

# Work Plan for Food and Health and Safety Enforcement 2022/2023



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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## 1.0 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 (FSA) Framework Agreement, but covers all core areas of work undertaken by the Environmental Health, Commercial Team.

**In last years workplan the impact of the Covid-19 pandemic was highlighted including the redeployment of resources and staff, the significant backlog of proactive food hygiene inspections and also the increase in new food businesses starting up, especially from home. There has been excellent progress to clear the backlog, meeting the requirements of the FSA recovery plan including the 30<sup>th</sup> June 2022 milestone whereby all category A and B food premises (the highest risk) will have been inspected. In addition, it is anticipated that the two further milestones for 2022, stipulating that all category C and D food premises will have been inspected, will also be achieved. However, this foresight can, as always, be affected by any further significant events such as infectious disease outbreaks, fatal accident investigations etc.**

### 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 public protection, 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

The Council has agreed a new Corporate Plan setting out its vision and priorities.

Five priorities are highlighted in the Corporate Plan, based on an analysis of the current performance of SKDC both as a district and as a council, and emerging opportunities and challenges:

- Growth and the Economy
- Housing that meets the needs of all residents
- Healthy and Strong communities
- A Clean and Sustainable Environment
- A High Performing Council

### 1.3 Links to other Council functions

The work of the Environmental Health Commercial Team, that sits within the Public Protection Service area, 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 licenses premises for late night refreshment (serving hot food and drinks between 11pm and 5am). The Commercial team supports this work, checking licenses during inspections and commenting on license applications.

## 2.0 Review of 2021/2022 and estimated work for 2022/2023

### 2.1 Food Hygiene

PROGRAMMED WORK		Estimated 2021/22	Actual 2021/22	Estimated 2022/23
Food interventions	High risk (Cat A-C)	97	156	218
	Medium risk (Cat D)	197	308	210
	Low risk (E and outside)	156 & 70	102	36
Outstanding interventions	High risk (Cat A-C)	N/A	4	4
	Medium risk (Cat D)	N/A	21	19
	Low risk (E and outside)	N/A	226	191
	Total	520	817	659
Food and environmental sampling		5	38	30
Export audit visits		0	0	0

NON-PROGRAMMED WORK		Estimated 2021/22	Actual 2021/22	Estimated 2022/23
General	Export certificates	10	5	10
	Revisits	40	72	55
	Advice (paid for)	N/A	4	5
	Business advice visit	20	36	25
	Complaints	130	119	130
	Other requests	100	230	150
	New registration	125	165	125
Food hygiene rating scheme (FHRS)	Enquiries	10	2	10
	Re-score re-inspections	5	4	5
	Appeal requests	1	2	1
	Right to reply	1	0	1

## 2.2 Infectious Disease Investigation (ID)

NON-PROGRAMMED WORK	Estimated 2021/22	Actual 2021/22	Estimated 2022/23
Official notification	150	16	50
Unofficial notification	20	39	20
Investigations & enquiries	1	26	1
Visits	5	1	0

## 2.3 Health & Safety

PROGRAMMED WORK		Estimated 2021/22	Actual 2021/22	Estimated 2022/23
H&S interventions	High risk premises	1	0	1
	Skin piercing	20	17	20
	Cooling tower registration renewal	N/A	0	N/A

NON-PROGRAMMED WORK		Estimated 2021/22	Actual 2021/22	Estimated 2022/23
General	H&S inspections	10	0	10
	Revisits	10	2	5
	Advice/events	5	22	5
	Complaints	25	104	50
	Other requests	50	82	50
	Smoke free	3	0	3
Skin Piercers	Enquiries	30	58	30
	Complaints	1	3	1
	New skin piercing registrations	30	16	30
Accidents	Reported	70	60	70
	Investigated (No visit)	20	36	20
	Investigated (Visit)	10	24	10

## 2.4 Private Water Supply Regulation (PWS)

	Estimated 2021/22	Actual 2021/22	Estimated 2022/23
<b>PROGRAMMED WORK</b>			
Risk assessment visits	10	19	10
Sampling visits	12	6	20
<b>NON-PROGRAMMED WORK</b>			
Service requests	30	19	30

## 2.5 Enforcement during 2020/21

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

## 2.6 Performance indicators 2021/22

Ref No	PI Description	Target (%)	Achieved (%)
OB09	Food premises that are broadly compliant (rated 3 or above in FHS) (FHS)	95	99.47
KOMD15	Planned high risk food safety interventions completed (Cat A&B)	99	100
KOMD16	Planned medium risk food safety interventions completed (CAT C&D)	95	95.3
SK641	Planned low risk food safety interventions completed	75	Not assessed, prioritisation due to covid recovery
SK670	Premises inspected that improved FHS rating or maintained a 5 rating	70	86

## 2.7 Variations from the 2021/22 Work Plan

### 2.7.1 Staffing Allocation

As reported in last years workplan, a trainee food, health and safety officer role was created to replace a vacant officer post. It is expected that this trainee will become qualified and competent in accordance with their career development plan towards the end of 2022. The post has been successful particularly as environmental health staff retention and recruitment is a growing problem nationally but more so across all Lincolnshire councils. The team has been fortunate that this individual has been able to contribute significantly during the pandemic as many official food hygiene interventions were paused. In addition, the trainee role now includes food sampling responsibility, increasing capacity in this area of work. The trainee post now in year 2 is also contributing towards skin piercing and cosmetic work, including new registrations and reactive work. This person, along with two other staff, are now trained and qualified to take water samples from private supplies. Please see section below regarding this area of work which has had particular attention.

Since September 2020 unfortunately one of the Full-Time EHO's has been long-term absent. The use of contractors has supported this absence.

### 2.7.2 Food Hygiene

#### Prosecution

No food businesses have been prosecuted in the last financial year and none are pending.

## **2.7.3 Health and Safety**

### **Prosecution**

No workplaces or other similar organisations have been prosecuted in the last financial year and none are pending.

### **Fatal accident Investigation**

In last years workplan it was reported that a lengthy investigation continued following a fatal accident during June 2019. Following coroner court delays the case was heard in the Coroner's court during January 2022 over two days. Following the Coroner's decision and conclusions the health and safety case was closed. Following the inquest, the team will consider if a project can be delivered locally with meaningful impact.

## **2.7.4 Private Water Supply Regulation**

The project relating to this area of work has now successfully concluded. This is a significant piece of statutory work. The council are required to complete a statutory return each year to the Drinking Water Inspectorate (DWI) detailing the sampling, risk assessment and enforcement actions taken. In 2021/2022 19 property supplies were risk assessed and 3 officers received sampling training as required by the regulations.

Whilst it remains a challenge to continue to keep a focus on this area of work, team members have collectively enabled the successful delivery of this function. The administrative burden is very significant, and the regulations place much of the burden on the council. Many supply owners have not suffered ill health from their supplies and are reluctant to recompense the authority for risk assessment and sampling costs which can be significant. However, the team is working successfully with the responsible persons and all fees have so far been recouped and relationships improved.

The team are now using a new contractor to support on-site risk assessment and also a new laboratory for analysis. These stakeholder relationships are working well. New ways of working will be explored to consider how this difficult function can be delivered effectively into the future.

## **3.0 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.

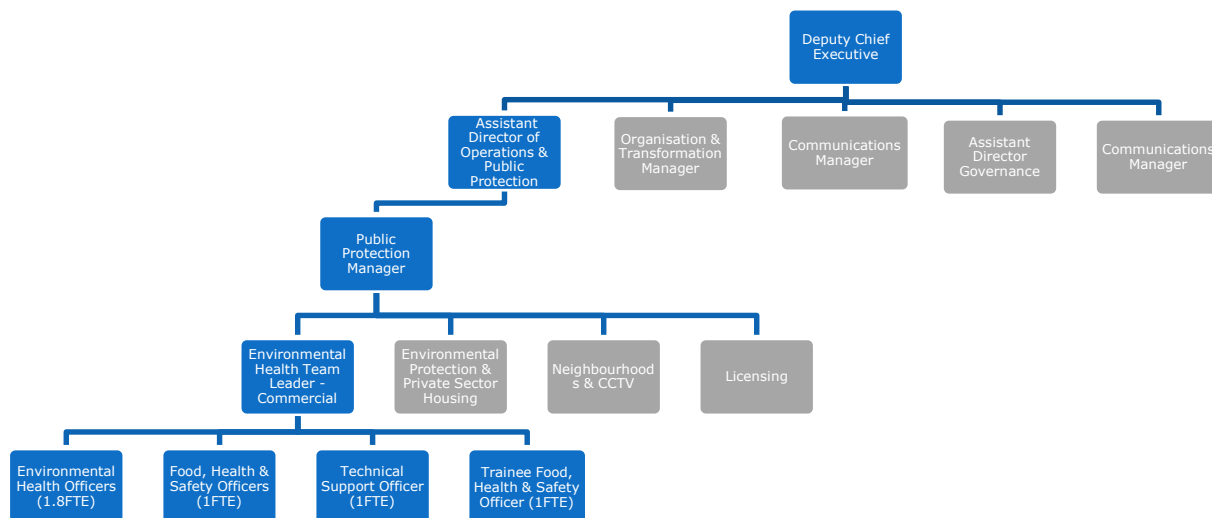
The population of the district is currently estimated at 142,424 (ONS 2019 mid-year population estimates). The overall population size is projected to increase to 161,400 by the year 2041. 95% of the population is described as white ethnic.

A 2021/22 benchmarking exercise highlighted that, by comparison to other Lincolnshire councils, the demands on the service are increased due to growth, range of demands, district makeup/demographics and that South Kesteven is home to four towns all very different.

### 3.2 Organisational Structure

The Council consists of 56 Elected Members with a Conservative majority. The Cabinet consists of 8 Members, with 1 Cabinet Member holding the portfolio for People and Safer Communities, this includes food hygiene and health and safety.

Organisational chart:



### 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. In 2020/21/22 this scope extended to Covid-19 business restriction work and related public health matters placing the service under unprecedented demands.

The service also covers certain skin piercing activities such as registering/regulating tattooists and cosmetic piercers. The Chartered Institute of Environmental Health and other professional bodies have lobbied government for increased regulation in an area where many people suffer adverse health issues when receiving treatments. It is likely that a new licensing regime will become law, although this is at the early stages of the law-making process. This could require all persons offering non-surgical cosmetic procedures to become licensed with more stringent regulation. It is very likely this area of work will be part of the commercial team’s duties maybe during 2023/24.

Provision is made for external specialist services laboratory services:

Provision	Laboratory
Food Examiner	UKHSA (formerly known as Public Health England) Food, Water and Environmental Microbiology Laboratory, York
Public Analyst	Eurofins, Public Analyst Scientific Services, Wolverhampton
Private water supply testing	Northumbrian Water Scientific Services, Northumberland Dock Road, Wallsend, Tyne & Wear NE280QD or 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, detailed below. We also operate an emergency out of hours service as detailed below.

Office	Opening Times
<b>Grantham</b> Address: St Peters Hill Grantham Lincolnshire NG31 6PZ	Monday – Friday. By appointment only or online transaction support. 9am-1pm.
<b>Bourne</b> Address: 3 Abbey Road Bourne Lincolnshire PE10 9EF	Monday – Friday. By appointment only.

Contact Details	
 <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 at <http://www.southkesteven.gov.uk/index.aspx?articleid=12189>

## 4.0 Service Delivery

### 4.1 Programmed Work

#### 4.1.1 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 2022/2023 are outlined in Appendix 1.

#### 4.1.2 Registered Food Business

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 2021/22	Number 2022/23	% 2021/22
Primary producers	24	24	1.6
Manufacturers and packers	51	53	3.6
Importers and exporters	5	4	0.3
Distributors and transporters	39	44	3
Retailers	277	293	20
Restaurants and caterers	1041	1042	71
<b>Total</b>	<b>1435</b>	<b>1460</b>	

### 4.1.3 Food Hygiene Interventions

In accordance with the 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	0	0
B	At least every 12 months	28	1.9
C	At least every 18 months	205	14
D	At least every 24 months	486	33.3
E	Programme of alternative interventions every 3 years	602	41.2
Outside		78	5.3
Not yet rated		61	4.2
<b>Total</b>		<b>1460</b>	

### 4.1.4 Food Hygiene Rating Scheme (FHRS)

The Food Hygiene Rating Scheme (FHRS) 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. All ratings are displayed on the Food Standards Agency website and businesses are provided with a window sticker should they choose to display and promote their rating. Whilst it is mandatory to display the rating in Wales it isn't currently in England, although this may change post Covid-19 pandemic. If mandatory display is introduced, then this could be a significant piece of work.

In South Kesteven, 77% 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 88% of food businesses reaching the maximum food hygiene rating of 5, achieving full compliance with food hygiene law.

FHRS Rating	Description	Number	%
5	Very good	987	87.9
4	Good	96	8.5
3	Generally satisfactory	34	3
2	Improvement necessary	4	0.4
1	Major improvement necessary	2	0.18
0	Urgent improvement necessary	0	0
	<b>Total</b>	<b>1123</b>	

### 4.1.5 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	4
Cold store	4
Poultry manufacturer	1
Mechanically separated meat manufacturer	1
Biltong manufacturer	1
Milk and Dairy Processor	1
Total	12

In addition, there are 6 further manufacturing premises which do not require 'products of animal origin' approval.

### 4.1.6 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 is 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.

### 4.1.7 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 11) 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 2022/23 is detailed in section 2.3.

#### 4.1.7.1 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	50	36
Cosmetic piercing	9	6
Electrolysis	14	10
Acupuncture	27	19
Ear piercing	24	17
Tattooist	16	11
Total skin piercing premises registrations*	<b>140</b>	

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

Individual Piercer Type	Number	%
Semi-permanent make-up artist	59	19.5
Cosmetic piercer	24	8
Electrolysis practitioner	35	11.5
Acupuncturist	47	15.5
Ear piercer	61	20
Tattooist	77	25
Total	<b>303</b>	

#### 4.1.7.2 Tattoo Hygiene Rating Scheme (THRS)

The Tattoo Hygiene Rating Scheme (THRS) is a voluntary scheme and is supported by 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. Six out of the fourteen registered tattoo studios have joined the scheme. Ratings are displayed on the Council's website. It is planned to review the relevance of the THRS during 2022/23 especially due to resource implications and the value of the scheme going forward.

Rating	Description	Number
4	Good	5
3	Very satisfactory	1
2	Satisfactory	0
1	Needs improvement	0
	Total	<b>6</b>

### 4.1.8 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	27	52
Multiple domestic (Reg 10)	5	10
Commercial (Reg 9)	20	38
<b>Total Supplies</b>	<b>52</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) (Amendment) 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 the UK Health Security Agency (UKHSA, formerly known as Public Health England), 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)
- UK Health Security Agency
  - 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 2022/23**

### **Additional services**

A range of products and services are offered which are discretionary and charged on a cost recovery basis. These include:

- Food safety organisers
- Safer Food Better Business packs
- New food business advice consultations
- Food hygiene check-up for existing business
- On site staff training

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

### **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. Using local intelligence, it is anticipated that the work programme will include a locally identified priority relating to motocross and motor sports. Also, in line with national planning priorities as directed by the HSE we will attempt to raise awareness of work-related stress and mental health issues within appropriate SMEs, and as we have done before assess electrical and gas safety in the hospitality sector. Such issues will be primarily raised during food hygiene visits at relevant premises. LAC67-2 also highlights zoonosis risks relating to animal and farm visitor attractions as a focal area – which we have previously looked at due to local incidents and outbreaks. Another area highlighted by the HSE for attention are inflatable amusement devices. Through the local Safety Advisory Group, we continue to assess such devices used at events and offer the latest advice to event organisers.

### **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 with 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.

The scheme has not gathered momentum possibly due to the impact of the Covid-19 pandemic; we are awaiting information on the future of the scheme from LCC.



School meal standards pilot – the FSA is commencing upon pilots relating to school meals and nutrition. Via the Food Education Team at Lincolnshire County Council the FSA are considering how Environmental Health staff can assist during existing food safety visits (either with school meal providers or within schools) to support this area of work.

### Preparing for EU Exit

Preparations and learning are continuing to support businesses during the transition period. Appropriately qualified Officers were previously registered as Food Competent Certifying Officers (FCCOs) to issue Export Health Certificates (EHC) for certain products of animal origin exported to the EU. Our experience has found that the learning and knowledge required to maintain this level of competency far outweighs demand. We have therefore surrendered the certification. Private companies and official veterinary surgeons appear best placed to offer this service.

## 5.0 Resources

### 5.1 Financial

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

Discipline	Budget 2021/2022	Budget 2022/2023
Food safety	229,973	<b>224,232</b>
Health and Safety	108,829	<b>106,315</b>
Water quality	31,438	<b>30,721</b>
Infectious Diseases	40,298	<b>39,372</b>
<b>Total</b>	<b>410,538</b>	<b>400,640</b>

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

### 5.2 Staffing Allocation

The staff allocation for 2022/23 is as follows (trainee post commenced Sept 2020):

	Areas of Work				
	FTE	Food	H&S	Infectious diseases	Drinking water
Team Leader	1	✓	✓	✓	✓
Environmental Health Officers (EHO)	1	✓	✓	✓	✗
	0.8	✓	✓	✓	✗
Technical Officers (TO)	1	✓	✓	✓	✓
Trainee Technical Officer	1	✗	Low risk	Low/medium risk work only	✓
Technical Support Officer (TSO)	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 Food Control 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 (dependent upon qualifications/experience and competency) 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, e-learning, 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 2018 and the Council's data retention policy as well as the General Data Protection Regulations.

### Appendix 1 Programmed food safety intervention work for 2022/2023

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	0	N/A	<b>High risk premises</b> Many of these businesses will be “broadly uncompliant” and require addition officer time to rectify. May have intrinsic high risks associated with the type of food activity and/or poor compliance
B	12	Official controls	30	N/A	
C	18	Official controls	188	N/A	
D	24	Alternates between official controls and alternative interventions	210		<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	TBC according to FSA recovery plan	TBC according to FSA recovery plan	<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	N/A	
Not yet rated	Within 28 days of registration	Official controls	33	N/A	Initial inspections of new food establishments which should normally take place within 28 days of registration or from aware in operation (correct as of 20 May 2022)
Outstanding Inspections from 2021/2022		Official controls and/or alternative interventions dependent on business type	251 in total due to Covid-19 pandemic		Outstanding inspections from 2021/22 prioritised for 2022/23 (in accordance with the FSA recovery plan). 226 of these are category E – low risk.

