



## **PORTFOLIO HOLDER DECISION NOTICE**

### **INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR HIGH QUALITY ENVIRONMENT**

### **THE FOOD STANDARDS AGENCY – FRAMEWORK AGREEMENT ON LOCAL AUTHORITY FOOD LAW ENFORCEMENT - FOOD SAFETY SERVICE PLAN 2010/11**

#### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

#### **Contact Officers:**

##### **Case Officer:**

Kevin Gosling Tel: 01962 848520 e-mail: [kgosling@winchester.gov.uk](mailto:kgosling@winchester.gov.uk)

##### **Committee Administrator:**

Nancy Graham Tel 01962 848 235 e-mail [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

#### **SUMMARY**

The Food Standards Agency (FSA) is responsible for directing, monitoring and auditing local authority work in respect of law enforcement.

The Framework Agreement on Local Authority Food Law Enforcement requires local authorities to produce an annual Service Plan for Food Safety.

It is a requirement that these Service Plans receive elected member agreement on their content.

**DECISION**

That the Service Plans for Food Safety be approved as attached.

**REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Central Government agencies require Service plans to be approved by Council

The Council's Food Safety provision makes a significant contribution to the Council's strategic aim to promote a healthier, safer and more caring community

Service Plans are seen as important part of the process to ensure national priorities and standards are addressed and delivered locally. They are designed to focus debate on key delivery issues, provide an essential link to financial planning, set objectives and provide a means of managing performance and making performance comparisons.

The service plan has been drafted based on a template which has been used for the last few years and includes a review of last year's achievements in addition to objectives for the year.

With the new format of Business Plans to only include overall objectives to support corporate priorities, service plans will provide an essential framework for directing individual services such as food safety priorities.

**RESOURCE IMPLICATIONS:**

There are potential resource implications in that for a number of years the Team have not met their full target of inspections. The Team manager is looking at a number of options due to a post vacancy within the Team to enable the inspection program to be fulfilled.

**CONSULTATION UNDERTAKEN ON THE DECISION**

No consultation carried out.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

n/a

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

n/a

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

**Approved by: (signature)**

**Date of Decision: 30.07.10**

**Councillor E Bell – Portfolio Holder for High Quality Environment**

# **ENVIRONMENT DIVISION**

## **COMMERCIAL TEAM**

### **FOOD SAFETY SERVICE PLAN**

20010/11

**AUTHOR: KEVIN GOSLING**  
**DATE: APRIL 2010**  
**DOCUMENT No: FS 1**

## 1.0 Introduction

1.1 The Council is designated as a Food Authority under the Food Safety Act 1990 and as the Enforcing Authority under The Food Hygiene (England) Regulations 2006 as such has a statutory duty to enforce food safety legislation made under the Food Safety Act 1990 or the European Communities Act 1972. This document should be read in conjunction with the Food Safety Enforcement Policy

1.2 Staff working within the Commercial Team have delegated authority to enforce the legislation. Authorisation Matrix

1.3 This document examines the following:

- (a) the food safety objectives that express the Authority's responsibility as set out in legislation and associated Code of Practice;
- (b) the current work programmes within the unit;
- (c) the Authority's approach on food safety enforcement, sampling, provision of information to business, response to food safety incidents and infectious disease control.

## 2.0 Service Aims and Objectives

### 2.1 **Aim**

It is the Authority's aim to strive to ensure that food and drink on sale for human consumption, which is produced, stored, distributed, handled or consumed within the City Council's area is without risk to the health and safety of the consumer.

### 2.2 **Objectives**

- a) To ensure that food premises receive an intervention in accordance with the statutory Code of Practice and appropriate to risk.
- b) To ensure that the appropriate safe2eat rating is given to all food premises following an inspection.
- c) To ensure that those premises that are not broadly compliant receive appropriate enforcement action to seek compliance with food safety law.
- d) To take appropriate enforcement action according to the risk involved and in accordance to the Authority's Food Safety Enforcement Policy.
- e) To ensure all staff involved in food safety work are properly qualified and competent for the work including imported food control.
- f) To respond to all complaints regarding food safety within 3 working days and in the case of risks to health on the day of receipt.

- g) To respond to all Food Alerts for Action on the day of receipt and to respond to all Food Alerts for Information within 3 days of receipt.
- h) To maintain a food sampling programme.
- i) To respond to all cases of food borne infectious diseases on the day of receipt.
- j) To provide advice to business on food safety matters within 3 working days of any request.
- k) To provide training to food business operators and food handlers.
- l) To ensure that all imported food has been properly controlled in order to protect public health.

### 2.3 Links to other Council Objectives and Plans

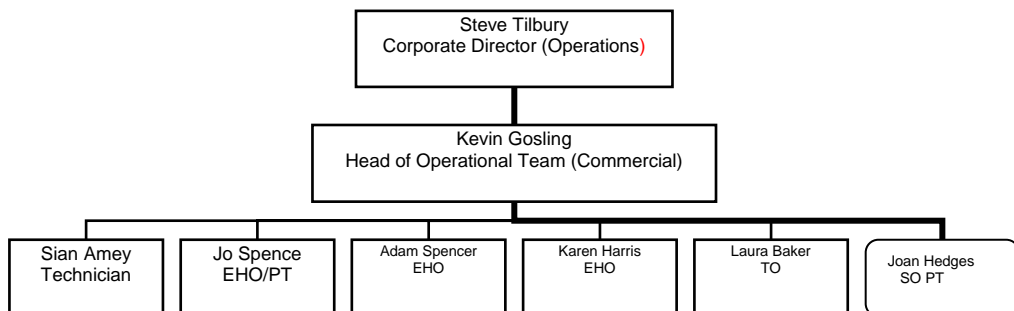
2.3.1 The Council's Food Safety function makes a significant contribution to the City Council meeting its statutory responsibilities and ensures that it meets the Corporate Strategy on Safe and Strong Communities.

### 3.0 Background

#### 3.1 Profile of Winchester City Council

Winchester City Council covers a large geographical area (240 square miles) with an estimated population of 110,000. There are approximately 1170 food premises mainly composed of restaurants, takeaways and retailers. There are no specific unusual demands on the food safety service except tourism whereby the population within the district can significantly increase due to visitors.

#### 3.2 Service Profile



3.2.1 The Head of Operational Team (Commercial) is responsible for the delivery of the Food Service Plan. Including the Team Manager there is a total of 2 full time Environmental Health Officers, 1 part time Environmental Health Officer and one Technical Officer and 1 Technician with responsibility for

Food Safety. Several within the Team also assist in the health and safety function. The Authority has appointed Hampshire Scientific Services and the Health Protection Agency (Southampton), as its Food Examiners when specialist advice is necessary.

### **3.3 Scope of the Service**

3.3.1 The food safety service consists of food premises inspection, food inspection, food sampling, investigation of food complaints, the investigation of complaints relating to food safety or food premises, responding to food safety incidents, provision of training and the provision of advice to businesses and the public on food safety matters.

3.3.2 The Commercial Team is also responsible for health and safety enforcement and infectious disease control.

3.3.3 In order to maximise the use of limited staff resources and to ensure a more coherent service to business, the same officer will deal with all food safety and health & safety relating to any single premises, where qualified to do so. Where appropriate, inspections in relation to these activities will be combined.

### **3.4 Demands on the Service**

3.4.1 The premises profile for Winchester is at annex A and is categorised as per the FSA profiles:

In addition: -

- 1 premise requires regular export certificates;
- 6 premises have animal products approval;
- 2 premises have egg product approval
- Investigations are ongoing for cold store approval
- WCC acts as Primary Authority for FARMA

3.4.2 The service is delivered during normal working hours, (0830 to 1700 hours) by officers based at the City Offices. An emergency contact number is available to the Food Standards Agency and the Health Protection Agency outside these hours via the Authority's out of hour's telephone number. Due to the nature of the operation of food premises flexible working arrangements are in place for officers to visit premises outside the normal working hours.

### **3.5 Enforcement Policy**

3.5.1 The Authority has signed up to the Central and Local Government Enforcement Concordat and has a documented enforcement policy that meets both these requirements and is in accordance with both statutory codes of practice and LACORS (Local Authority Coordinators on Regulatory Services) guidance. This document has also been written with consideration to the Department for Business Enterprise and Regulatory Reform – Regulators Compliance Code.

- 3.5.2 All food safety enforcement decisions shall be made following consideration of the Food Safety Enforcement Policy. Any departure from the Policy will be documented.
- 3.5.3 A copy of the Division's Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet will be provided to the business concerned including information concerning rights of appeal.
- 3.5.4 All food law enforcement will be carried out in accordance with the relevant Food Safety Act Code of Practice and other Official Guidance produced by the Food Standards Agency and LACORS.
- 3.5.5 All food law enforcement will be carried out in accordance with the Regulatory Enforcement and Sanctions Act 2008 in respect of the Primary Authority Scheme.
- 3.5.6 No budget allocation in time or money has been set for proceeding with any court action. Experience indicates that proceeding with court action is an expensive process with full recovery of costs unlikely.

#### 4.0 Service Delivery

#### **4.1 Food Premises Inspections**

- 4.1.1 The enforcement of food safety legislation is governed by a statutory Code of Practice. This specifies procedures and forms to be used by staff when enforcing the legislation. In particular it specifies a risk assessment scheme to be used to assess the risk associated with each food business and its priority for inspection.
- 4.1.2 The use of the priority risk assessment scheme ensures that the highest priority is given to food manufacturers, caterers where conditions are below standard and premises that cater for vulnerable groups (e.g. hospital and residential care homes). The scheme allows for alternative strategies to be used rather than carrying out inspections for very low risk premises, Cat E premises.
- 4.1.3 WCC participates in the Hampshire wide "scores on the doors" known as 'safe2eat'. Following an inspection the business will be rated into one of 3 categories excellent, satisfactory and unsatisfactory. The emphasis will be to ensure that there is a minimal amount of premises in the unsatisfactory banding and every effort will be made to ensure that these premises are complying with the law. This may result in enforcement action being taken. Please refer to the Operational Procedures for further details on the scheme. Unsatisfactory premises will be reassessed after 3 months and may remain the same or move to the satisfactory rating, however additional revisits will be undertaken to ensure standards are being maintained. Consideration will be given to moving to a national scheme once it has been approved by the FSA.
- 4.1.4 Following the budget NI184 is no longer required. However as an indicator it is worth keeping as a KPI. Broadly compliant means that the compliance score applied to premises following an inspection does not exceed 10 in any



of the 3 compliance elements. The City Council will endeavour to maintain a PI of 90% for premises that have received an intervention.

4.1.5 Inspection priorities will be given to new businesses and those businesses that are broadly uncompliant as per KPI and are unsatisfactory or borderline satisfactory/unsatisfactory in the safe2eat scheme as these will be deemed to be the least compliant premises and pose a greater risk to the public.

4.1.6 Special projects will be undertaken at:

- butchers shops following the E coli Pennington Enquiry
- at ethnic premises to ensure compliance with Article 5 on haccp procedures

4.1.7 The current profile of premises by risk in Winchester is as follows;

| Risk Category                   | Number of Premises | Inspection Period | Outstanding inspections intervention | Number of Inspection intervention Due for 2010/2011 | Total inspections intervention due in 2010/2011 |
|---------------------------------|--------------------|-------------------|--------------------------------------|---|---|
| A                               | 5                  | 6 months          |                                      | 6   | 12  |
| B                               | 29                 | 12 months         | 1                                    | 29  | 30  |
| C                               | 392                | 18 months         | 67                                   | 242   | 309   |
| D                               | 193                | 2 years           | 18                                   | 62  | 80  |
| E                               | 497                | AS*               |                                      | 142*  | 15  |
| unrated                         | 46                 |                   | 51                                   |   | 51  |
| Total                           | 1162               |                   |                                      |   |   |
| Total interventions due 2010/11 |                    |                   |                                      |   | <b>497</b>                                      |

\*AS = Alternative Strategies. Premises contacted via letter with 10% verified by inspection.

In addition: -

- An estimated 70 premises per year require re-visiting to check on compliance following adverse inspection reports.
- Initiatives will be undertaken to visit premises during their normal trading hours to access key criteria i.e. cleanliness,

4.1.8 The national and local priorities for inspection are:-

- To ensure premises that require approval comply with the requirements of EC/852/2004 and EC/853/2004

- To ensure that imported food complies with food safety legislative requirements.
  - To ensure that food produced in the area is done so in compliance with food safety legislation
  - To ensure compliance with Article 5 of EC/852/2004 requirement for a food safety management system based upon the principles of HACCP.
- 4.1.9 The authority maintains a Register of all food businesses within the City in accordance with relevant legislation, Code of Practice and centrally issued guidance.
- 4.1.10 Certain staff within the team have or will receive appropriate training to ensure knowledge of food specific legislation (i.e. dairies and dairy products).
- 4.1.11 Food businesses can expect to receive an inspection at anytime that they are trading and not just during office hours.
- 4.1.12 Food businesses that are in the ownership and managed by the City Council will receive an inspection. The outcomes of that inspection will be reported to the Chief Executive and relevant Director of service.
- 4.1.13 It is likely that the program of targeted inspections will not be met with the current resources available. In previous years approx 70% of the targeted work has been completed with a focus placed on those that are poor performers and those that pose the greatest risk.
- 4.1.14 Currently it is estimated that the resources necessary for the provision of this service equate to 2.85 FTEs.

## **4.2 Request for Service**

- 4.2.1 During the course of the year the Authority receives approximately 200 requests for service concerning unfit food or food failing to comply with food safety requirements, hygiene conditions at food premises or for advice. Food complaints represent a small proportion of the work as many requests go unreported, or are reported straight to the retailer or manufacturer.
- 4.2.2 Investigations into food complaints are given a high priority since these can give an indication of where the food supply chain has broken down. Such breakdowns may be one-offs or can indicate a problem, which if left unattended could have serious consequences. Food complaints will normally be responded to within 3 working days or on the day of receipt in case of potential risks to health.
- 4.2.3 Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instituted. The decision to prosecute would be taken at the recommendation of the officer concerned in consultation with the Commercial Team Manager and a legal advisor in accordance with the Food Safety Enforcement Policy.
- 4.2.4 Currently it is estimated that the resources necessary for the provision of this service equate to 0.2 FTEs of staff.

### **4.3 Primary Authority Scheme**

4.3.1 The Primary Authority Scheme is supported by the City Council and will undertake its enforcement work in this area in accordance with the guidance issued by the LBRO. In particular the Council will:

- Will in consultation with the LBRO act as Primary Authority for local businesses providing sufficient resources are available.
- Will have regard to any information or advice it has received from any liaison with any Primary Authority.
- Will notify the appropriate Primary Authority of any enforcement action it intends to take as prescribed within the LBRO Guidance on Primary Authority Scheme.

#### 4.3.2 Resource

The City Council acts as Primary Authority for one local business. 20 hours of resource has been allocated for this function.

### **4.4 Advice to Business**

4.4.1 Whilst the Authority will utilise its powers to enforce the food legislation, it realises that where food businesses break the law it is often due to ignorance rather than intent. As a consequence, it is the Authority's policy to provide advice to business in a number of different ways including:

- Advisory visits,
- Visits and advice prior to the setting up of a food business,
- The provision of informal advice on best practice during inspections,
- Provision of free advisory leaflets and information where appropriate,
- The provision of advice further to Planning or Building Control applications,
- The provision of food hygiene training courses.

4.4.2 Currently it is estimated that the resources necessary for the provision of this service equate to 0.2 full - time equivalent members of staff.

### **4.4 Food Sampling**

4.5.1 The Authority believes that a pro-active point of sale food sampling programme can provide useful information about the microbiological fitness of food for sale within the District.

4.5.2 The Authority therefore actively participates in the East Hampshire sampling group which has a co-ordinated food-sampling programme based on Food Standards Agency, LACORS and agreed local priorities.

4.5.3 The sampling plan for the year is produced in March each year and consists of approximately 150 samples. All samples are taken in accordance with

procedures designed to ensure continuity of evidence and the prevention of deterioration or damage to samples whilst under the Authority's control.

- 4.5.4 Arrangements have been made with the Wessex Food, Water and Environmental Laboratory Service at Southampton to carry out the microbiological examination of samples.
- 4.5.5 In addition approximately 5 complaint samples per year are sent to Hampshire Scientific Services at Portsmouth for detailed analysis.
- 4.5.6 Currently, it is estimated that the resources necessary for the provision of this service equate to 0.2 FTEs of staff.
- 4.5.7 Sampling programme for 2010/11

The sampling programme is attached at annex A

#### **4.6 Control and Investigation of Outbreaks of Food Related Infectious Disease**

- 4.6.1 The measures to be taken to control the spread of infectious diseases are contained in various Acts of Parliament and their associated Regulations. This legislation includes the control of food poisoning and food and water-borne diseases. Although the number of cases reported locally is comparatively low, it is widely acknowledged that the vast majority of cases go unreported. Moreover, a single case may lead to the discovery of an outbreak and could lead to a further outbreak if the person concerned is a food handler.
- 4.6.2 Salmonella cases have been decreasing nationally in recent years. Campylobacter species still remains the number one cause of gastroenteritis from consumption of food. Emerging pathogens resulting in life threatening conditions such as E.coli O157 and Listeria species are on the increase.
- 4.6.3 There is a need for new initiatives in the prevention of these illnesses. The rigorous enforcement of legislation and the provision of food hygiene training to food handlers should have an impact, but the authority realises that many cases occur in the home. The Authority will therefore continue to promote food hygiene message through its own newspaper publication and by running high profile campaigns at appropriate times such as Food Safety Week and Christmas.
- 4.6.4 The investigation of food poisoning cases is therefore given a high priority and in an outbreak situation can necessitate utilising qualified staff from the Environmental Protection Team in addition to those in the Commercial Team. In such case priority will be given to containment and prevention of spread over routine work where necessary.
- 4.6.5 All investigations will follow the procedures laid out in the Health Protection Agency's Outbreak Control Plan.
- 4.6.6 The Authority supports the Southampton and Winchester Infectious Disease Liaison Group which exists to promote best practice and consistency of approach in this area of work between the neighbouring local authorities.

4.6.7 Currently there are approximately 300 cases of food poisoning notified every year.

4.6.8 The resources allocated to this area of work are approximately 0.1 full - time equivalent members of staff.

#### **4.7 Food Safety Incidents**

4.7.1 From time to time the Food Standards Agency issue Food Alerts formally known as hazard warnings related to the consumption of various foods. Such warnings vary in significance between Food Alert For Action (FAFA) and Food Alert For Information (FAFI) and are received through the EHC net system.

4.7.2 Arrangements are in place to liaise with the Trading Standards Department at Hampshire County Council for deciding on appropriate action following receipt of a FAFA.

4.7.3 The Authority has standing arrangements for dealing with food alerts that ensure the most senior food safety officer available is informed immediately on receipt. These arrangements are in accordance with the relevant Food Safety Act Code of Practice.

4.7.4 Where an incident occurs out of normal working hours the Food Standards Agency is aware of the Environmental Health emergency telephone number and may use this to alert the Authority. The dealing of Food Alerts has been recognised within the Councils Business Contingency Plans.

4.7.5 Where a response is necessary this has absolute priority. This may necessitate contacting, or in some cases visiting premises where the relevant food is likely to be on sale.

4.7.6 Where the Authority becomes aware of a serious localised incident or a wider food safety problem, it has arrangements to notify the Food Standards Agency in accordance with the appropriate Food Safety Act Code of Practice.

4.7.7 Food alerts appear to be on the increase with approximately 80 received per year. The resources allocated to this area of work are approximately 0.05 FTEs members of staff.

#### **4.8 Liaison with Other Organisations**

4.8.1 The Authority fully supports the work of Hampshire and Isle of Wight Food Liaison Committee. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services and the Wessex Food, Water and Environmental Laboratory Service. Amongst its objectives, it aims to ensure that any enforcement action taken is consistent with other neighbouring local authorities.

4.8.2 There are internal arrangements to ensure that appropriate Planning and Building Control applications are reviewed for their compliance with Food Safety and other legislation.

4.8.3 There are also good liaison arrangements in place with neighbouring authorities, the health services and other agencies.

4.8.4 The resources allocated to this area of work are approximately 0.1 full - time equivalent members of staff.

#### 4.9 Food Safety Training, Education and Promotion Activities

4.9.1 The Authority education and promotion activities can have a direct impact on food safety standards. It is therefore committed to providing advice and information both to business and the public through a number of initiatives including:

**Publications** – information and articles for the public will be published in the Council’s magazine “Insight” and other publications. An annual newsletter is produced for commercial premises.

4.9.2 The Service offers training for food handlers and currently operates 6 chargeable courses per year.

4.9.3 This work is largely dependent on the resources available at the time but it is currently estimated that the resources allocated to this area of work are approximately 0.1 full - time equivalent members of staff.

### 5 Resources

#### 5.1 Financial Allocation

5.2 The total financial resources allocated to the Food Safety Service are as follows

| Cost Centre         | 2008/09<br>Actual | 2009/10<br>Actual | 2010/11<br>Budget |
|---------------------|-------------------|-------------------|-------------------|
| Food Safety         | 260,008           | 248,914           | 267,909           |
| Infectious Diseases | 14,355            | 15,303            | 16,705            |
| Health Education    | 10,193            | 23,581            | 22,720            |
| Total               | 284,466           | 287,798           | 307,334           |

#### 5.3 Staffing Allocation

5.3.1 The resources allocated to food safety are 4.6 FTEs members of staff. The breakdown of staff allocated for each element of the service as is as follows: The priorities can be seen at Annex B

| ACTIVITY                        | STAFF (FTEs) |
|---------------------------------|--------------|
| Inspections                     | 2.85         |
| Complaints and Service Requests | 0.2          |
| Advice                          | 0.2          |
| Food Sampling                   | 0.2          |
| Infectious Diseases             | 0.1          |
| Food Safety Incidents           | 0.05         |
| Liaison                         | 0.1          |
| Training/education/promotion    | 0.1          |

|                               |     |
|-------------------------------|-----|
| Management and administration | 0.8 |
| Total                         | 4.6 |

5.3.2 The majority of staff involved in food safety work are fully competent to inspect all risk categories of premises as required by the Code of Practice. The Team Manager and 3 EHOs, are authorised to serve Hygiene Improvement Notices and the Team Manager, 3 EHOs for Hygiene Emergency Prohibition Notices and Remedial Action Notices. The current Technical Officer and Technician are under training and expected to qualify Summer 2010.

#### 5.4 **Staff Development Plan**

5.4.1 The Authority's policy is to ensure that all officers involved in food safety work receive a minimum of 10 hours continuing professional development training annually as required by the Code of Practice.

5.4.2 This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.

5.4.3 All training received will be documented as part of the Department's assessment on competency.

### 6 Quality Assessment

#### 6.1 **Monitoring Arrangements**

6.1.1 The Authority has in place quality assurance procedures designed to ensure that its food safety service is provided in a way that is consistent with the Food Standards Agency Standard, Statutory Code of Practice and nationally issued guidance.

6.1.2 The Hampshire and Isle of Wight Food Advisory Committee have an advanced system of Inter-Authority Auditing that is carried out on a 5-year cycle. The Authority is committed to this initiative and accepts that there is much that can be learned from the process. An Audit for food safety is due 10/11.

6.1.3 The Council's staff development procedures are documented as part of annual appraisal system.

6.1.4 In addition the Authority operates a system of peer review where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

6.1.5 The City Council has gained the Investors in People award. The Environment Division has gained the Customer Excellence Award.

#### 6.2 **Benchmarking**

The Authority is committed to supporting the Hampshire and Isle of Wight Environmental Health Performance Improvement Group. The aim of this group is to provide a simple and effective means of comparing services provided by different authorities.

## 7 **Review**

### 7.1 **Review Against the Service Plan**

The Authority annually reviews its performance against the service plan throughout the year.

### 7.2 **Identification of Variances from the Plan**

The ongoing review identifies variances from the service plan and where appropriate reasons for those variances. These variances are reported on a regular basis to the Council's Principal Scrutiny Committee. Where additional work carried out in other areas of the enforcement mix have achieved the same objective these are identified.

### 7.3 **Identification of Improvements**

Any areas of improvement identified as a result of the review will be included in the service and performance plans for the following year.



## Annex A

| <b>TYPE OF PREMISES (as per FSA categories)</b> | <b>NUMBERS</b> |
|---|----------------|
| Caring Establishments                           | 135            |
| Distribution Transporters                       | 21             |
| Importers                                       | 0              |
| Manufacturers Packers                           | 39             |
| Hotel Guest House                               | 68             |
| Mobile Food Unit                                | 32             |
| Primary Producers                               | 2              |
| Pub Club  | 149            |
| Restaurant Cafe                                 | 191            |
| Other Caterers                                  | 127            |
| Retail Small                                    | 248            |
| Retail Other                                    | 17             |
| Retail Supermarket                              | 15             |
| School College                                  | 78             |
| Takeaway  | 40             |
| Total   | 1162           |

# Winchester City Council Sampling Plan for 2010/11

# Annex B

|                             | 2010  |     |      |      |     |      |     |     |     | 2011 |     |       |
|-----------------------------|-------|-----|------|------|-----|------|-----|-----|-----|------|-----|-------|
|                             | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan  | Feb | March |
| <b>LOCAL STUDIES</b>        |       |     |      |      |     |      |     |     |     |      |     |       |
| Imported Food               |       |     |      |      |     |      |     |     |     |      |     |       |
| Ready to Eat Fish           |       |     |      |      |     |      |     |     |     |      |     |       |
| Hot Held Food               |       |     |      |      |     |      |     |     |     |      |     |       |
| <b>LACORS STUDIES</b>       |       |     |      |      |     |      |     |     |     |      |     |       |
| Large Scale Events          |       |     |      |      |     |      |     |     |     |      |     |       |
| Pennington Response         |       |     |      |      |     |      |     |     |     |      |     |       |
| Listeria Mono. In RTE Foods |       |     |      |      |     |      |     |     |     |      |     |       |

Other samples will be taken from any premises to verify that they are producing foods in a safe manner.

| Study Name        | Aim of Study  | Type of Sample req  | Total Number of samples per authority   | Individual Amount                |
|-------------------|---|---|---|----------------------------------|
| Imported Food     | To identify the levels of pathogens, moulds and yeast in the ice and potential contamination sources.       | Third Country Imports of Animal or Non-animal origin.<br>1 x hermetically sealed jar or 3 x samples                 | Each authority should aim to do 20 samples.   | 1 x jar<br>Or<br>minimum of 100g |
| Ready to Eat Fish | To identify the levels of pathogens in RTE Fish and Fish Products   | Up to 3 x samples per premises of RTE fish or Fish products including smoked fish, sushi, crab, shellfish           | Each authority should aim to do 10 samples.   | Min 100g sample                  |
| Hot Held Food     | To identify potential issues temperature control issues with hot held food and identify levels of pathogens | Up to 3 x samples per premises of hot held food products including pies, pasties, sausage rolls, fish, spring rolls | Each authority should aim to do 10 samples.<br><br><b>Separate cool box for hot held products</b> | Min 100g sample                  |

Outcomes 2009/10

ANNEX B

| Why are we doing this? | What will we do?   | How will we measure our success?  | How much fte? | Target                | How well did we do?     | Who's Accountable? |
|------------------------|--|---|---------------|-----------------------|-------------------------|--------------------|
| Leg Req                | carry out interventions at premises for food safety in line with the inspection rating scheme in the Food Law COP issued under Reg 24 Food Hygiene (England) Regs  | Number of high risk inspections done against those that were due.<br>% of premises broadly compliant                | 2.85 fte      | 100%<br>90%           | 71%<br>93%              | Kevin Gosling      |
| Leg req                | deal with request for service, which includes complaints about food and premises, requests for advice? Where these are urgent they will be dealt with within 24 hours, non urgent requests will be dealt with within 3 days. | Number of rfs and response times.   | 0.2 fte       | 100%<br>response time | 185<br>86%              | Kevin Gosling      |
| Leg Req                | deal with food safety alert issued by the FSA. FAFA to be dealt with within 24 hours and FAFI within 3 days  | Number of alerts and number requiring actions   | 0.05fte       | 100%                  | 7 100%                  | Kevin Gosling      |
| Leg req                | carry out sampling of food products as part of a well balanced enforcement approach.   | Number of samples taken.<br>No of samples requiring further action  | 0.2fte        |                       | 61<br>20                | Kevin Gosling      |
| Leg req                | Investigate individual cases and outbreaks of food borne illness that have been notified to the authority by the HPU and to investigate suspected cases notified by other means  | Number of individual cases officially notified.<br>Number of outbreaks associated with premises within the district | 0.1fte        |                       | 234<br>14               | Kevin Gosling      |
| Good Practice          | Education and training<br>To provide six training course<br><br>Implement the safe2eat scheme  | No of persons trained<br>No of passes/failures<br><br>% of businesses that are unsatisfactory                       | 0.1fte        | Less than 1%          | 39<br>38/1<br><br>0,25% | Kevin Gosling      |

| Why are we doing this? | What will we do 2010/11  | How will we measure our success?  | How much fte? | Target                   | How well did we do? | Who's Accountable?      |
|------------------------|--|---|---------------|--------------------------|---------------------|-------------------------|
| Leg Req                | carry out interventions at premises for food safety in line with the inspection rating scheme in the Food Law COP issued under Reg 24 Food Hygiene (England) Regs  | Number of high risk inspections done against those that were due.   | 2.85 fte      | 497<br>100%              |                     | Kevin Gosling           |
| Leg req                | deal with request for service, which includes complaints about food and premises, requests for advice? Where these are urgent they will be dealt with within 24 hours, non urgent requests will be dealt with within 3 days. | Number of rfs and response times.   | 0.2 fte       | 100%<br>response<br>time |                     | Kevin Gosling           |
| Leg Req                | deal with food safety alert issued by the FSA. FAFA to be dealt with within 24 hours and FAFI within 3 days  | Number of alerts and number requiring actions   | 0.05fte       | 100%                     |                     | Kevin Gosling           |
| Leg req                | carry out sampling of food products as part of a well balanced enforcement approach.   | Number of samples taken. No of samples requiring further action   | 0.2fte        | 60                       |                     | Kevin Gosling           |
| Leg req                | Investigate individual cases and outbreaks of food borne illness that have been notified to the authority by the HPU and to investigate suspected cases notified by other means  | Number of individual cases officially notified.<br>Number of outbreaks associated with premises within the district | 0.1fte        |                          |                     | Kevin Gosling           |
| Good Practice          | Education and training<br>To provide six training course   | No of persons trained<br>No of passes/failures<br><br>% of businesses that are unsatisfactory                       | 0.1fte        |                          |                     | Kevin Gosling/Jo Spence |