

Following an inspection it may be necessary to carry out a re-visit after an appropriate time to check that matters have been attended to or check compliance with any enforcement notices. Reasons for re-visits include:

- The nature of the contravention is deemed so serious that if it was not addressed, formal action would need to be taken
- The number of minor contraventions is excessive and indicative of poor management and/or little confidence in the management addressing the matters

## **Service requests**

We aim to respond to all complaints and requests for service as soon as possible, but in any case, requests will be acknowledged within three working days. Complainants will be advised of the outcome of all complaints.

Anonymous complaints will not usually be investigated unless there is concern about the nature of the complaint and/or premises history.

Business owners/managers will be contacted about complaints relating to their premises and/or practices, usually by an unannounced visit.

## **Business advice**

We acknowledge that most businesses want to comply with the law and the Commercial Team will provide advice and encourage best practice. Free basic advice is provided to assist business in complying with the law.

In 2018, a package of support aimed at both new business start-ups and existing businesses who want to improve their food hygiene rating was introduced alongside the Council's statutory functions. This support is chargeable on a cost recovery basis. More information is provided in 4.5 below.

## **Food safety incidents**

Food safety alerts notify the public and food authorities of incidents concerning food which does not meet food safety or composition standards. Alerts from the FSA are received by e-mail which is monitored during office hours. Any alert marked "for action" is referred to the Team Leader to determine the most appropriate course of action.

## **Health and safety incidents**

Health and safety accidents and complaints are investigated in accordance with the Incident Selection Criteria Guidance LAC 22/13 (Rev1).

## **Investigation of outbreaks and infectious disease**

The team work closely with colleagues at Public Health England to identify, control and prevent the spread of infectious diseases.

Notifications of infectious disease are investigated using the East Midlands Public Health England Protection Team's Response to Gastrointestinal and Legionnaires' disease Matrix.

Complaints about suspected food poisoning are investigated in accordance with the infectious disease procedure for multiple cases and outbreaks.

## **Primary/home/lead authority**

South Kesteven does not currently have any Primary, Home or Lead authority arrangements with businesses.

However, as required by the Regulatory Enforcement and Sanctions Act 2008 (as amended) and s.67 and 68 of The Enterprise and Regulatory Reform Act 2013, regard is given to the

Primary Authority Principle when carrying out inspections, investigations and enforcement action for food safety and health and safety

Businesses with a Primary Authority partnership are identified on the Environmental Health premises database.

### **Liaison with other authorities**

In addition to working with other teams within the Council, officers liaise with other local authorities, agencies and organisations to facilitate consistent enforcement, share good practice and reduce duplication of effort. These include:

- Lincolnshire Environmental Health Managers Group
- Lincolnshire Food Officers Group
- Lincolnshire Health and Safety Officers Group
- Kesteven Safety Advisory Group
- Food Standards Agency (East Midlands, Yorkshire and Humber Region)
- Health and Safety Executive (Nottingham Region)
- Public Health England
  - East Midlands Health Protection Team
  - Food Water and Environmental Laboratories York
  - Public Health Laboratory, Birmingham
- Lincolnshire County Council
  - Trading Standards
  - Fire and Rescue
  - Police
  - Highways and Planning
- Drinking Water Inspectorate
- Anglian Water

### **Promotional Activities**

Education and awareness are key methods of encouraging high standards in businesses across the district and informing the public.

We support FSA media campaigns promoting messages through press releases, our website, social media and newsletters where resources allow.

We continue to provide information to assist businesses to comply with legislation and ensure the Council's website is maintained with relevant information.

Press releases are issued following successful prosecutions to act as a deterrent to others and inform the public.

### **4.3 Looking forward 2019/20**

#### **Additional services**

To further support businesses a range of products and services are under development and will be charged on a cost recovery basis.

This includes a bespoke on-site advice service which was launched at the end of 2018 and will be built on this year. Alongside this, those who want to improve but do not want on site advice will be able to access 'pocket guides' which provide information on a range of topics relevant to food safety management via the Council's website.

Food hygiene and allergen training courses are being offered throughout the year. It is anticipated that this offer will be extended to include health and safety and on-line training.

Since 1 April 2018 we have offered printed versions of the FSAs Safer Food Better Business pack for a fee. This document helps food businesses comply with the law and can be freely download this from the Food Standards Agency (FSA) website should the business prefer. We also offer a food safety organiser which provides additional templates and documentation to support the business with their food safety management system.

Businesses can access free information on the Council's website and receive basic advice to ensure they comply with the law.

### **Better Business for All**

Better Business for All (BBfA) brings together businesses and regulators in local partnerships to identify the issues facing local businesses and provide support to them. Working with other Lincolnshire authorities and hosted by Lincolnshire County Council, businesses will be able to access a 'hub' of information about how to set up a business in our district, who they need to contact such as environmental health, planning, council tax and how they can access funding.

### **Health and Safety**

Proactive health and safety interventions will be undertaken in accordance with the Health and Safety Executive's National Priority Inspection Areas priority inspection areas as detailed in LAC67-2. It is anticipated that manual handing in residential care homes will be a focus.

### **Healthy Eating**

The Healthier Options Award was launched in January 2019. To date, 4 businesses met the criteria with other applications in progress. The scheme is hosted by Lincolnshire County Council will all Lincolnshire local authorities participating. Food businesses with a Food Hygiene Rating Scheme score of 3 or above will be eligible to apply for the award providing they pledge to provide a range of healthy choices on their menu. We aim to increase participation in the scheme steadily throughout the year, publicising the scheme during food hygiene inspections.

### **Food Standards Agency (Regulating Our Future)**

Between now and 2020, the FSA plans to implement and deliver a new regulatory model for food through its 'Regulating our Future' (RoF) programme. The aim is to modernise the way food businesses are regulated, creating a system that is modern, risk-based, proportionate, robust and resilient.

It is understood that the programme of transformation is not intended to result in a reduction in local authority funding to deliver this key public protection activity. Rather, the changes will over time lead to a different balance of activities at local authority level.

Although not yet confirmed, it is expected that changes will be needed to data collection methods, including the registration of food businesses which is currently being trialled by several local authorities. Although this does not come into full effect until 2020, some changes are likely to be introduced later this year. We will keep abreast of these changes by attending meetings with the FSA and seek to implement changes in line with any proposed timetable. It is not known at this point whether our current database will be able to accommodate the new registration system.

Another element of RoF will business ‘segmentation’. This national review of food business types will result in a more informed approach to inspections. It is likely that some business types and those that consistently perform very well at inspection will have less frequent inspections or may fall entirely outside of the local authority inspection programme. It is expected that segmentation will realign our officer resource, allowing a greater focus on poor performing and new businesses. The commercial team has submitted inspection data to the FSA to support this work.

In addition, the FSA are introducing a National Inspection Strategy (NIS) for businesses with Primary Authority agreements. This is currently at the trial stage with 2 national companies but is likely to make inspections of businesses with agreements more focused, reducing burdens on business and making it less resource intensive for local authorities.

## 5. Resources

### 5.1 Financial

The cost of providing the Commercial Service is detailed by area:

Discipline	Actual 2018/2019	Budget 2019/2020
Food safety	210,658	220,097
Health and Safety	111,436	104,106
Water quality	28,659	30,129
Infectious Diseases	40,618	38,581
<b>Total</b>	<b>391,371</b>	<b>392,913</b>

The service is resourced sufficiently to operate in the absence of exceptional events or demands.

### 5.2 Staffing allocation

The staff allocation for 2019/20 is as follows:

Areas of Work					
	FTE	Food	H&S	Infectious diseases	Drinking water
<b>Team Leader</b>	1	✓	✓	✓	✓
<b>Environmental Health Officers (EHO)</b>	1	✓	✓	✓	✗
	0.8	✓	✓	✓	✓
<b>Technical Officers (TO)</b>	1	✓	✓	✓	✓
	1	✓	✓	✓	✗
<b>Technical Support Officer (TSO)</b>	1	✓	✓	✓	✓

The Lead Officer function required by the Food Law Code of Practice is undertaken by the Commercial Team Leader.

EHOs hold the BSc or MSc Environmental Health and are Authorised Officers, competent to carry out all levels of official and non-official controls, enforcement for food safety and undertake inspections of all approved food premises.

TOs hold the Higher Certificate in Food Premises Inspection and are Authorised Officers with restrictions relating to premises closure and seizure and detention of foodstuffs.

The TSO acts as a Regulatory Support Officer, supporting the work of the Authorised Officers.

EHOs and TOs are competent to undertake the full range of health and safety enforcement activities and infectious disease investigation and enforcement.

### **5.3 Staff training and development**

All officers are trained to a level commensurate with the work they undertake. They receive an annual Personal Development Review and regular one to one meetings. During this process consideration is given to Continual Professional Development (CPD) requirements for each area of work.

The Food Law Code of Practice requires that local authorities ensure that authorised officers receive relevant structured ongoing training. The minimum requirement is 20 hours CPD per year, of which 10 hours must be on core food matters. Training is provided through short courses, in house training, cascade training, team meetings and self-learning.

### **5.4 Quality assessment**

The Team Leader undertakes random checks of post inspection risk scores and database entries and authorises alterations to risk ratings or FHRS scores have increased/decreased dramatically. Officers are accompanied on selected visits and participate in consistency exercises.

A data cleansing exercise is undertaken annually to comply with the Data Protection Act 1988 and the Council's data retention policy as well as the General Data Protection Regulations.

## Appendix 1 Programmed food safety intervention work for 2019/2020

Risk category	Intervention frequency (months)	Minimum intervention permitted	OFFICIAL CONTROLS Inspections (High/medium risk)	ALTERNATIVE INTERVENTIONS Enforcement interventions (Low risk)	Comments
A	6	Official controls	19	N/A	<b>High risk premises</b> Many of these businesses will be “broadly uncompliant” and require additional officer time to rectify. May have intrinsic high risks associated with the type of food activity and/or poor compliance
B	12	Official controls	29	N/A	
C	18	Official controls	121	N/A	
D	24	Alternates between official controls and alternative interventions	203		<b>Medium risk premises</b> Premises that prepare, cook or handle open high risk food or manufacture or re-wrap high risk foods will be visited each time. All others receive alternate interventions
E	36	Alternative interventions	119	119	<b>Low risk premises</b> Premises that are low or minimal risk. Selling low risk food or not handling open food. Business with significant changes or subject to complaints will be visited
Outside	36	Alternative interventions	N/A	24	
Not yet rated	Within 28 days of registration	Official controls	28		Initial inspections of new food establishments which should normally take place within 28 days of registration or from aware in operation (as at 31 March 2018)
Outstanding Inspections from 2018/2019		Official controls and/or alternative interventions dependent on business type	2 risk category D 8 risk category E		Outstanding inspections from 2018/19 prioritised for 2019/20

