

**COPELAND BOROUGH COUNCIL**

**FOOD SAFETY SERVICE PLAN**

**2006 - 2007**

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## **FOOD SAFETY SERVICE PLAN 2006 - 2007**

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## INTRODUCTION

The Food Safety Service Plan for Copeland Borough Council provides information on how we aim to ensure that food prepared, stored or sold within the borough is safe. We will ensure this by using a combination of measures, which includes inspecting food premises, enforcing food safety law, sampling of foods and water, providing food hygiene training and promoting food safety.

The Food Safety Service Plan details our priorities, targets, resources, quality assessment and review of performance for 2006 - 2007 and is used to assist with service management, performance planning and comparing the performance of Copeland with other local councils.

In February 2006 to incorporate new European Union based food safety legislation the Food Standards Agency revised and re issued Food Safety Act 1990 Codes of Practice and Practice Guidance. The requirements of the Codes of Practice and Practice guidance are included in the Food Safety Service Plan for 2006 - 2007.

## SECTION 1 – SERVICE AIMS AND OBJECTIVES

### 1.1 AIMS AND OBJECTIVES

The overall aim of the food safety service is to ensure that food intended for sale for human consumption, which is produced, stored, distributed, handled or consumed within the Council's district, is without risk to the health and safety of the consumer.

**The main aims and objectives of the Food Safety service are to:**

1. Inspect food premises on a planned risk based basis and achieve targets of 100% for high risk premises risk rated A - C and revisit where significant contraventions of food safety legislation are identified
2. Inspect premises subject to specific hygiene regulations
3. Investigate complaints about food premises and food and achieve targets of investigating complaints within 5 days of receipt.
4. Take appropriate and consistent risk based enforcement action
5. Investigate notified cases of food poisoning and food borne outbreaks and achieve targets of investigating outbreaks within 24 hours of notification and other food poisoning notifications within 3 days of receipt
6. Sample food in accordance with an annual sampling plan and national surveys
7. Provide advice, information and training to the food trade and public
8. Comply with The Food Standards Agency Framework Agreement for Local Authorities and Food Safety Act 1990 Codes of Practice and Practice Guidance
9. Monitor and sample Private Water Drinking Supplies
10. Respond to Freedom of Information requests

## **1.2 LINKS TO CORPORATE OBJECTIVES AND PLANS**

The Council's Corporate Plan (which includes the Best Value Performance Plan) contains 3 corporate themes of:

- Creating and sustaining a healthy local economy
- Quality of life and social inclusion
- A well managed Council striving for excellence

The Council's mission Statement is – "Working together to deliver excellent services and prosperity for West Cumbria". The values of the Council are

- Putting the community at the centre of everything we do
- Treating everyone fairly and with respect
- Being open and accountable so that people trust us
- Fostering pride in the area and in the council
- Achieving excellence through continuous improvement
- Working in partnership and developing teamwork across the council

The Food Safety Service contributes to the corporate themes and values.

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## **SECTION 2 – BACKGROUND**

### **2.1 PROFILE OF THE LOCAL AUTHORITY**

The borough of Copeland is in the western part of Cumbria between the western fells of the Lake District and the Irish Sea covering an area of 304 square miles (788 square kilometres), two-thirds of which lie within the Lake District National Park.

The population of the borough is approximately 71,296, which is increased by visitors to the many tourist attractions and areas of natural beauty within the borough.

The main centres of population are Whitehaven, Egremont, Cleator Moor and Millom.

### **2.2 ORGANISATIONAL STRUCTURE**

The Commercial Team in the Environmental Health section of the Leisure and Environmental Services Department provides the food safety service. The Commercial Team is also responsible for providing the health and safety service.

The structure of the Council in relation to Food Safety and the structure of the food safety service is as shown at Appendix A.

Food safety service issues are reported to either the Executive or the Social Well Being Overview and Scrutiny Committee (or other as directed) or to both, depending upon the nature of the issue in question.

The annual work plan of the Food Safety Service is reviewed and monitored by the Social Well Being (or other as directed) Overview and Scrutiny Committee.

Food Safety is within the remit of the Health and Diversity Portfolio Holder.

## **2.3 SCOPE OF THE FOOD SERVICE**

Copeland Borough Council as a second tier authority is responsible for food hygiene functions. Cumbria County Council, who we work in close co-operation with, delivers the food standards function, which includes food labelling.

To deliver our food safety programme we work with the Health Protection Agency Laboratory and the Public Analyst for microbiological and chemical testing.

### **The Food Safety Service provides the following:**

1. Inspections of food premises
2. Inspection and Approval of meat, fishery and dairy product premises
3. Investigation of complaints about food and food premises
4. Investigation of food poisoning and food related infectious disease
5. Investigation of odour and rubbish complaints at food premises
6. Responding to Food Safety Alerts from the Food Standards Agency
7. Sampling of food and food production water
8. Classification and sampling of active shellfish beds
9. Sampling of private water supplies
10. Issuing Export Certificates
11. Advice to new and existing food businesses about food safety law
12. Food Safety Training
13. Promotion of food safety
14. Provision of information to the Food Standards Agency
15. Consultation on planning and building control applications for food premises

The food safety team is based at the Council's main offices in Catherine Street, Whitehaven. Enquiries can be made at the area offices in Millom.

The Council office hours are Mon. to Thursday – 08.45 hrs – 17.15 hrs and Friday 08.45 hrs – 16.25 hrs. \* *Copeland Direct & Reception services are not available 8.45hrs – 10.00hrs on Wednesday.* E-mails can be received on [food@copelandbc.gov.uk](mailto:food@copelandbc.gov.uk)

The Food Standards Agency and the Health Protection Agency has out of hours-contact details for Environmental Health Officers at Copeland.

## 2.4 DEMANDS ON THE FOOD SERVICE

773 premises are registered as food business with Copeland, which are in the following risk categories as defined in the recent Food Safety Act 1990 Codes of Practice:

| CATEGORY OF PREMISES                               | No: OF PREMISES |
|--|-----------------|
| "A" - minimum inspection frequency every 6 months  | 6               |
| "B" - minimum inspection frequency every 12 months | 52              |
| "C" - minimum inspection frequency every 18 months | 371             |
| "D"- minimum inspection frequency every 2 years    | 114             |
| "E" - minimum inspection frequency every 3 years   | 234             |
| " U" New premises due to be rated                  | 5               |
| <b>Total</b>                                       | <b>782</b>      |

Premises subject to specific regulations under Products of Animal Origin Control European Union Regulation 853/2004 are covered by a different inspection scheme. The following premises are inspected under this different inspection scheme

- 2 meat products premises
- 2 "on farm" milk producing and pasteurising premises
- 1 cheese production premises
- 2 fishery products premises
- 1 ice cream premises

18 Butchers shops and a spring water bottling plant are also inspected.

Copeland is a Port Health Authority - the port is not a designated Border Inspection Port for the receipt of food imports

Seasonal demands are placed on the food safety service as Copeland continues to develop as a major tourist area.

## 2.5 ENFORCEMENT POLICY

Copeland Borough Council is a signatory to the Enforcement Concordat and the principles of targeted, transparent, consistent and proportionate enforcement are applied to the Food Safety Enforcement Policy approved by the Executive of the Council.

The Food Safety Enforcement Policy details the actions that can be taken to remedy a contravention of food safety law and the factors that will be considered when determining a course of action.

Action will be based upon an assessment of the risk to public health and the potential effect of the non-compliance with Food Safety Law.

The Food Safety Enforcement Policy is available on the Council's Website and is provided on request from [food@copelandbc.gov.uk](mailto:food@copelandbc.gov.uk) or contacting Jackie O'Reilly Team Leader (Food and Health and Safety) on 01946 598346.

A summary is included on the reverse of the record of inspection form left with businesses on completion of a food safety inspection.

## **2.6 ENFORCEMENT ACTION**

In 2005- 2006 the following enforcement action was taken:

- 21 Improvement Notices served on 6 premises
  - 2 Hygiene Emergency Prohibition Notices served
- 

## **SECTION 3 - SERVICE DELIVERY**

### **3.1 FOOD PREMISES INSPECTIONS**

Copeland Borough Council will carry out a programme of planned risk based inspections in accordance with our written procedure and The Food Safety Act 1990 Code of Practice.

Premises will be inspected and, where relevant, approved, registered and licensed, as required by legislation, by fully trained and experienced officers. All inspections will have regard to relevant Food Industry Guides to Food Hygiene Practice.

Any action to rectify non-compliance of food safety legislation will be risk based and dealt with as detailed in our Food Safety Enforcement Policy. Guidance on what to expect during and after an inspection is available.

**In 2005 - 2006 we planned to inspect 353 premises and continue the target of:**

1. 100% inspection rate for A, B and C risk rated premises
2. 90% for D, E risk rated premises.

#### **In 2005 – 2006 we achieved**

1. Inspection rate of 100% for A rated premises
2. 92.3% for B and C rated premises
3. 87% for D, E rated premises.

In 2006 – 2007 we plan to inspect 310 premises in the following categories:  
**2006 - 2007 Inspection Programme** (excluding "approved" premises)

|                      |                                  |
|----------------------|----------------------------------|
| "A" rated premises - | 6 - will involves 12 inspections |
| "B" rated premises - | 52                               |
| "C" rated premises - | 197                              |
| "D" rated premises - | 30                               |
| "E" rated premises - | 24                               |
| Un-rated premises -  | 1                                |

**TOTAL** 310

Based on inspection figures for 2005 - 2006 it is estimated that 115 revisits will be necessary to ensure compliance with food safety requirements.

In January 2006 legislation covering food safety changed. The new regulations incorporate many of the old requirements but new a significant new area is the requirement for food businesses to handle and or prepare open food to have a documented food safety management system. Inspections including the completion of letters and file records undertaken in February and March 2006 took on average an additional 45 minutes. This will increase the average time spent on inspections in 2005 - 2006 to 2 hours 40 minutes including completion of letters and file records.

Revisits are expected to remain at 1 hour including completion of letters and file records.

It is estimated that the 310 programmed inspections and anticipated 115 revisits will involve 957.66 hours of staff time - *excluding advisory visits including those to new businesses.*

### **In 2006 - 2007 we plan to:**

1. Inspect 100% of high-risk premises (class A, B, C)
2. Introduce an alternative inspection system for low risk premises where high risk open foods are not handled
3. Inspect 90% of low risk premises (class D, E) which are not covered by the alternative enforcement strategy

### **3.1a ALTERNATIVE INSPECTION STRATEGY**

Amendments to the risk-rating scheme in 2005 removed the "F" rating used for premises such as those handling and selling only low risk packaged foods that are visited once every 5 years.

Food Standards Agency Code of Practice recognises work and practical trials to contact "low risk" premises by means other than a direct inspection. The intention is to redirect inspection resources to high risk and manufacturing premises.

In 2005 – 2006 40 premises suitable for alternative inspection strategy were identified.

In 2006 – 2007 these premises will be inspected under the “alternative strategy” which will involve providing food safety information by mail and requesting the selected premises to complete a questionnaire for return by mail.

### **3.2 APPROVED PREMISES**

Premises which produce or manufacture dairy, meat or fish products are covered by specific European Union Hygiene regulations that require specific approval by a local authority and are referred to as "approved " premises.

From 2005 approved premises have been excluded from the inspection-rating scheme and are subject to a minimum of 1 "primary " inspection and one or more "secondary " inspections each year.

There are currently 6 approved premises in Copeland:

- 2 meat products premises
- 2 “on farm” milk producing and pasteurising premises
- 1 cheese production premises
- 2 fishery products premises
- 1 ice cream premises

#### **In 2006 - 2007 we plan to**

1. Inspect "approved" premises a minimum of once a year with at least 1 additional secondary inspection during the year

### **3.3 FOOD COMPLAINTS**

Complaints about food, food handling practices and food premises will be investigated in accordance with Copeland's food investigation procedure. Action taken will be in line with our food safety enforcement policy.

If further investigation or analysis of a complaint is required the food complaint will be sent to the Health Protection Agency Laboratory for microbiological analysis or the Public Analyst for chemical and formal examination.

#### **FOOD COMPLAINTS INVESTIGATED BY COPELAND**

| <b>Complaint Type</b> | <b>2002 - 2003</b> | <b>2003 - 2004</b> | <b>2004 - 2005</b> | <b>2005 - 2006</b> |
|-----------------------|--------------------|--------------------|--------------------|--------------------|
| Microbiological       | 7                  | 9                  | 4                  | 6                  |
| Chemical              | 1                  | 1                  | 1                  | 1                  |
| Premises              | 13                 | 16                 | 23                 | 22                 |
| Foreign Body          | 9                  | 19                 | 10                 | 9                  |
| <b>Total</b>          | <b>30</b>          | <b>45</b>          | <b>38</b>          | <b>38</b>          |

Based on 2005 - 2006 we expect, in 2006 - 2007 to investigate 42 complaints

In 2005 – 2006 we planned to investigate complaints within 5 days of receipt.

In 2005 – 2006 we achieved a target of investigating 92% of complaints within the target of 5 days

**In 2006- 2007 we plan to maintain 2005 - 2006 targets to:**

1. Investigate complaints within 5 days of receipt
2. Advise complainants of expected timescales for the completion of the investigation and of any delays in obtaining information required to complete the investigation.

### **3.4 HOME & ORIGINATING AUTHORITY PRINCIPLE**

Copeland Borough Council will act as either the Home or Originating authority for a food business if requested and where it would be an effective use of resources.

Copeland acts as an originating authority for the spring water bottling business, sandwich manufacturer and a meat products business.

### **3.5 ADVICE TO BUSINESSES**

Copeland Borough Council provides advice to businesses on how to comply with food safety law and on best practice recommendations.

Advice on legal requirements and best practice will be provided during inspections and during the planning or alterations stages for new and established businesses.

In September 2005 Copeland Borough were successful in obtaining a grant from the Food Standards Agency to provide free training and workplace coaching to 149 small locally based food businesses on new food safety legislation and a food safety management system known as Safer Food Better Business (SFBB).

This training started in January 2006 and will continue through to December 2006

**In 2006– 2007 we plan to maintain the targets of 2005 - 2006 to:**

1. Improve the level of awareness of the food safety service
2. Improve the level of awareness and circulation of the food safety newsletter
3. Continue to distribute and provide on request the free sources of information available from the Food Standards Agency
4. Provide free training and coaching to 149 small locally based businesses

### **3.6 FOOD SAMPLING**

Food sold and produced in Copeland will be sampled to assess fitness and microbiological quality. Appropriately trained and experienced officers will undertake sampling.

We will produce an annual sampling programme that reflects the variety and scope of food production and distribution in Copeland.

The sampling programme is co-ordinated with national programmes and those of the Cumbria Food Liaison Group.

In 2005 – 2006 we took 70 food samples

The sampling programme for 2006 - 2007 is detailed in Appendix B and covers:

1. Investigation of food contamination and food poisoning incidents.
2. Milk and cream sampling from on farm pasteurisers
3. Shellfish bed classification.
4. Investigation of complaints.
5. LACORS (Local Authority Co-ordinators of Regulatory Services) voluntary co-ordinated sampling programme.
6. Food Standards Agency Sampling Programmes
7. Food production water

The council has formally appointed the following:

|                             |   |
|-----------------------------|---|
| <b>Examination of Food:</b> | HPA Laboratory, Cumberland Infirmary, Carlisle                            |
| <b>Analysis of Food:</b>    | The County Analyst, Pedders Way, Riversway,<br>Ashton-on-Ribble, Preston. |

#### **In 2006- 2007 we plan to maintain the targets of 2005 - 2006:**

1. Complete the annual sampling plan
2. Resample where results are unsatisfactory and work with businesses to assist them identify the cause and implement corrective action
3. Provide details of the sampling and analysis process at the point of sampling
4. Inform businesses of the results within 5 days of receiving the sample results

### **3.7 PRIVATE DRINKING WATER SUPPLIES**

In addition to food and food production water sampling the food safety team is responsible for monitoring and sampling Private Water Supplies at domestic and commercial properties in accordance with The Private Water Supplies Regulations 1991.

Amendments to legislation covering private water supplies are expected in 2006, but the impact of these changes is not yet known.

In 2005 - 2006 we sampled from 84 premises and maintained information about private water supplies and sampling onto the Council WebPages and set a target to sample 95% of known properties.

**In 2006 - 2007 we aim to:**

1. To maintain this level of service and sample 95% of all known properties in accordance with the requirements of the Private Water Supply Regulations
2. Implement any changes in legislation

### **3.8 CONTROL AND INVESTIGATION OF INCIDENTS & OUTBREAKS OF FOOD RELATED INFECTIOUS DISEASE**

The Council has a written policy on the Control and Investigation of Outbreaks and Food related Infectious Disease to:

1. Investigate all food related infections formally notified by the Health Protection Agency
2. Assist other councils investigating incidents that involve residents of Copeland or visitors to the area.

The 'Proper Officer' under the Public Health (Control of Diseases Act) 1984 is the Consultant in Communicable Health.

#### **FOOD POISONING NOTIFICATIONS**

| <b>YEAR</b> | <b>NO: NOTIFICATIONS OF FOOD POISONING</b> |
|-------------|--|
| 2002 - 2003 | 98   |
| 2003 - 2004 | 83   |
| 2004 - 2005 | 93   |
| 2005 - 2006 | 118  |

Targets set in 2005 - 2006 to investigate within 3 days of notification and 1 day for outbreaks were achieved.

In 2005- 2006 the team also investigated 4 suspected viral outbreaks within 24hours of notification.

A joint Outbreak Action Plan with the Health Protection Agency is under review and when agreed will be available from Copeland and the Health Protection Agency. Currently we are covered by the outbreak policy that was agreed with the then North Cumbria Health Authority and can be viewed on [www.healthprotection.org.uk](http://www.healthprotection.org.uk)

Out of Hours Contact details for the Food Safety Team are held by the Health Protection Agency and the Food Standards Agency.

**In 2006 - 2007 we plan to:**

1. Investigate food poisoning outbreaks within 24 hours of notification
2. Investigate all other food poisoning within 3 days of notification

### **3.9 FOOD SAFETY INCIDENTS**

The Council has a written policy for responding to Food Safety Alerts previously known as Food Hazard Warnings that complies The Food Safety Act 1990 Code of Practice and includes a formal agreement with Trading Standards.

The food safety team receives notification directly from the FSA via a text service to ensure that food safety incidents can be dealt with as required outside of main office hours.

We will inform businesses and the public of any potential contamination or risk to their food supplies and advise of any action required.

In 2005 – 2006 82 Food Safety Alerts were received, of which 1 required immediate action by Copeland Borough Council.

In 2005 – 2006 targets to respond to Food Safety Alerts within 24hrs were achieved.

The number and content of food safety incidents will vary though it is estimated based on 2005 - 2006 trends, that 95 Food Alerts, including 2 requiring significant action, will be received in 2006– 2007.

#### **In 2006 - 2007 we plan to maintain the target to:**

1. Respond to Food Safety Alerts within 24 hours of notification

### **3.10 LIAISON WITH OTHER ORGANISATIONS**

Liaison with other organisations is vital to the delivery of an effective food safety service and Copeland is represented on the following:

1. Cumbria Food Liaison Group - - includes Trading Standards and the Health Protection Agency laboratory
2. Health Protection Agency District Control of Infection Committee, which covers Cumbria and North Lancashire
3. Food Development Group - includes North Cumbria Local Authorities and Primary Care Trusts and food voluntary organisations
4. Zoonoses Liaison Group with State Veterinary Service
5. The North West Shellfish Liaison Group
6. Commission for Social Care Inspection
7. South Copeland Public Health Partnership
8. North Cumbria Smoke Free Alliance

A consultation process is in place to ensure that food safety issues are highlighted to applicants at the Planning and Building Regulations application stage.

**In 2006 - 2007 we plan to:**

1. Maintain liaison with other organisations

### **3.11 PROMOTION OF FOOD SAFETY**

In 2005 - 2006 we continued to target our resources into the following areas:

1. Certificated food hygiene training courses
2. Joint training sessions with the Health Protection Agency for residential and nursing homes
3. National Food Safety Week and promotion of the Hand Hygiene Campaign
4. Provide other presentations on request

**In 2006 - 2007 we plan to:**

1. Maintain this level of food safety promotion
2. Ensure that food safety information on the council's web page is current, informative and accessible
3. Provide training for 149 businesses on food safety management systems

### **3.12 FREEDOM OF INFORMATION**

The Freedom of Information Act 2000 is now in force and food safety information can be the subject of Freedom of Information request.

In 2005 – 2006 we dealt with 10 requests for details of food safety inspections. The requests varied from information on specific types of food businesses to all details of inspections completed over a 2-year period.

The time spent on dealing with requests varies depending on the nature of the request. Where details of all inspections are requested this will take on average 10 hours of officer time

Information on the release of information under the Freedom of Information Act 2000 is included on all inspection and sampling letters.

In 2005 – 2006 targets to respond to within the required deadline were achieved.

**In 2006 - 2007 we plan to maintain targets to:**

- 1 Inform businesses in writing following inspection and sampling that information we hold may be requested under Freedom of Information and subject to set exemptions must be released.
- 2 Publish food a list of food safety enforcement notices served
- 3 Respond to freedom of information requests within the required deadline

And introduce a target to:

4. Publish details of food safety inspections on the councils website or a county wide web site:
-

## **SECTION 4 – RESOURCES**

### **4.1 FINANCIAL ALLOCATION**

The food safety team will implement all areas of the service plan, with the occasional use of food safety contractors to cover for any vacant posts that may arise or for prolonged staff absence.

The net expenditure of the service has been:

**2002 - 2003 - £185,097**

**2003 - 2004 - £ 149,596**

**2004 - 2005 - £167,147**

**2005 – 2006 - £161,743**

From 2001 - 2003 expenditure increased due to a reorganisation of the commercial section to create a food safety team with reallocation of time to Food Safety work only.

In 2006 – 2007 the budgets for Private Water Sampling and Food Safety have been combined.

The budget estimates for Food Safety in 2006 - 2007 is set at 2005 - 2006 levels and includes the additional staff costs of the reorganisation approved in 2001 – 2002 to meet the requirements of the Food Standards Agency (FSA).

#### **Expenditure – Food Safety & Private Water Supplies**

|                          |          |
|--------------------------|----------|
| Staffing                 | £151,395 |
| Equipment                | £6,850   |
| Rents                    | £3,500   |
| Sampling                 | £24,000  |
| Legal & Professional     | £4,500   |
| Projects & Activities    | £780     |
| Protective clothing      | £300     |
| Books & publications     | £800     |
| Miscellaneous Insurances | £1,310   |
| Support costs            | £12,524  |

|                          |                 |
|--------------------------|-----------------|
| <b>TOTAL EXPENDITURE</b> | <b>£205,059</b> |
|--------------------------|-----------------|

#### **Income**

|                |         |
|----------------|---------|
| Fees & Charges | £36,388 |
|----------------|---------|

|                     |                |
|---------------------|----------------|
| <b>TOTAL INCOME</b> | <b>£36,388</b> |
|---------------------|----------------|

|                        |                 |
|------------------------|-----------------|
| <b>NET EXPENDITURE</b> | <b>£169,571</b> |
|------------------------|-----------------|

## **4.2 STAFFING ALLOCATION**

The Food Safety Team consists of three Environmental Health Officers, including the Team Leader whose time is shared 50:50 with health and safety enforcement a technical assistant and administrative support.

The Full time equivalents (FTE) involved in food safety for 2006 – 2007 are:

|                              |            |
|------------------------------|------------|
| Environmental Health Manager | 0.2 (FTE)  |
| Team Leader                  | 0.5 (FTE)  |
| Environmental Health Officer | 2.0 (FTE)  |
| Technical Assistant          | 1.0 (FTE)  |
| Clerical Assistants          | 0.66 (FTE) |

The Team Leader and 1 Environmental Health Officer have full competency classification with reference to the Food Safety Act Code of Practice including inspection and Approval of Product Specific premises and serving of Emergency Prohibition Notices.

The remaining Environmental Health Officer is authorised to sample food, inspect premises and serve Improvement Notices for all categories of premises and, under the supervision of the Team Leader, deal with 'approved' premises.

## **4.3 EMPLOYEE DEVELOPMENT PLAN**

The council has a written policy on the authorisation and training of food safety officers that complies with The Food Safety Act 1990 Code of Practice

Officers involved in food safety work must be either qualified Environmental Health Officers with extensive food safety experience or Environmental Health Technicians holding the Higher/ordinary Certificate in Food Premises Inspection.

To maintain competency and knowledge officers complete a minimum of 10 hours food safety specific training must be completed.

Additionally all food safety staff are included in the corporate Employee Development scheme which involves an annual personal interview to assess and report training needs.

We offer opportunities for work placements to provide training to those considering a career in food safety and environmental health.

## **SECTION 5 – QUALITY ASSESSMENT**

### **5.1 INTERNAL QUALITY ASSESSMENT**

The content and quality of inspections, investigations and enforcement actions is monitored routinely by the Team Leader to ensure compliance with written procedures and Food Safety Act Codes of Practice. Action will be taken to prevent the recurrence of any non-conformity identified.

### **5.2 EXTERNAL QUALITY ASSESSMENT**

Copeland has participated in past Inter Authority Audit schemes agreed by the Cumbria Food Liaison Group. Further inter authority audits to identify and share best practice are being undertaken in a phased programme during 2005 - 2007 and Copeland will be actively involved.

In July 2002 The Food Standards Agency assessed the action taken in response to their Audit of the service in February 2001 and was satisfied with the level and quality of progress made. The Action Plan was approved as completed in June 2003; the details are available on [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk) or contact Jackie O'Reilly Team leader (Food and Health & Safety) on [food@copelandbc.gov.uk](mailto:food@copelandbc.gov.uk) or 01946 598346

The review by the Food Standards Agency (FSA) national data collection with a view to improving comparisons between local authorities is still ongoing and a date for implementation is not yet known

### **5.3 PERFORMANCE MONITORING**

The performance of the food safety team is reported. The performance report concentrates on the local performance indicators of:

1. Compliance with inspection programme
2. Investigation of food poisoning notifications
3. Investigation of food related complaints

The report may include information on:

- Improvement notices served and other enforcement action
  - Food Sampling
  - Private water sampling
  - Food complaints investigated
-

## SECTION 6 – REVIEW

### 6.1 REVIEW AGAINST SERVICE PLAN

The team leader (Food and Health & Safety) reviews the Food Safety Service Plan throughout the year. Local performance indicators are reported to the Council's Strategic Management Team and to the Executive.

Targets not met are identified and planned improvements will be included in the Food Safety Service plan 2006 - 2007.

The end of year review of the 2005 - 2006 Food Safety Service Plan is summarised as

#### REVIEW OF THE TARGETS SET IN 2005 -2006

| TARGET FOR 2005 – 2006  | TARGET DATE    | ACHIEVEMENT   |
|---|----------------|---|
| <b>Food Safety Inspections -</b> <ul style="list-style-type: none"><li>100% of High Risk Premises</li><li>90% of Low Risk Premises</li><li>Include enforcement details on inspection sheet</li></ul>  | Not applicable | <ul style="list-style-type: none"><li>100% of A rated premises inspected</li><li>Partly</li><li>Form amended</li></ul>  |
| <b>Food Poisoning</b> <ul style="list-style-type: none"><li>Investigate outbreaks within 24 hrs</li><li>Investigate others within 3 days</li></ul>  | Not applicable | Achieved  |
| <b>Food Related Complaints</b> <ul style="list-style-type: none"><li>Investigate within 5 days of receipt</li></ul>   | Not applicable | 92% Achieved  |
| <b>Food Safety Promotion/Advice:</b> <ul style="list-style-type: none"><li>Food Safety week</li><li>Promotion of hand hygiene campaign</li><li>Continue food safety newsletter</li><li>Website information</li><li>Training Courses</li></ul> | Not applicable | Achieved <ul style="list-style-type: none"><li>Food Safety week &amp; hand hygiene promoted</li><li>Website information not updated</li><li>Training courses complete</li></ul> |
| <b>Food sampling</b> <ul style="list-style-type: none"><li>Completion of sampling programme</li></ul>   | 31/3/05        | Achieved  |
| <b>Private Water Sampling</b> <ul style="list-style-type: none"><li>Sample from 95% of known premises in accordance with regulations</li></ul>  | 31/03/05       | Achieved  |

## **6.2 IDENTIFICATION OF ANY VARIATION FROM THE SERVICE PLAN**

### **Inspection Programme:**

The targets set for the inspection programme were only partially met although the target set for the high-risk premises of category "A" and "B" was achieved.

The reason identified for this were similar to those identified in 2004 - 2005:

- A high number of premises requiring an evening inspection
- Visits and pre opening inspections of new businesses
- New business enquiries

Additionally in 2005 – 2006 the team was involved in:

- Enforcement action with the service of 21 improvement notices and 2 hygiene emergency prohibition notices involving additional compliance monitoring inspections.
- Providing information on the effect of new food safety legislation introduced in January 2006 both during inspections, workshop seminars and follow up visits
- Responding to Freedom of Information requests

### **Promotion of Food Safety and Advice to Business**

Targets to improve information on the council website, including downloadable monitoring forms and advice sheets, have been delayed due to council wide problems with loading new information.

Work is currently under way by the Council's Information Technology Section to improve the system and when completed new and additional food safety information will be placed on the site.

## **6.3 AREAS OF IMPROVEMENT AND DEVELOPMENT**

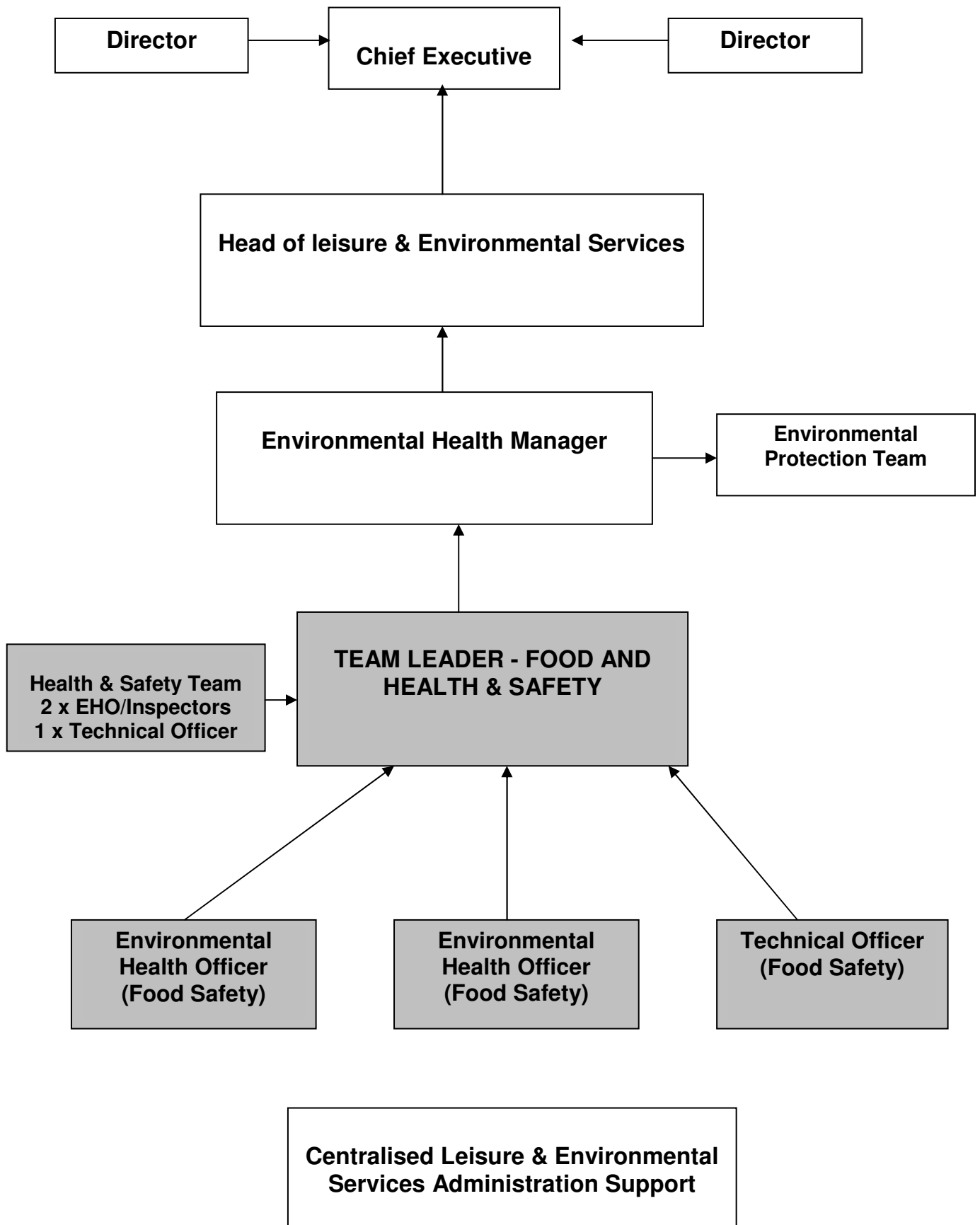
The review of the 2005 - 2006 service plan and development of the 2006- 2007 Food Safety Service Plan identified the following as areas of improvement and development:

1. Improve consultation with local businesses and users of the service
2. Confirm sample results within 5 days of receiving results
3. Improve the content & quality of food safety information on the Council's Website and reintroduce the electronic food safety newsletter

These areas have been included as targets in Section 3 - Service Delivery. Performance against these targets will be reviewed in the performance monitoring reports and in the review of the 2006 - 2007 food safety service plan.

## APPENDIX A

### FOOD SAFETY ORGANISATIONAL STRUCTURE



**APPENDIX B****COPELAND BOROUGH COUNCIL - FOOD SAMPLING PLAN 2006–2007**

| <b>DATE</b>      | <b>FOOD TYPE</b>                        | <b>NO: OF SAMPLES</b> |
|------------------|---|-----------------------|
| <b>January</b>   | Shellfish                               | 1                     |
| <b>February</b>  | Milk & Cream                            | 10                    |
|                  | Shellfish                               | 1                     |
|                  | Meat Products                           | 3                     |
| <b>March</b>     | Food Production Water                   | 10                    |
|                  | Shellfish                               | 1                     |
|                  | Cream                                   | 1                     |
| <b>April</b>     | Shellfish                               | 1                     |
|                  | Ice cream                               | 2                     |
|                  | Milk & Cream                            | 8                     |
|                  | Sandwiches - hospital/residential homes | 2                     |
| <b>May</b>       | Shellfish                               | 1                     |
|                  | Cooked Rice                             | 10                    |
|                  | Shelf life – mixed salads               | 5                     |
|                  | Sandwiches - hospital/residential homes | 5                     |
| <b>June</b>      | Shellfish                               | 1                     |
|                  | Ice cream                               | 2                     |
|                  | Sandwiches - hospital/residential homes | 10                    |
|                  | Ice                                     | 1                     |
|                  | Food Production water                   | 10                    |
| <b>July</b>      | Shellfish                               | 1                     |
|                  | Milk & Cream                            | 8                     |
|                  | Packed water                            | 2                     |
|                  | Ready meals/cook chill                  | 4                     |
| <b>August</b>    | Shellfish                               | 1                     |
|                  | Ice cream                               | 10                    |
|                  | Meat products                           | 3                     |
|                  | Rice                                    | 15                    |
| <b>September</b> | Food production water                   | 6                     |
|                  | Shellfish                               | 1                     |
|                  | Milk & cream                            | 8                     |
|                  | Cooked meats                            | 10                    |
| <b>October</b>   | Food production water                   | 4                     |
|                  | Shellfish                               | 1                     |
|                  | Cheese                                  | 10                    |
|                  | Ice                                     | 1                     |
| <b>November</b>  | Shellfish                               | 1                     |
|                  | Meat products                           | 3                     |
|                  | Cooked poultry                          | 2                     |
|                  | Salads                                  | 2                     |
|                  | Cooked fish/prawns                      | 2                     |
| <b>December</b>  | Shellfish                               | 1                     |
|                  | Ready meals                             | 4                     |
|                  | Food production water                   | 10                    |

**Samples will be analysed by the Health Protection Laboratory Service at Carlisle.**