



**Regulatory Committee**

**Tuesday 6<sup>th</sup> June 2019**

**Subject: Food and Health and Safety Work Plan 2019/2020**

Report by:

Executive Director of Operations

Contact Officer:

Andy Gray  
Housing and Enforcement Manager

[andy.gray@west-lindsey.gov.uk](mailto:andy.gray@west-lindsey.gov.uk)

Purpose / Summary:

To seek approval of the food, health and safety work plan 2019/20 from Elected Members.

**RECOMMENDATION(S):**

Members are asked to:

- 1) Approve the Food and Health and Safety Work Plan 2019/2020**

## IMPLICATIONS

**Legal:**

The provision of this document is a statutory requirement and it is completed in line with the Food Standards Agency Framework Agreement.

**Financial : FINREF FIN/26/20**

There are no financial implications in this report

**Staffing :**

No implications

**Equality and Diversity including Human Rights :**

No implications

**Risk Assessment :**

The production of this document is a statutory responsibility. The audit of the food, health and safety and environmental protection work areas noted that this document is required to be produced.

**Climate Related Risks and Opportunities :**

None

**Title and Location of any Background Papers used in the preparation of this report:**

None noted

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes

No

## **1. Introduction**

- 1.1. The Council is required to produce and approve a work plan that is in line with the Food Standards Agency Framework Agreement and it covers all work undertaken within the Housing and Environmental Enforcement work area relating to Food and Health and Safety.
- 1.2. The purpose of the work plan is to set out how the Council delivers its official controls and fulfils its duties under food, health and safety, public health and drinking water legislation.
- 1.3. This report will be presented to the Regulatory Committee on the 6<sup>th</sup> of June 2019.

## **2. Content**

- 2.1. The work plan is attached as Appendix 1.

## **3. Audit**

- 3.1. The updating of the work plan was identified within the audit of the food, health and safety and environmental protection work areas during 2018.
- 3.2. This updated work plan ensures that this action within the audit is updated and that the plan is in place for 2019/2020 as required.
- 3.3. This plan will be reviewed annually and will be submitted for approval at the earliest opportunity within each new financial year.

## **4. Benchmarking and Resources**

- 4.1. Following on from the audit there has been a review of the resources available and the benchmarking relevant specifically to food safety. As a result additional resources have been put in place and should commence in summer 2019.
- 4.2. This review referred to and evidenced:
  - An ongoing inability to meet the scheduled number of inspections set out by the Food Standards Agency (FSA), with on average 80% completed annually since 15/16
  - The recognition by Councillors within Progress and Delivery that the number of inspections is behind target and unlikely to meet the target
  - A 2016 Food Service Plan referencing the inability to deliver the required number of inspections
  - The recommendation within the service audit that the target provided is not based on the scheduled number of inspections
  - The net number of inspections increasing annually

- The level of resource in place has been impacted by changes to the structure of the team and by having a fit for purpose line management structure in place
- The ratio of inspections per officer for the Council was relatively low in comparison to other similar districts (geography and number of establishments)
- That sampling has not been completed by the Council for a number of years. 56 samples is the average provided annually across all districts



**Food and Health and Safety Work  
Plan 2019/2020**

# **Food and Health and Safety Work Plan**

**2019/2020**

**2019/2020**

## **1. Introduction**

1.1. The Council is required to produce and approve a work plan that is in line with the Food Standards Agency Framework Agreement and it covers all work undertaken within the Housing and Environmental Enforcement work area relating to Food and Health and Safety.

1.2. The purpose of the work plan is to set out how the Council delivers its official controls and fulfils its duties under food, health and safety, public health and drinking water legislation.

## **2. Service Aims and Objectives**

2.1. The food and health and safety work areas play a key role in ensuring that the district is a safe and healthy. The work of the service;

- Protects and improve the health, wellbeing and safety of all persons who live in, work in or visit the district
- Enables economic development and prosperity
- Protects and improves the local environment
- Ensures that a proportionate and risk based approach to enforcement is delivered

## **3. Links to the Corporate Plan**

3.1. The Councils Corporate Plan 2019 – 2023 has the following vision;

“West Lindsey is a great place to be where people, businesses and communities can thrive and reach their potential”

In order to deliver the Councils vision it will focus on three key areas; Our Council, Our People and Our Place.

3.2. This work plan supports this vision and specifically contributes to a number of key activities such as;

- Creating a safer, cleaner district in which to live, work and socialise
- Reducing health inequalities and promote wellbeing across the district through the promotion of healthy lifestyles
- Creating strong and self-reliant communities and promote positive life choices for disadvantaged residents

## **4. Links to Other Council Functions**

4.1. The Councils Corporate Enforcement Policy was reviewed and updated in 2018 and provides the framework under which these functions operate.

4.2. The work across the wider Housing and Enforcement service area seeks to broaden the scope of the food and health and safety work areas. This particularly relates to food premises that may present wider issues relating to housing or environmental health.

4.3. The work areas also contribute and influences work relating to development management and policy, growth, licensing and community safety.

## **5. Authority Profile**

5.1. The West Lindsey District is one of the largest and most rural in England. It covers 1,156km<sup>2</sup> (446 square miles), with the administrative centre in Gainsborough on the River Trent to the west, and the market towns of Caistor and Market Rasen to the east.

5.2. The mid-year population estimate for 2017 was 94,300; an increase of 566 people or 0.6% compared to 2016. The population is steadily growing and is dispersed across 42,670 households. However it is an ageing population and is ageing at a faster rate than the population nationally. The south of the district has experienced sustained growth.

5.3. Across the district there are wide variations in the levels of deprivation. Some areas experience the highest levels of deprivation in the country, while others are amongst the most affluent.

## **6. Scope of the Service**

6.1. The Food and Health and Safety functions sit within the wider Housing and Environmental Enforcement work area. The main functions of the work area are as follows:

- Inspection of registered food premises
- Investigation of food poisoning and infectious disease notifications
- Investigation of food related complaints
- Responding to national and local food alerts
- Inspection of businesses to in relation to health and safety compliance
- Investigation of statutory reportable incidents
- Provision of advice and guidance in relation to the matters above
- Maintenance of a register of cooling towers and food premises

6.2. A number of functions within the food safety work area come with an associated fee. These fees are reviewed annually and detailed on the Councils website.

## **7. Profile**

7.1. The current profile of food premises is as follows:

Category	Primary Producers	Manufacturers and Packers	Importers/Exporters	Distributors/Transporters	Retailers	Restaurants and Caterers	Totals
A	0	0	0	0	1	5	6
B	0	7	0	0	1	22	30
C	1	14	0	1	11	140	167
D	1	1	0	1	27	203	233
E	10	8	0	36	99	326	479
Unrated	1	6	0	0	2	53	62
<b>Totals</b>	<b>13</b>	<b>36</b>	<b>0</b>	<b>38</b>	<b>141</b>	<b>749</b>	<b>977</b>

7.2. The total number of food premises is 977 and there are currently 6 approved premises which require 2 inspections per year.

7.3. The food hygiene rating system (FHRS) extends to businesses supplying food directly to consumers. The overall aim of the scheme is to reduce the incidence of food borne illness and the associated costs of this to the economy. The system helps to inform members of the public in regards to places they wish to eat or purchase food from. This in turn helps to raise food hygiene standards. The rating of premises across the District as of March 2019 is shown below;

FHRS Rating	Description	Number	%
5	Very Good	440	71.4
4	Good	96	16.1
3	Generally Satisfactory	57	9.2
2	Improvement Necessary	1	0.2
1	Major Improvement Necessary	18	3.1
0	Urgent Improvement Necessary		0

\*\* Please note. These figures come from the Food Standards Agency website and includes premises that may have been rated but that may no longer require rating.

7.4. The above food premises are inspected in line with the following timescales;

- A : 6 months
- B : 12 months
- C : 18 months
- D : 24 months
- E : 36 months

## 8. Service Demand

8.1. The table below shows the demand placed on the service over the last 4 years and the estimated demand for 19/20.



	2015/6	2016/7	2017/8	2018/19	19/20 est.
<b>Total Routine Planned Food Hygiene Inspections (A to D)</b>	352	390	394	358	372
<b>Completed Food Hygiene Inspections</b>	286 (81.25%)	315 (80.77%)	307 (78%)	248 (67%)	n/a
<b>Food Inspection Visits (inc. abortive)</b>	307	325	336	268	n/a
<b>Food Inspection Revisits (additional)</b>	57	71	54	47	60
<b>Request for Revisit, FHRS</b>	17	20	30	20	20
<b>Food / H&amp;S Complaints and Service Requests</b>	293	391	409	334	350
<b>Service Requests Requiring a Premises Visit (additional)</b>	54	80	56	35	50
<b>Accident Investigation</b>	19	7	3	6	n/a
<b>RIDDOR Reports</b>	80	66	71	42	n/a
<b>Infectious Disease Reports</b>	122	121	134	74	n/a

8.2. There is a level of uncaptured demand that relates to general advice and queries that arise as part of the day to day work relating to food and health and safety. The offering of advice provides additional value to businesses in the district and help to ensure that strong relationships are in place.

8.3. There is a specific charging schedule in place for various aspects of food safety work such as food hygiene revisits and advice and guidance provided to new businesses.

## 9. Planned Inspection Programme

9.1. An inspection programme is established and maintained for all food premises within the District. Inspections are undertaken in accordance with the Food Safety Act 1990, Code of Practice. The frequency of inspection is determined by the risk that is presented. The Council has no formal Home/Lead Authority Agreement with any business operating in the district.

9.2. In 2019/20 the service aims to:

- Inspect 90 to 95% of premises in line with the FSAs inspection schedule
- Increase the level of sampling that it undertakes
- Maintain a level of 97% of premises rating 3\* or above
- Carry out proactive and targeted inspections of high risk late night food premises
- Enhance the level of resource available for Health and Safety investigations

9.3. The Food Law Code of Practice Guidance (April 2015) provides opportunity for a range of interventions in relation to food premises. The approach that the Council takes regarding these interventions is linked to its corporate enforcement policy, which officers have regard for when making any decision.

9.4. The planned programme of intervention is shown in the table below:

<b>Category</b>	<b>Inspection Frequency</b>	<b>No of Premises</b>
<b>A</b>	6 months	6
<b>B</b>	12 months	30
<b>C</b>	18 months	127
<b>D</b>	24 months	150
<b>E</b>	36 months	139
<b>UNRATED</b>		59

9.5. Food sampling is an important aspect of food safety enforcement, providing information about the microbiological safety of food available within the district. Sampling will be undertaken in accordance with the relevant guidance and may be taken during a routine inspection, in response to a complaint or as part of a national sampling programme.

9.6. The Council ensures that a risk based approach to inspections occurs in regards to its health and safety obligations. This is in accordance with the relevant guidance. Programmed work focuses on reports that are received from members of the public or reports that are received via the Health and Safety Executive.

9.7. The Council is required to undertake accident investigations relating to fatalities and life changing injuries as a result of poor health and safety practice. We also investigate cases of occupational ill health and dangerous occurrences as defined by the Reporting of Incidences, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

9.8. The Council works in partnership with Public Health England to identify, control and prevent the spread of infectious diseases. When notified of infectious diseases

## **10. Resources**

10.1. There are currently three officers who undertake food related work within the Council, this equates to 2.0 FTEs. It has recently been agreed that an additional Environmental Health Officer will be appointed, taking the capacity to 2.6 FTEs.

10.2. There are currently two officers who can undertake health and safety investigations and a programme is in place to increase the competencies of other staff to enable them to undertake this.

10.3. There is sufficient support officer resource in place to assist with the administrative functions relating to food and health and safety. These resources are shared across the broader work areas.

10.4. All relevant officers are delegated and authorised to carry out their functions. The level of authorisation is determined by their specific role, responsibility and competency level. Specific competency assessments for individual officers are in place relating to the work areas.

## **11. Liaison with Other Organisations**

11.1. Alongside working within the Council, officers liaise with a number of other local authorities, agencies and organisations to ensure that consistency is maintained, develop best practice and to share learning. The groups engaged with as are as follows:

- Lincolnshire Environmental Health Managers Group
- Lincolnshire Food and Health and Safety Group
- Food Standards Agency (East Midlands, Yorkshire and Humber Region)
- Health and Safety Executive
- Public Health England
- Lincolnshire County Council
- Lincolnshire Police
- Drinking Water Inspectorate
- Anglian Water