



DECISION OF COUNCILLOR PETER BRYANT

THE EXECUTIVE MEMBER FOR ENVIRONMENT

**WITH ADVICE FROM
THE DIRECTOR OF DEVELOPMENT AND ENVIRONMENT**

DECISION NO 15/16 DE 254

SUBJECT:

Approval of Food Safety Service Plan

Background:

The Food Standards Agency requires a detailed service plan outlining the requirements of the food safety service within North Somerset. The plan details resources available for food safety, the profile of the differing types of food premises within the district, the work required within the year and a recent history of the work carried out.

It should be noted that this service plan has been reviewed subsequent to the FSA LAEMS audit on 5/01/2016 and reflects the current status of the food service provision within the authority. The service plan for the 2016-17 financial year will be published subsequent to the authority providing its return on activity for 2015-16.

DECISION:

That the service plan is approved.

Reasons:

Provision of the report is a requirement of the FSA and the provision of the appendix is in response to the FSA audit of our most recent statistical return reporting on the authority's inspection achievements for the year 2014-15

Other Alternatives Considered:

None

Risk Assessment:

None

Financial Implications:

- The decision is within the relevant budget of the Directorate (including phased capital budget) and the relevant revenue & capital budget, and the Directorate's overall budget is not projected to be overspent.

Implications for Future Years:

None

Signed.....Executive Member for Environment

Dated.....

Confirmation of Advice Given

Signed.....Director of Development & Environment

Dated.....

NORTH SOMERSET COUNCIL

FOOD SAFETY TEAM

SERVICE PLAN

2015-16

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INTRODUCTION

1. BACKGROUND

1.1. Profile of the Local Authority

North Somerset is a unitary authority established on 1st April 1996, based upon the old geographical area of Woodspring District Council and is approximately 145 square miles. The authority covers an area from Weston super Mare in the South to the Avon Gorge in the North, and is bounded by the sea to the west and stretches east to Blagdon. Adjoining authority boundaries are Bath & North East Somerset to the East, Bristol City to the North and Mendip and Sedgemoor District Councils to the South.

In addition to Weston super Mare (population 76,143), North Somerset contains the towns of Clevedon (population 21,281), Nailsea (population 15,630), and Portishead (22,043), 2/3rds of the population live in these towns the remainder in the villages and countryside (figures from 2011 census.)

The Authority has a broad industrial base, which includes food processing, agriculture, hotels and catering. There is a good transport infrastructure from the M5 which runs north to south, A38 and A370, Bristol Airport and an Intercity railway station. Further expansion of the network to the north of the district is underway to enhance road and rail links.

1.2. Profile of the Service

The Food and Safety Service is a regulatory service whose enforcement remit covers food safety, health and safety, infectious disease control and public health, animal welfare licensing and environmental protection within food businesses. The service also contains the Trading Standards Service and works closely with those professionals to provide a regulatory and advisory provision to the residents of North Somerset.

1.3 Links to Corporate Objectives and Plans

North Somerset has been nationally recognised as one of the top performing councils over a number of years, the corporate plan attempts to maintain this process during budgetary reductions expected over the next few years.

The Council's Corporate Plan 2011-15 identifies the Council's six key aims as:

- Promoting lifelong learning opportunities
- Enhancing health and wellbeing

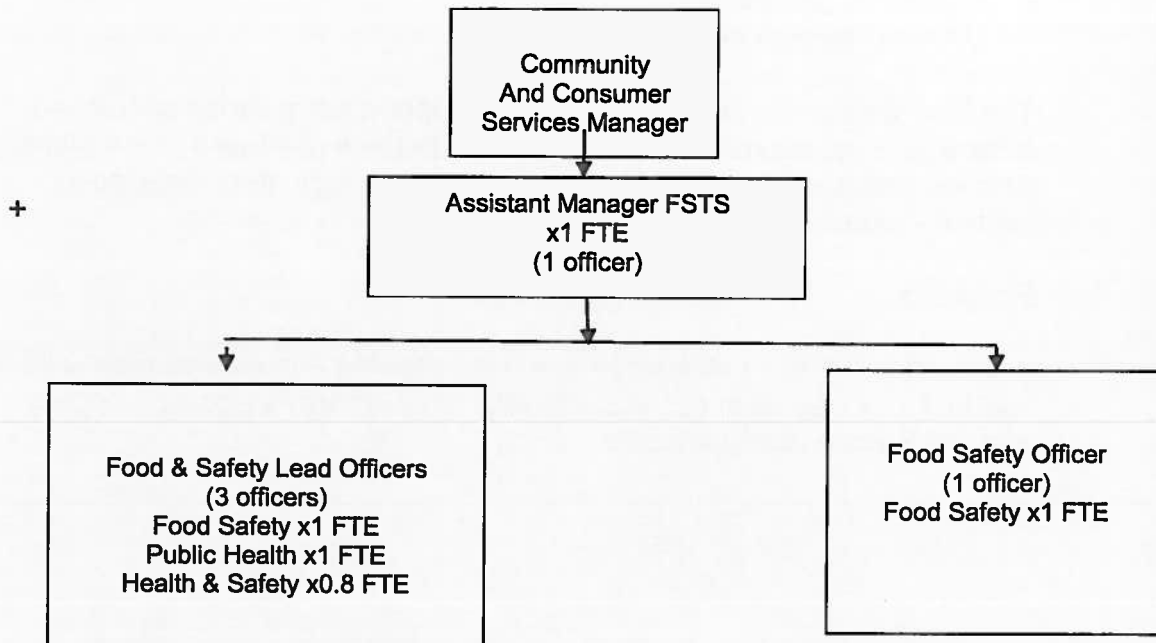
- **Protecting and improving the environment**
- **Building stronger and safer communities**
- **Increasing prosperity**
- **Maintaining high performance**

The food and safety service will seek to support compliance with these aims where appropriate via compliance with the individual service plans detailed below and specifically the performance indicators detailed in section - Quality Assessment (item 8)

1.4 Equalities

It is expected that all officers involved in following this service plan will conduct themselves in accordance with the Authority's equalities policy and the Race equality scheme.

2. ORGANISATIONAL STRUCTURE



The current officer FTE providing the food safety delivery is as follows:

Officer FTE associated with food work

JD	0.8
MH	0.5
PH	1.0
RF	1.0
JC	0.3
TOTAL	3.6

Community and Consumer Services Manager 0.1 FTE

3. OFFICER COMPETENCY

Chapter 4 of the Food Law Code of Practice and associated guidance requires that authorised officers have certain prescribed qualifications and are able to exhibit the required competencies to carry out official controls. To ensure that this is the case, the Lead Officer for food safety enforcement has attended the FSA training course on Competency and Authorisation requirements and North Somerset Council is committed to ensuring that these qualifications and competencies are documented for each officer. The matrices for each officer are located in the Human Resources section of Sourcedocs and it is intended that the matrices will be completed by 30th April 2016 and any identified training needs addressed over the following six months.

4. SERVICE DELIVERY

The service delivery point for the food and safety service is:

North Somerset Council
Development and Environment Directorate
Community and Consumer Services
Castlewood.
Tickenham Road
Clevedon
BS21 6FW

General contact number: 01275 888802

Within the service, contact officer is:

Peter Hardman Tel.01934 634603
Email: peter.hardman@n-somerset.gov.uk

General email queries foodandsafety@n-somerset.gov.uk

Officers are available during normal office hours 8.45-5.00 p.m. Mon.-
Thurs. and 8.45-4.30p.m. Friday

After hours, any emergency contact is via the Council's emergency call
out service – Tel: 01934 622669

5. ENFORCEMENT POLICY

The service has a documented enforcement policy, and procedures covering all aspects of food hygiene and methodologies for ensuring compliance.

The policy sets out:

- The objectives of the policy.
- The Authority's approach to enforcement
- The standards for performance and enforcement review
- Authorisations and management control of enforcement
- Details of the food and safety legislation enforced by the Authority
- The principal areas of work and action targets
- Methods of enforcement
- Complaints about enforcement

6. RESOURCES

Financial Allocation

BUDGET ITEM	COST (£)
Staff costs	134,400
food hygiene materials	N/A
Travel	N/A
Food sampling	N/A
Litigation	N/A
Officer training	1,500
Supplies and services	200
Central and departmental support	2,750
TOTAL	138850

7. STAFF DEVELOPMENT PLAN

North Somerset Council aims to have a fully competent workforce to carry out food safety work. And individual staff training needs are formally identified during annual appraisals, 1:1 meetings and the officer competency matrix outcomes documented in the annual team plan.

In addition, training needs which arise due to changes in legislation, Food Standards Agency initiatives etc. are addressed throughout the year as and when monies are available

In order to satisfy the continual professional development (CPD) requirement detailed in the current Food Standards Agency Code of Practice officers are required to ensure a minimum of 10 hours food safety training for all officers carrying out food safety duties. It is also recognised that qualified Environmental Health Officers are required to achieve 20 hours CPD, Accredited associate members must achieve 10 hours and Chartered status members must achieve 30 hours.

8. QUALITY ASSESSMENT

The quality of the food and safety service is assessed throughout the year by the following methods and variations from the standard are addressed in review meetings following the activities listed

- Manager review of the completed inspection pro-forma, data entry and communication with the businesses.
- Cross working audits between team members to ensure consistency of approach.

- Meetings to discuss targets, interpretation of legislation and associated standards between the managers and lead officers.
- 1:1 meetings on a monthly cycle with team members.
- Annual appraisal covering work issues addressed during previous 12 months
- Cross inspection work between team members and their line managers.
- Inter Authority auditing.

1. SERVICE AIMS AND OBJECTIVES

1.1 Aims and Objectives

It is this authority's policy to endeavour to ensure that all food and drink intended for sale for human consumption which is produced, stored, distributed, handled or consumed within North Somerset is without risk to the health or safety of the consumer.

This will be achieved by:-

- The operation of a comprehensive regime of proportionate risk based intervention, sampling, inspection/auditing and testing to assess the legitimacy of foodstuffs and food premises within the district. This work will be carried out under the guidance of the current Food Standards Agency Food Law Code of Practice and Practice Guidance. Priority will be given to non-compliant businesses and those with a poor assessment in compliance for hygiene practices, structural condition and/or business management.
- Targeting of premises for inspection is also focused as a result of complaints/intelligence received from the public with allegations of illness/food poisoning being given a primary focus.
- The active provision of appropriate, targeted, specific, transparent and robust advice and support to businesses to maximise compliance with EU risk-based food hygiene regulations and general domestic food law as staffing resources permit. This is supported by the Council Connect telephone service who direct many enquiries to the council online business support information available for download from the corporate website.

- Effectively investigating and resolving Food Safety 'Home Authority' queries, investigations referred by other authorities and individual consumers as staffing resources permit.
- Investigating infectious disease outbreaks with a view to limiting community spread and applying appropriate interventions and sanctions to food businesses identified as responsible for spread.
- Investigating complaints about foodstuffs and food businesses within the District based on identifiable risks to human health or injury.
- In line with the Government's Sustainable Development agenda in particular that relating to Healthy Communities, to provide help, advice and support to consumers to protect public health and promote healthier lifestyles and consumer choice.
- Maintaining a high quality professional workforce able to carry out this work to meet local authority and Food Standards Agency targets within the staffing constraints of the authority.

The aforementioned aims, objectives and methods of achievement directly link to the FSA Strategic Plan 2010-15 (as updated May 2013) and their vision for food law enforcement which states 5 outcomes:

- Food producers and caterers give priority to consumer interests in relation to food
- Imported food is safe to eat
- Consumers have the information and understanding to make informed choices about where and what they eat
- Business compliance is supported as it delivers consumer protection. This will include a focus on effective, risk based and proportionate regulation and enforcement.
- Food produced or sold in the UK is safe to eat.

The main aim is to put the health of the consumer first.

2. SCOPE OF THE FOOD SAFETY SERVICE

The food safety service is solely provided by officers of North Somerset Council and operates within the Authority's documented food safety policies and procedures.

The service also offers online, e-mail, written and verbal advice for new business enquiries, structural and practise changes in food businesses

and any other stakeholder inquiries relating to food hygiene and safety. This advice provision has become limited due to a reduction in the staffing resource available for food safety, much has been directed to customer self-service using council connect first contact approach, web based information and tailored advice where appropriate.

In addition to the Food Safety Act 1990 and associated regulations, the food safety service also enforces the following legislation in food premises:-

- Health and Safety at Work etc. Act 1974
- Environmental Protection Act 1990 in relation to waste disposal
- Public Health (Control of Diseases) Act 1984
- Local Government (Miscellaneous Provisions) Act 1976 & 1982
- Housing Act 1985
- Public Health Acts 1936 & 1961
- Health Act 2006
- Licensing Act 2003
- Sunday Trading Act 1994
- Prevention of Damage by Pests Act 1949

In relation to imported foods

- The European Communities Act 1972
- Regulation 17/2002 – The general principles of food law and safety.

And associated regulations made under the Act.

2.1 Demands on the Food and Safety Service

The district has a wide mix of food businesses ranging from:

- A manufacturer of spice mixes and coatings for national and international distribution,
- 3 major dairies manufacturing yoghurt and cheese for national distribution,
- Food manufacturers and distributors of a wide range of foods (beer, cider, cooked meats and catering butchers) distributing locally, regionally and internationally.
- Restaurants, hotels and food retailers.
- A large number of social, residential and nursing care homes.
- Bristol Airport & Royal Portbury Dock (Feed import at Portbury as all food consignments are dealt with at Avonmouth Border Inspection Post by Bristol City Council)

The majority of businesses are hotels and restaurants, which reflects the district's role as a holiday resort.

The food premises listed by (Authority code) type are as follows: -

	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2013/14	2014/15
Distributor/Wholesaler	31	28	27	27	35	44	36	24	22	21
Importer/exporter	1	1	1	1	1	4	4	1	1	2
Manufacturer/packer	32	19	13	14	16	17	17	16	36	33
Packer	7	5	3	4	5	7	6	6	Inc above	n/a
Primary Producer	0	8	8	10	11	133	138	12	13	16
Restaurant/caterer	1344	1218	1223	1277	1281	1348	1450	1445	1592	1598
Retailer	444	331	324	373	382	405	400	367	374	374
Slaughterhouse	5	3	3	6	6	6	4	4	5	5
Total	1864	1628	1621	1732	1757	1983	2072	1875	2043	2049

In addition to the above premises there exist a further 49 premises that operate within non-food coded premises.

Approved Premises are as follows: -

	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/1	2010/11	2013/14	2014/15
Meat Products	10	10	10	2	2	2	1	1	3	3
Dairy Products	6	6	4	3	2	2	2	2	3	3

The definition of those premises requiring approval as a meat or dairy products producer was changed via the FSA Code of Practice removing those premises supplying locally, on a marginal and restricted basis (i.e. the meat products element of the business does not constitute more than 25% of the total business and the trade does not extend beyond the adjacent local authority boundary and the business has a genuine retail outlet).

Within the authority, specialist food safety expertise is required in relation to the following:-

- Yeo Valley Dairy, Blagdon—yoghurt production
- Alvis Bros., Redhill—cheese production
- Trethowens Dairy Puxton- cheese production.
- Kerry Foods, Portbury—spice mix production (national and international)
- Thatchers/RCH brewery/Butcombe/Twisted Oak – cider and beer breweries. (some exporting internationally)

There is a seasonal impact on the service between April and October due to:

- The influx of holiday makers, this is reflected in an increase in complaints and the necessity to inspect those hotels, guest houses and restaurants which close outside the summer season.
- The number of outdoor events held throughout the district, ranging from the Seafront live music events attracting 1000's of people, The North Somerset Agricultural Show, to the Bristol Balloon Fiesta which attracts in excess of 500,000 spectators over 4 days.

3. SERVICE DELIVERY

3.1 Food Premises Inspections

Food safety inspections are programmed and carried out in accordance with the current Food Standards Agency, Food Safety Act Code of Practice and associated guidance with particular emphasis on non-compliant businesses with the desired process to change their approach to food safety toward compliance.

The minimum frequency of inspection for food safety inspections is as follows:-

<u>Risk Category</u>	<u>Minimum frequency of inspection or telephone audit</u>
A	at least every 6 months
B	at least every year
C	at least every 18 months
D	at least every 2 years
E	at least every 3 years

Food Premises Profile by Risk Band

Risk Band	03/4	04/5	05/6	06/7	07/8	08/9	09/10	10/11	11/12	12/13	13/14	14/15
A	22	22	13	19	22	20	9	12	No data	No data	3	5
B	120	133	115	145	164	164	104	65	65	65	23	39
C	698	735	792	777	727	722	734	694	694	694	652	388
D	239	224	240	224	248	229	277	338	338	338	439	681
E/Alternative enforcement	229	252	475	491	492	527	548	577	577	577	800	778
Un-risked premises	161	79	35	17	56	65	151	238	238	238	121	149
Total	1667	1662	1670	1674	1709	1723	1823	1924	1924	1924	2038	2040

**Inspection programme by category
Premises tagged for inspection by year.**

Risk Band	Year	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11
A*		22	22	13	19	21	20	9	12
B		120	131	115	140	164	164	104	66
C		487	507	494	489	515	481	401	509
D		167	91	144	94	165	83	137	254
E		107	80	76	129	133	44	114	238
F		99	52	N/A	N/A	N/A	N/A	N/A	N/A
Unrated		154	78	30	21	64	62	133	233
Total		829	886	842	883	992	792	765	1073

Cont....

N.B. * Category A premises receive six-monthly visits.

**Inspection programme by category (continued from above table)
Premises tagged for inspection by year.**

Risk Band	Year	11/12	12/13	13/14	14/15	15/16
A		14	4	12	4	5
B		59	52	39	26	41
C		483	612	393	309	334
D		230	336	345	604 (368 + 236)	620
E		306	451	478	520	353
Unrated		311	383	387	114	170
Total		1403	1838	1654	1577	1523

Food Standard Agency published LAEMS data: Interventions achieved

Risk Band	Year	2008	2009	2010	2011	2012	2013	2014
A		68	46	36	23	36	38	11
B		188	151	135	74	93	122	92
C		759	606	507	218	336	229	136
D		130	104	149	35	41	45	150
E		73	65	82	19	20	21	16
Unrated		55	15	17	77	100	283	86
Total		1273	987	926	446	626	738	491

FLARE Data Overall Compliance

Food Businesses by compliance Category	April 2009	April 2010	April 2011	April 2012	April 2013	April 2014	April 2015
Non-Compliant	145	98	76	31	74	22	53
Broadly –compliant	1514	1578	1632	1725	1711	1957	1881
Fully Compliant	854	959	1055	No data	No data	1404	1365

The local Authority target for interventions during 2015-16 is to carry out interventions in 100% of the non-compliant food premises and take sufficient action with these businesses to move a minimum of 50% of them into the broadly compliant category. The remainder of the intervention work will focus on the broadly compliant C risk rated premises prioritising where possible for those premises that are outside of the regular 18 month inspection routine. Focus will be applied to businesses who predominately cater for high risk clientele such as young children, the elderly or those who are immunocompromised. In addition to these factors the section will be intelligence led and act upon information received related to complaints. This intelligence will be evaluated on a risk basis by qualified officers and actioned as deemed necessary. It is anticipated that either a full inspection/audit or partial inspection, if appropriate, will take place in as many premises as the inspection capacity allows.

Due to the reduction in staff resources it is anticipated that any food businesses within the E risk band will receive an alternative enforcement intervention. These will be e-mail, telephone or letter survey to establish the continued operation and extent of food handling activities undertaken. These will be evaluated and the business assessed to maintain the risk rating or the requirement for a full safety inspection. The unrated premises recorded in the database will receive an intervention based on the type of business. It is recognised that the Code of Practice requires that an initial food hygiene intervention will be carried out within 28 days. Due to constraints on officer time this is likely to be a deviation from the code however the intention is to visit and/or assess unrated business.

- Businesses preparing and serving high risk food will receive a full inspection and risk assessment.
- Businesses preparing and serving low risk foods, e.g. home bakers and or teas and coffees will be subject to a telephone audit to establish their level of compliance. If during the audit the need for an intervention at the premises is established due to heightened levels of risk an on-site intervention will be carried out.

The Food Standards Agency Code of Practice section 5.3.1.1 related to the authority's intervention requirement, is that the authority should implement a programme that includes all the establishments for which we have food hygiene law enforcement responsibility. The programme should be based on the food hygiene intervention ratings determined according to the FSA Code of Practice.

Practically however, the current officer resource precludes this approach and the intervention activities will therefore focus on carrying out 100% of interventions in non-compliant businesses and a risk based approach to ensuring continued compliance with the remaining broadly compliant C

risk rated premises. As detailed previously focus will be applied to those who cater for high risk clientele.

Receipt of intelligence and acting upon this information will be risk assessed and evaluated. This will be actioned as necessary.

This therefore means that a deviation from the Code of Practice will occur and the programme will not include all categories of risk assessed premises. It is noted that there is a shortfall in the capability to inspect the majority of Category D premises.

There are also a large number of premises overdue for an inspection due to the reduction in service personnel. To effectively reduce the overdue inspection burden and achieve compliance with the code of practice 3 FTE food officers are required. Once the backlog has been dealt with, to maintain the yearly inspection quota 2 FTE food officers would be required.

3.2 Inspection Resources

The resources currently available to carry out food hygiene inspections are 3.6 full time equivalents .

As a result of these initial inspections, it is estimated that approximately 100-200 revisits will be required during the same period in order to achieve movement from non -compliance to broad compliance.

Food Safety Inspection Results 2013/14

PREMISES CATEGORY	NUMBER DUE	INSPECTED & CLOSED	% COMPLETE
A	12	38	100
B	39	122	100
C	393	229	58
D	345	45	13
E	478	21	8.5
UNRATED	387	283	73

Food Safety Inspection Results 2014/15

PREMISES CATEGORY	NUMBER DUE	INSPECTED & CLOSED	% COMPLETE
A	4	11	100
B	26	92	100
C	309	136	44
D	604 (368 + 236)	150	25
E	520	16	3

UNRATED	114	86	75
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Food Safety Inspection Results 2015/16 (Current inspection levels as of 16/12/2015)

PREMISES CATEGORY	NUMBER DUE	INSPECTED & CLOSED	% COMPLETE
A	5	5	100
B	41	25	61
C	334	65	20
D	620	99	16
E	353	7	2
UNRATED	170	127	75

Data from LAEMS	2010	2011	2012	2013	2014
All INSPECTIONS/Audits	604	260	453	544	302
Premises rec official control	617	286	439	462	276
Verification & Surveillance	217	140	141	170	160
Sampling	60	26	30	17	24
Advice & Education	37	17	2	4	5
Information//Intelligence gathering	8	3	0	3	1

3.3 Access to Expertise

Sufficient expertise exists within the Food Safety Team to ensure that those specialist processes detailed above (and 2.1) can be inspected satisfactorily. Expertise is maintained within the team via attendance on formal training courses, seminars and CPD events. It is recognised due to the limited number of team members that resources are at a low level.

3.4 Food Complaints

Food complaints relating to foodstuffs are dealt with in accordance with Procedure 26 of the Authority's Quality Assurance Procedure. Food complaints fall into the following categories, chemical contamination, physical contamination, microbiological contamination, labelling and allegations of food poisoning.

	Estimated nos.	Estimated time (hours)	Actual nos.	Actual time (hours)
2003-4	50-55	200	89	103
2004-5	90	100-110	54	Not available
2005-6	60	120	50	102
2006-7	55	120	74	141:20
2007-8	N/A	N/A	109	129
2008-9	120	150	44	55

2009-10	50	50	55	38
2013-14	50	50	220	99
2014-15	200	N/A	229	N/A

Premises complaints which result in an interaction with a business are detailed below.

	2006-7 Estimated visits	2006-7 Estimated time (hrs)	2006-7 Actual visits	2006-7 Actual time	2013- 14 Actual visits	2013-14 Actual time (hrs)	2014-15 Visits	2014-15 Time(hrs)
Premises Conditions	75	55	170	130	80	38	77	18
Premises Structure	15	10	47	56:30	119	19	5	1
Staff Practices	35	24	59	31:10	72	28	55	16
Unspecified	30	15	341	227:50	153	55	34	7
Alleged FP/Norovirus					26	12	18	30

3.5 Home Authority Principle/ Primary Authority

This authority fully supports the former LACORS home authority principle and currently has a formal arrangement with Yeo Valley (Production Ltd) (a national yoghurt producer) to act as home authority in relation to food safety at the production plant, and in relation to complaints referred on by other local authorities. No primary authority arrangements are in place, as endorsed by the BRDO (Better Regulation Delivery Office).

This authority also has home authority relationships with Pullins Bakers of Yatton and The Garden & Leisure Group (Cadbury Garden Centre is the head office).

The Authority deals with food safety at the manufacturing plants in addition to food complaints referred on to us by other local authorities.

The estimated number of person hours required to deal with these three premises for is 30 hours.

Year	Estimated No. of contacts	Estimated time (hrs)	Actual contacts	Actual time (hours)
2007/8	300	166	461	309
2008/9	450	300	526	277
2009/10	500	320	315	173
2010/11	300	150	390	233
2011/12	400	200	397	180
2012/13	400	200	305	71
2013/14	300	150	302	123
2014/15	300	150	238	53

3.6 Food Inspection and Sampling

The Authority has a documented food safety sampling policy and procedure (No. 15), and an annually determined programme of sampling based on the types of foods manufactured within the district, problems arising from consumer complaints, Public Health England Food sampling initiatives and guidance, areas of concern identified by the West of England and Somerset Food Liaison Group, problems identified during inspection and the FSA requirement that 10% of sampling is imported food.

Analysis and/or examination of food samples is undertaken by the following accredited laboratories:

Public Health England

Porton Food, Water & Environmental Laboratories
Salisbury
Wiltshire
SP4 0JQ
Tel: 01980 616766

Worcester Scientific Services
c/o Unit 5 Berkeley Business Park
Wainwright Rd
Worcester
WR4 9FA
Tel: 01905 751300

The number of person hours estimated to achieve the programme is estimated to be 160 hours for the year. For the previous year all sampling programme targets were achieved.

The sampling profile for 2015-16 is shown in the following table:-

Numerical figures in brackets relate to the credit allocation required for the sampling. Where there are no figures the samples are submitted to the Analyst under the terms of the contractual arrangement.

Food Sampling Programme 2015/16

The PHE co-ordinated sampling will be included on the programme as and when the studies are released but participation will be subject to resources. The details for the programmes have not yet been released so credit allocation cannot be calculated.

Numerical figures in brackets relate to the credit allocation required for the sampling. Where there are no figures the samples are submitted to the Analyst under the terms of the contractual arrangement. Costs where known are stated.

Private water testing

Worcester chemical check suite sample cost - £44.40

Worcester chemical audit suite sample cost - £102.71

PHE bacterial analysis sample cost - £36.00

Month	NSC Programme	Costs
April	Dairy Products (8 samples) (170)	Credit allocation

	Yeo Valley Audit and Check suite	£277.42
May	3 bacti only airport waters(Mercedes 282, trailer 565 &hydrant) (75)	Credit allocation
June	Let's Rock event sampling	
July	Airport water (6 samples- chem & bacti) (100) 2 bowsers & hydrant Dairy products (8 samples) (170) Yeo Valley check suite	Credit allocation & £133.20 Credit allocation £170.80
August	Bristol Balloon Fiesta event sampling	
September		
October	Yeo Valley Audit and Check suite	£287.42
November	Airport water (6 samples bacti & chem.) (75)	Credit allocation & £133.20
December		
January	Dairy products (8 samples) (170)	Credit allocation

	Yeo Valley Check Suite	£170.80
February		
March		Allocation 4846 Use 760 Costs £1,172.84

Need to factor in other reactive samples such as:

Food Complaints	5 x £170.00	=	£850.00
Legionella samples	30 x £33.00	=	£990.00
Animal samples	1 x £50	=	£ 50.00

3.7 Control and Investigation of Outbreaks and Food Related Infectious Disease.

The purpose of investigating infectious disease outbreaks and incidents of food related disease is to identify and control the source of any outbreak, prevent secondary spread of disease via infected food handlers or other carriers of food related disease.

Infectious Disease	2003-4	2004-5	2005-6	2006-7	2007-8	2008-9	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Salmonella	77	46	36	63	42	33	27	30	38	37	32	28
Campylobacter	326	301	304	353	333	245	230	371	352	366	373	325
Food Poisoning	3	4	4	3	0	5	1	3	1	4	3	1
E-coli	5	6	3	4	1	5	5	3	3	0	1	1
Giardia	71	28	25	19	21	21	23	29	34	24	28	30
Cryptosporidium	73	11	23	30	48	17	23	13	17	42	16	21
Cyclospora	1	1		0	0	1	0	1	0	0	0	0
Dysentery	5	7	5	8	10	3	4	7	8	4	7	6
Typhoid						1	0	2	0	2	1	2
Clostridium difficile	1	4	1	5	1	1	1	1	0	1	0	1
Viral Hepatitis	17	2		1	0	0	1	3	2	0	0	0
Tuberculosis	1	4	2	0	0	0	1	0	1	0	1	0
Meningitis	3	4	1	0	0	0	0	3	1	0	2	0
Measles	3	3	2	3	6	0	4	1	0	0	2	0
Mumps	3	74	63	8	3	5	8	7	2	7	3	2
Rubella	1	1	8	2	3	3	1	0	0	3	0	0
SRSV	3	0		0	0	0	1	1	1	1	1	2
Roundworms	1	0	2	0	0	0	0	1	0	1	1	1

Listeria				1	1	0	0	0	1	2	0	0	1
Whooping Cough			2	0	1	0	0	1	1	1	7	4	2
Scarlet Fever			1	5	3	2	2	4	5	15	11	32	
Leptospirosis					1	0	0	0	0	0	0	0	0
Legionella			1	0	1	1	1	2	2	1	0	1	1
Malaria				1	0	0	0	0	0	0	0	0	0
Rotavirus						1	1	0	0	0	0	0	0
Fly larvae						1	1	0	0	0	0	0	0
Cholera						1	0	0	1	0	0	0	0
Total notifications	597	505	479	504	475	346	334	484	463	515	481	456	
Total Hours	n/a	n/a	n/a	n/a	n/a	191:10	204:30	252	269	273	202	231	

It is not anticipated that this figure will change during this year –i.e. it is expected that there will be approximately 450 to 480 notifications, requiring approximately 200 to 250 person hours to deal with them.

3.7 Food Safety Incidents

All food alerts are dealt with in accordance with the current Food Safety Act Code of Practice and Procedure 13 of North Somerset Council Food Safety Policy and Procedures.

Due to resource constraints the only food alerts to be actioned and recorded will be those requiring a specific set of actions from this authority. Hence there is no data for this change in work process. The estimated time that will fall to this work in the current year is approximately 5 person hours.

Year	Number of Incidents	Actual Time Taken
2012/13	50	
2013/14	29	
2014/15	62	10 hours

3.8 Imported Foods

The requirement to ensure that all imported foods comply with current United Kingdom legal standards in relation to their inspection status, fitness and compliance with imported food controls.

This will be achieved by:-

- Inspection of foodstuffs as part of the routine food premises inspection programme.
- By the investigation of all imported food complaints received.
- By the investigation of all complaints relating to illegally imported foods which are stored, distributed or sold within the district.
- By including imported foods as 10% of the annual sampling programme.

3.9 Liaison with Other Organisations

The authority is committed to ensuring that food safety enforcement is consistent with other local authorities both nationally and locally.

North Somerset Council is represented on the following regional liaison bodies:

- West of England Food Liaison Group

Other liaison:

- Food Standards Agency
- D.E.F.R.A
- Association of Port Health Authorities (airport liaison – aircraft inspections)
- South West Port Liaison Network.
- Health Protection Agency Sampling User Group
- Somerset County Sampling Group
- Primary Care Trust
- North Somerset Partnership
- NSC Licensing Team

The estimated resources available to carry out this work are currently 100 person hours per year.

3.10 Food Safety Promotion

The food team endeavours to positively promote food hygiene and safety throughout North Somerset. In previous years such initiatives as the Somerset Food Fayre, Food Safety Week and liaison with the Somerset and West of England Food Liaison Groups on intra-authority health promotion initiatives have been used. Due to constraints on service personnel this work has been undertaken in a joint venture with Bath and North East Somerset to introduce the **“Eat out eat well”** award for those businesses that are able to provide a healthy eating component in their menus.

Further support is given to client groups such as school children and the disadvantaged upon request. Individual presentations on food hygiene and the work of the Food and Safety Team will continue to be provided according to officer availability. Approximately four requests for presentations are received per annum from external organisations.

Intra-authority initiatives will also continue to be supported where appropriate and where resources allow.

3.11 Food Hygiene Rating Scheme

North Somerset Council along has signed up to the Food Standards Agency's national grading system: the Food Hygiene Rating Scheme.

The risk ratings from an inspection are used to inform the public of the overall level of compliance. The risk ratings used are:

- i compliance with food hygiene requirements
- ii compliance with structural requirement
- iii confidence in management

These risk ratings relate to the rating bandings from zero to 5 and the results are uploaded to the FHRS website once a month.

The time allotted for this work is 18 hours per annum, based upon approximately 1.5 hour administrative work per month.

3.12 Food Hygiene/Allergen Awareness Training

The authority also offers the CIEH Level 2 Award in Food Safety in Catering on a quarter year basis. The award is offered solely in English. Those persons seeking training in other languages are provided with the contact details of trainers providing the courses (where available on the CIEH course finder) in the appropriate language, where the Authority is unable to provide appropriate foreign language support.

In addition we offer the CIEH L2 award in allergen awareness on demand.

The anticipated resource allocation for managing and running this course is 65 person hours.

3.13 Performance Management

Service delivery is routinely monitored, and progress reported and documented in the monthly team meetings and within 4 weekly 1:1 meetings held between the team manager and individual officers.

3.14 Advice to Business and New Business Support

The Authority has a positive attitude to offer advice to food businesses and local drivers desire this to be an expanding role to provide new and existing business support and job generation. Advice has been provided relating to any aspect of food safety from the initial setting up of the business through to the issues faced by established businesses in the area. Much of this advice is initially provided via electronic means with an advice email containing specific links to statutory requirements and good advice to run a successful and safe business. It also encompasses health and safety, licensing, fire safety and trading standards matters. However for bespoke advice, the business still has the option to contact

the service directly for clarification on matters of good practise and legislation. Advice to food businesses, including Safer Food Better Business can be provided personally and via youtube videos.

4. STAFFING ALLOCATION AND AUTHORISATION LEVELS

LEGISLATION	OFFICERS	POST
The Food Safety Act 1990 (as amended)		
The General Food Regulations 2004 and any amendments.	Christopher Gwenlan	Food, Safety & TS Manager
Any Orders or Regulations made under the Food Safety Act 1990 or relating to the Food Safety Act 1990	Marc Hollier Peter Hardman Jane Day	Assistant Manager Lead Officer Food Lead Officer Public Health
The Food Safety and Hygiene (England) Regulations 2013 and any EU Regulations specified or referred to in these regulations	Judith Cayzer Raymond Fox	Lead Officer H&S Food Safety Officer
Any Orders or Regulations relating to food and drugs made under or having effect by virtue of the European Communities Act 1972		
Any modification or re-enactment of any of the above.		

Authorisations specific to inspection and notice service powers under the Food Safety Act 1990 and The Food Safety and Hygiene (England) Regulations 2013

Details	Officer	Title
Inspection of all food premises categories A-E	Christopher Gwenlan	Food, Safety & TS Manager
Service of Hygiene Improvement Notices	Marc Hollier Peter Hardman Jane Day	Assistant Manager Lead Officer Food

Undertaking sampling under Food Safety Act 1990 Sections 29-30	Judith Cayzer Raymond Fox	Lead Officer Public Health Lead Officer H&S Food Safety Officer
Service of Hygiene Emergency Prohibition Notices	Christopher Gwenlan Peter Hardman	Food and Safety Manager. Lead Officer Food

Authorisations relating to Imported Food

Legislation	Name	Title
The European Communities Act 1972		
The Products of Animal Origin (Third Country Imports) (England) Regulations 2006.	Christopher Gwenlan Marc Hollier Peter Hardman Jane Day	Food, Safety & TS Manager Assistant Manager Lead Officer Food Lead Officer Public Health
The EU Official Controls Regulation 882/2004.	Judith Cayzer Raymond Fox	Lead Officer H&S Food Safety Officer
The Official Feed and Food Control (England) Regulations 2009.		

5. REVIEW

Review against the Service Plan, Identification of any variation from the service plan and areas of improvement to be carried out after second quarter or if legislative requirements change the plan will be reviewed.

Annual review and update to be carried out by the service manager and food safety team.