



Borough of Oadby & Wigston

Food Safety and Health and Safety Service Plan 2016-2017

Summary

The food and health and safety regulatory functions play a vital role in ensuring the health of those that live, work and visit the Borough and in meeting the Corporate Aims and Objectives. We do this through ensuring safe food is produced, that workplaces are safe and by supporting businesses. The priority is to manage the risk in high risk, poorly performing businesses and by so doing protect the health of the public.

This is achieved through a range of different actions including giving advice, coaching and more rarely enforcement activity.

This plan explains the background to the food safety and health and safety regulatory services, identifies the scope of the services and resources that have been allocated to meet the service requirements. The plan meets the requirements of the Food Law Code of Practice and Health and Safety Section 18 Guidance.

The Council is committed to improving health and safety and food safety outcomes from the interventions that it undertakes. We target these interventions on those stakeholders and duty holders that can most influence the reduction of health and safety and food safety risk with an emphasis on stopping those who seek to take economic advantage from non compliance with legislation. At all times we will give priority to those activities giving rise to the most serious risk and where the risks are most poorly controlled.

We also seek to engage with a variety of partners in the public and private sector in order to deliver this plan.

This document is approved by the relevant Committee of the Council and this plan supports the Corporate Strategy

Services to be provided in 2016/17

There will be a risk based regulatory approach to both services meeting the requirements of the Food Law Code of Practice and the regulatory guidance issued by the Health and Safety Executive.

There will be a focus on poorly performing food premises that are not broadly compliant with food safety law and on premises where intelligence is gathered that shows them to be operating unsafely.

The team will continue to support all businesses helping them to be safe.

Leicestershire Local Authorities have agreed upon county wide work plans for both Health and Safety and Food Safety. Oadby and Wigston will contribute to achieving both of these plans. (Appendix 1).

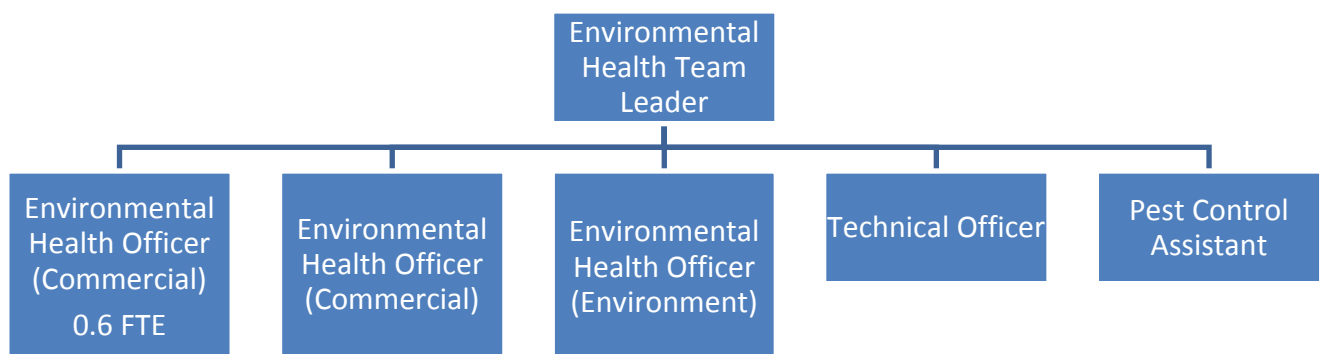
The area

Oadby and Wigston is a predominately urban area on the outskirts of Leicester. The businesses are, in the main, small and locally based with some being larger nationally based retailers.

The Council has a Committee structure and matters relating to the food and safety services report to the Licencing and Regulatory Committee. In addition there is direct contact between the elected Chair of the Committee and officers of the service.

These services are located in the Environmental Health Team which is also responsible for private sector housing regulation, environmental protection regulation, pest control and other services. The Team is part of Community Services. The team has undergone a period of change in 2015/16 and has been supported by the engagement of interim staff. Employees are being recruited and it is expected that permanent staff will be in place for all posts during the year covered by this plan.

Health and Safety and Food Safety Services



Commercial Environmental Health Officers (EHO) carry out the full range of Food Safety interventions and Health and Safety controls with the assistance of the Technical Officer where appropriate. The officers involved in the food safety and health and safety functions, also deliver infectious disease control, licensing, health promotion and advice for planning applications. As the Health and Safety service is usually of limited extent and demand led (refer to the scope of the service) it is not possible to accurately allocate resources between the services. The Environment EHO does not currently contribute to these services and the Pest Control and Technical Officer contribute less than 0.1 FTE each. The Team Leader is responsible for all services and general management duties of which approximately

0.5 Full Time Equivalent (FTE) is allocated to the commercial health functions. When full time staff are recruited to replace interim staff the overall allocation of resources will remain the same but the division of activities between individual officers may change subject to their skills and competencies. As officers multitask between these two services and other related services the budgets cannot be accurately apportioned between the services. The cost of the services is contained within the overall direct cost service budget and will equate to a direct service cost of approximately £82,000 for both services. This may vary somewhat to take into account differential demands for services throughout the year.

Officers when appointed will undergo a competency assessment for the Food Safety Code of Practice and the RDNA for Health and Safety. These assessments have already been carried out for the interim staff. These will be reassessed annually and development and training will take place to meet individual skill gaps, for the development of the service or to address changes in business profiles. Officers routinely attend Continuing Professional Development training and meet the Food Law Code of Practice CPD requirement.

Interventions and investigations are subject to quality and consistency audits which are, where necessary, linked to the training programme.

Interventions and investigations are carried out during the working day and also in the evenings and weekends as necessary. The majority of inspections are unannounced. For businesses that are open infrequently, carried out from domestic premises or where an audit of process plans is to be undertaken the inspections may be made by appointment. Investigations are carried out as necessary and may be by appointment or unannounced as required to undertake a thorough investigation.

The Council has a Corporate Enforcement Policy underpinned by specific service area enforcement policies and officers have regard to these policies and national guidance when reaching enforcement decisions. The majority of the enforcement actions will be informal although in serious cases officers are Authorised to serve statutory notices and where necessary initiate legal proceedings.

The Environmental Health Team regularly liaises with and where appropriate supports the following organisations;

Food Standards Agency
Leicestershire Food Liaison Group
Leicestershire Health and Safety Liaison Group
Public Health England
DEFRA
Health and Safety Executive
Leicestershire Trading Standards
Care Quality Commission
Primary Authorities designated by the Primary Authority Scheme
Any other organisation required to successfully deliver the services.

Scope of the Food Safety Service

All figures are extrapolated from the data available at 22.03.16 and there may be slight variations in the figures due to year end inspections.

There is a mixed makeup of types of premises predominately being small to medium sized catering or retail business although some larger national retailers have premises in the district. There is only one business that requires Approval for manufacturing and one business that exports food products. As in most areas there are a relatively large number of new businesses that open each year but only trade intermittently or for relatively short times, these include some childminders, home bakers etc. These tend to be low risk premises and are not usually routinely inspected after the first assessment visit.

Low risk premises receive a questionnaire or a simple visit once every three years to re assess their risk. Interventions for other premises will be predominately by inspection and audit although other interventions will be used where they are sufficiently rigorous to allow the premises to be risk rated or where the premises are broadly compliant with the legislation.

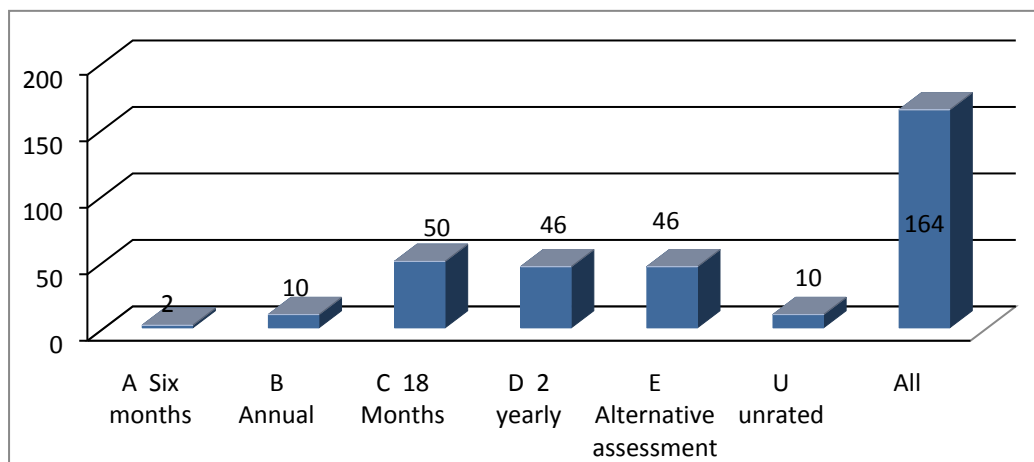
Complaints about food safety and food premises are received and investigated as necessary. Similarly investigations of food poisoning outbreaks or single cases are investigated in cooperation with Public Health England. These are demand led services but approximately 15 per year can be expected to be investigated although a greater number of food poisoning/infectious disease cases may receive assessment questionnaires.

Sampling of food has not been undertaken in previous years unless as part of an investigation however this will be reviewed in the course of the year when full permanent staffing is achieved. It is then anticipated that food sampling will be undertaken in conjunction with Public Health England and the Leicestershire Food Liaison Group.

A Lead Food Officer is appointed and this officer is responsible for the technical operation of the Service and is the point of contact for the Food Standards Agency and Leicestershire Food Liaison Group for the exchange of information and good practice.

Premises are routinely inspected as required by the Food Law Code of Practice risk rating scheme and the interventions required for 2016/17 are shown in the chart below. High risk premises receive a higher frequency of inspection than low risk. However in the food industry there is a high rate of change of ownership of businesses that can lead to significant changes of risk between inspections.

The number of food business interventions due for 2016/17 is as follows:



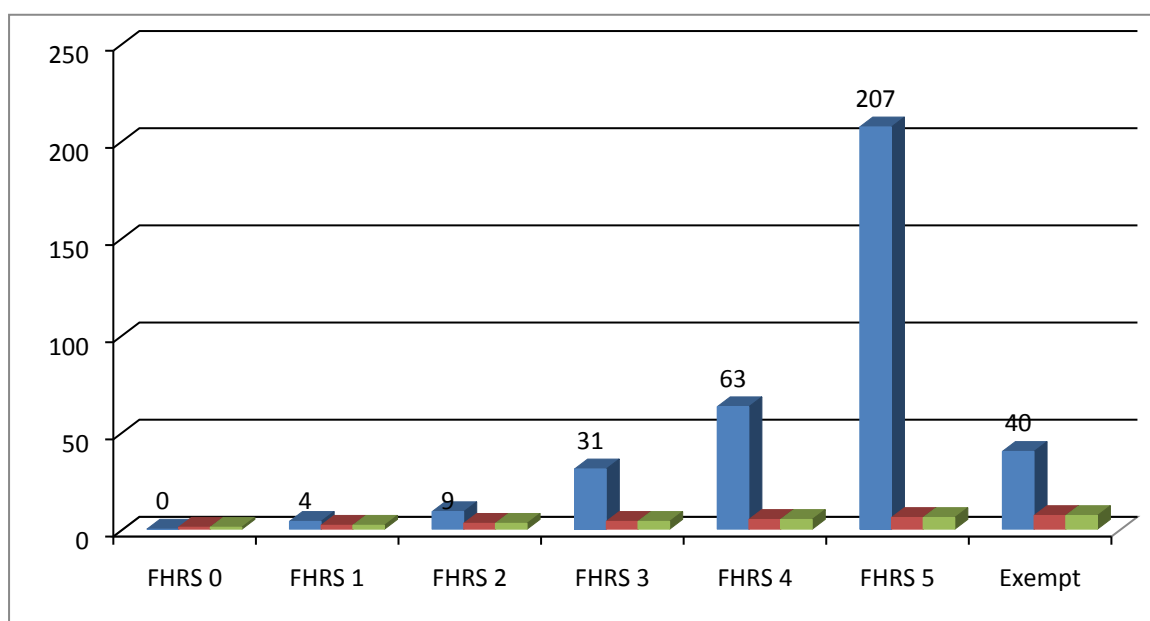
Unrated premises are those that have registered but have not yet opened or been inspected. In total there are **386 food** premises of which **95%** are “broadly compliant” with the food hygiene requirements.

In addition the food hygiene rating scheme (FHRS) gives each premises a numerical rating based on their food safety systems, structure and confidence in management. The ratings range from 0 to 5, and can be posted on the premises and are publicly available at www.food.gov.uk/ratings



Overall FHRS scores

0= Urgent Improvement Necessary to 5 = Very Good



Some premises are registered but do not receive FHRS ratings.

In addition to the routine intervention activity there will be a special project for premises that have poor hygiene and are in the 0-2 FHRS bands. This will offer support and coaching to improve the understanding of the food business proprietors but where this does not achieve the desired improves formal action will be taken where possible.

There are requests to issue export certification for a food manufacturer in the Borough.

The Team will also take part in the special Projects identified by the Leicestershire Food Liaison Group. **See Appendix 1.** The exception may be for the sampling project as outlined previously.

Scope of the Health and Safety Service

The Borough of Oadby and Wigston is responsible for regulating the standards of health and safety in the commercial workplaces in the Borough. The responsibility is shared with the Health and Safety Executive who are responsible for the industrial premises. As there is no registration scheme for workplaces the exact number of premises for which the Council is responsible is not known though is likely to be in the order of 700.

The emphasis has moved away from the traditional regulatory model of inspection and enforcement to one of working with and supporting businesses to maintain and improve the safety of their work places. We will seek to do this by continuing to place articles and information on our website and signposting information on the Health and Safety Executive website. We will also place articles, advice and information in Letterbox.

The mandatory guidance from the Health and Safety Executive allows proactive inspections of only the highest risk premises. There are no such premises allocated to this Borough and so routine proactive inspections are not undertaken.

Inspections or assessments may be carried out where there is intelligence for high risk activities within the specific sectors and circumstances as published by the HSE. These details are not expected to be available until after the start of the year. In past years only some of the sectors have been applicable to this area for example last year a priority was petting farms but there are none in the Borough. It is expected that current resources will be sufficient to meet the national priorities however if this is not the case this plan will be revised during the year.

The area of concern that has been identified by the Leicestershire Health and Safety liaison Group is "Large Events". These are not usually held in Oadby and Wigston where events tend to have fewer than 1500 people attending. However if relevant events are held they will be subject to attention this year.

Accidents are reported to the Council and these are subject to assessment (using the Incident Selection Criteria Guidance) to decide if they should be investigated. Only serious accidents (major broken bones and worse) are likely to meet the criteria for investigation. The number of accidents investigated is fairly constant however should there be an extended investigation or a death to investigate resources may need to be redeployed or assistance obtained from another local authority. The number of serious accidents to be investigated is expected to be fewer than 20 and resources are available to meet this demand as only a small proportion will warrant investigation.

Complaints about Health and Safety in local businesses are received and the complainant will receive a response and advice. Where the complaint gives good intelligence of a failure in health and safety management this may result in an inspection or investigation of the premises. It is anticipated that approximately 10 complaints will be received.

Summary

These services contribute to the health and wellbeing of the residents and visitors to Oadby and Wigston. They also help to improve business confidence and promote well performing businesses in the Borough. In the current environment it is expected that these plans will be reviewed and improved throughout the year in response to the changing regulatory and technical environment.