



## SERVICE AND ENFORCEMENT PLAN

### FOOD SAFETY

2019-2020

**“MAKING EVERY INSPECTION COUNT”**



## Summary

This Service Plan:

- Sets out the key activities the service area delivers;
- Reflects on the key service activity and achievements for 2018-2019
- Sets out the key targets for the service area and the resources allocated to achieve these targets;
- Identifies the main risks and performance measures associated with the delivery of the service;
- Provides a high-level action plan for the service.

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# 1. Introduction

The Food and Safety Service Plan is an expression of the Council's continuing commitment to the provision of the Food Safety, Health and Safety and ancillary Services. It covers the key areas of Food Safety and Health and Safety enforcement and the relevant management arrangements and objectives against which High Peak Borough Council and Staffordshire Moorlands District Council will monitor service delivery.

It has been compiled in accordance with the guidance issued by the Food Standards Agency (FSA), including information required by the Framework Agreement on Local Authority Food Law Enforcement and guidance issued by the Health and Safety Executive (HSE) under the Health and Safety Executive National Local Authority Enforcement Code.

Section 18 (4) of the Health and Safety at Work etc. Act 1974 specifically places a duty on Local Authorities to make 'adequate arrangements for the enforcement' of health and safety and the Code sets out what is meant by 'adequate arrangements for enforcement'.

This service plan makes clear what both Councils will put in place to ensure that there are adequate arrangements for food safety and health and safety enforcement and how they will take account of local needs whilst contributing to current FSA and HSE priorities.

The plan also identifies other work undertaken by the Food and Safety team and objectives relating to that work.

## 2. Description of Service

### Specific functions undertaken by this service area:

The Food and Safety team provides a range of regulatory services to the business community and the general public as follows:

- Food Safety. Sustaining and improving the standards of safety and quality of food manufactured, prepared and supplied in High Peak and the Staffordshire Moorlands.
- Health and Safety. Ensuring that risks in the workplace for both workers and the public are properly and proportionally managed.
- Infectious Diseases. Investigating incidents of infectious diseases to control spread and identify causes.
- Private Water Supplies. Assessing risk and sampling water to ensure that supplies do not pose a threat to health.
- Health Promotion and Education. Providing training for food handlers, running campaigns on food safety and hygiene, supporting County Council Initiatives such as Heart of Derbyshire.
- Animal Welfare licensing. Maintaining the standards of animal welfare in appropriate premises, Riding Establishments and advising Petting Zoos.
- Our business customers rely on the food and safety service to maintain a level regulatory playing field in the markets in which they operate so that non-compliant businesses do not gain a competitive advantage. They expect us to be consistent and fair, providing advice and guidance when it is needed, using enforcement tools when appropriate.
- The public expect us to ensure that they are protected and, increasingly, that they have access to information that allows them to make educated choices about the businesses they engage with.

## The service area operates in the following way:

The Food and Safety team is predominately made up of qualified Food and Safety Officers who are required to meet and maintain high standards of training and competency.

The members of the team at the time this service plan was written are as follows:

- Head of Environmental Health & Food Lead Officer (Alicia Patterson)
- Environmental Health Officers (D Green, B Hadnum, P Forrester, J Cooper, P Benson, H Wilkinson)

The service operates through a combination of programs, interventions and projects endeavoring to ensure that people are encouraged to make healthy choices, have safe food, water and workplaces and that all businesses are supported in creating an environment where this is possible. It supports the stated values of the two Councils, notably, in the following ways.

- **Our People**
- Ensuring that team members are given opportunities to maintain and develop professional competency, have a voice in the wider organisation and are supported in the often challenging work that they do.
- **Our Customers**  
Providing active support to businesses so that they can be compliant whilst ensuring consumers and the wider public are protected.
- **Being Open and Honest**  
Providing businesses with clear information and that anyone who uses our services or comes into contact with them has an understanding of the basis of our decision and our actions. Responding to requests for information with speed and accuracy.
- **Taking Ownership**  
Members of the team make frequent decisions that have a direct impact on businesses and the public in general and are fully prepared to provide

justification of those decisions.

- **Being Ambitious**

The overarching purpose of the service is to ensure that High Peak and Staffordshire Moorlands are places where businesses can operate safely, and the public can be confident that they are protected from non-compliant activity. Our ambition is to be part of an integrated business and public protection network coordinated across Derbyshire and Staffordshire.

The team works closely with other organisations, in particular Trading Standards and the Public Health teams, the County Councils, the Food Standards Agency and the Health and Safety Executive.

The key outcomes delivered by the service are year on year improvements in the standards of food businesses and the control of locally identified workplace health and safety risk.

### 3. Links to the Corporate Plans

The Food and Safety service supports the broad visions of High Peak and the Staffordshire Moorlands relating to business growth and increased productivity and will continue to contribute to creating an environment in which we support businesses and their growth ambitions, helping them to become more sustainable.

#### High Peak Borough Council Aims

- Supporting our communities to create a healthier, safer, cleaner High Peak.
- A responsive, smart, financially resilient and forward thinking Council.
- Protect and create jobs by supporting economic growth, development and regeneration.
- Protect and improve the environment including responding to the climate emergency.

#### Staffordshire Moorlands District Council Aims

- To help create a safer and healthier environment for our communities to live and work.
- To use resources effectively and provide value for money.
- To help create a strong economy by supporting further regeneration of towns and villages.
- To protect and improve the environment and respond to the climate emergency.

Food Businesses are central to the economy of the two authorities and food safety is important to the wellbeing of residents, visitors and other consumers of food produced in the area. Consequently, one of the fundamental purposes of the Food and Safety service is to sustain and improve standards of safety and quality of food manufactured, prepared and supplied in High Peak and the Staffordshire Moorlands. To achieve this, the service works to support individual food

businesses and provides a level regulatory playing field for them through advice, risk-based audits, complaint investigation, training and program of sampling as well as through the use of formal enforcement when this proves necessary.

The continued use of the publicised national food hygiene rating system (FHRS) will give well run food businesses the opportunity to demonstrate how good they are in relation to others and this continues to help raise standards generally as it becomes increasingly referred to by consumers and valued by businesses. The FHRS helps those consumers make more educated choices over the food they buy and where they eat. The Heart of Derbyshire awards, offered in partnership with Derbyshire County Council, include businesses that pledge to offer healthier food or use healthier ingredients under the following headings: fat, salt, fruit, vegetables and wholegrain, sugar, portion sizes, allergens, alcoholic drinks and breastfeeding. This criteria is assessed by officers of the Food and Safety team and provides an additional mechanism by which catering businesses can differentiate their offer to consumers whilst contributing to a significant public health objectives.

The purpose of the service, with regards to health and safety, is to work in partnership with businesses, the Health and Safety Executive, and other local authorities within Derbyshire and Staffordshire to protect people's occupational health, safety and welfare. To achieve this, the service will endeavor to ensure that risks in the workplace are properly and proportionally managed through: targeted and risk-based interventions; investigation of complaints; investigation of accidents and dangerous occurrences and; through business support so that businesses are helped to sustainability and resilience through proving safe places to work.



## 4. Resources

### Financial

The service is split 50/50 between both Councils as there are very similar levels of service demand and numbers of relevant business premises in both authorities.

### Staffing Allocation

For 2019/2020 the Food and Safety service establishment across the alliance is:

- 1 x Lead food officer (combined role as Head of Service).
- 5 x Environmental Health Officers.

All members of the service team carry out food safety related work.

The Councils are designated as Food Authorities as defined in the Food Safety Act 1990 and are required to prepare and publish an annual service plan. This plan has been prepared in accordance with “The Framework Agreement on Local Authority Food Law Enforcement” published by the Food Standards Agency.

## 5. Service Delivery

### Food Safety – Inspection of Food businesses

The Councils are committed to carrying out inspections at a frequency that is not less than that determined by the Food Safety Act Code of Practice. The Service has approximately 978 routine food safety interventions scheduled for the period of 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

As in previous years, the concentration of activity for qualified officers will be in carrying out all high risk and approved premises inspections due as part of the inspection program.

Usually, inspections of food businesses do not need a follow up until the next scheduled date which will be in accordance with the assessed inherent risks but revisits will be made where: significant breaches of food safety legislation are found at the time of an initial inspection; where there are a large number of minor offences; where there is a history of non-compliance; where there is little or no confidence in the management of the premises; and where businesses have requested and paid for an FHRS rescore visit. Revisits are made if an FHRS is Zero, 1 or 2 as these are considered non-compliant to the extent that it is not appropriate to leave them until the next scheduled date. Businesses, however, may stay on a low rating even where improvements have been made.

In line with the Food Law Code of Practice, interventions other than inspections have been adopted in respect of certain, particularly low risk, premises. For the lowest risk businesses, a telephone call is made to the business in order to assess where there have been any changes since the last intervention. A low risk questionnaire will be completed by the officer or sent to the business, and the extent of the business and the level of food safety control will be assessed. Many low risk premises may still need to be visited by an officer to gather information regarding food safety. It is possible to use an officer not qualified in accordance with the Code of Practice to do the initial work, thereby maximizing the use of

resources. The information gathered is assessed and a decision made as to what further action is required. This could range from no further action to a full inspection. A visit is likely to be triggered if other contact cannot be made or if the activity of the business has changed.

**The breakdown of food safety inspections due in 2019/2020 is as follows**

Risk Rating	Inspection Interval	Total Number of Premises HPBC	Total Number of Premises SMDC	Number of Planned Interventions HPBC	Number of Planned Interventions SMDC
A	6 monthly	2	1	2	1
B	12 monthly	15	36	15	36
C	18 monthly	158	195	89	127
D	24 monthly	377	297	187	165
E	36 monthly	530	484	190	166
Totals		1082	1013	483	495

There are 2095 food premises recorded on the Staffordshire Moorlands and High Peak database at April 2019, of which 10 are approved under EC Regulation 853/2004.

In addition to food businesses that are based in the two Councils, there are a variety of events and occurrences that involve visiting food businesses where the food and safety team need to spend some time ensuring food safety. These include regular markets, fairs, shows and carnivals.

The risk rating of food businesses determining the frequency of inspection includes three factors: hygiene, structure and confidence in management. These factors are used to calculate the Food Hygiene Rating when that applies, plus the type of food involved and the method of handling it, the method of processing and the type and number of consumers at risk. The nature of the food business therefore determines these matters. At one end of the spectrum there may be a corner shop only selling

packaged foodstuffs requiring no temperature control and at the other end a manufacturer using high risk ingredients for cook-chill meals and distributing internationally. Using this procedure, a business may be very well managed, but will still be audited frequently (up to twice a year) due to the inherent risks.

## Food Complaints and complaints about food premises

Both Councils investigate all complaints it receives relating to food where it is the enforcement authority responsible. Additionally officers will liaise with Home, Primary and Originating Authorities as appropriate. The Food Safety service aims to make a first response to this type of complaint within three working days.

## Advice to Businesses

Officers are committed to building positive working relationships with food business operators (FBOs) and to work with them to help them comply with the law and to improve food safety standards. Increasingly officers will point businesses at web-based resources, particularly those produced by the FSA although, as with the change in relations relating to allergens, when appropriate, printed or email information is supplied. Both new and existing businesses are encouraged to contact the service for advice and are obliged by law to tell us when significant changes are made.

## Training for Food Handlers

The service offers a variety of food hygiene training courses fulfilling the needs of businesses and food-handlers as well as developing a constructive relationship with food businesses in the Councils' areas, identifying the local authorities as a source of help and guidance.

## Food Hygiene Rating System (FHRS)

The FHRS is a system operated by all English local authorities and continues to create a positive environment where, due to the public nature of the ratings (published on the FSA website at: <https://www.food.gov.uk/business-industry/hygieneratings>), there is a desire on the part of businesses to achieve a good rating. Businesses are able to request a rescore visit from High Peak Borough Council and Staffordshire Moorlands District Council at any time after a rating is given following an inspection and a fee is charged for this. There is no limit to the number of rescoring a business can request.

## Food Inspection and Sampling

Food samples are taken either in response to complaints or as part of the Councils' proactive surveillance, this ensures that food produced or sold in High Peak or the Staffordshire Moorlands is safe to eat. The Councils also participate in a regional sampling programme, coordinated from the Derbyshire and Staffordshire Food Sampling Liaison groups. The National sampling program comes from Public Health England. Both programs provide intelligence that can help identify the focus of food safety visits.

2019/2020 planned sampling will include proactive sampling from our approved premises. The National surveys include businesses with no dishwashers (involving samples of crockery, chopping boards and dishcloths at takeaway premises).

## Export Certificates

Businesses exporting foodstuffs to non-EU countries have often needed the local authority environmental health service to certify that the food they are exporting is produced in a safe way. HPBC and SMDC provide this certification as a chargeable service. It is possible, depending on what happens over BREXIT, that this service will

be needed by businesses exporting to EU countries. This may create more administrative work than the current team can manage, however, the cost recovery process should enable recourses to be added if necessary.

## Health & Safety

Section 18 (4) of the Health and Safety at Work etc. Act 1974 places a duty on Local Authorities to make 'adequate arrangements for the enforcement' of health and safety and the two councils have responsibility for the regulation of health and safety in the following types of businesses:

- Retail shops
- Wholesale shops, warehouses and fuel storage depots
- Offices
- Catering, restaurants and bars
- Hotels, camp sites and other short-stay accommodation
- Residential care homes
- Leisure and cultural services
- Consumer services
- Other premises (not classified above)

There are recorded businesses in the Councils' areas that fall into these categories but it is known that there are many more not recorded. The work involved is described below.

- Proactive Health and Safety interventions  
HSE guidance (LAC67/2) gives local authorities the following overarching principle regarding planning regulatory interventions:

Local Authorities should use the full range of interventions available to influence behaviors and the management of risk.

The National local authority Enforcement Code (the code) advises that local authorities should achieve targeted interventions on those activities that give rise to

the most serious risks or where the hazards are least well controlled and do this by:

- Having risk-based intervention plans focused on tackling specific risk;
- Considering the risk that they need to address and using the whole range of interventions to target these specific risks;
- Reserving unannounced proactive inspection only for the activities and sectors published by HSE or where intelligence suggests risks are not being effectively managed; and
- Using national and local intelligence to inform priorities.

LAC 67/2 states that proactive inspection should only be used:

- a) For high risk premises/activities within the specific LA enforced sectors published by HSE; or
- b) Where intelligence shows that risks are not being effectively managed.

There are 12 activities/issues identified by the HSE where proactive inspections are specifically allowed:

1. Legionella infection;
2. Explosion caused by leaking LPG;
3. E.coli/Cryptosporidium infection;
4. Fatalities/Injuries resulting from being struck by vehicles;
5. Fatalities/injuries resulting from falls from height/amputation and crushing;
6. Industrial diseases (occupational deafness/cancer/respiratory diseases);
7. Falls from height;
8. Manual handling at high volume warehousing/distribution;
9. Unstable loads at high volume warehousing/distribution;
10. Crowd management & injuries/fatalities to the public at large scale public gatherings;
11. Carbon monoxide poisoning at commercial catering premises using solid fuel cooking equipment;
12. Violence at work at premise with vulnerable working conditions.

As is clear from the above, there are significant constraints as to the interventions

that Local Authorities are permitted to make and combined with resourcing pressures few proactive inspections are now made. Nevertheless, the Health and Safety services at HPBC and SMDC has continued to operate proactively where there is a clearly identifiable need as well as providing an appropriate responsive service.

In 2019/2020 HPBC and SMDC proactive campaigns are likely to focus on Infection Control within the Consumer Services premises such as tattooists, body piercing and micro blading, additionally event safety infection control where farm type animals are present for members of the public to interact with.

## Accident Investigation

The law requires employers to report certain types of work related accidents, diseases or dangerous occurrences. Food and Safety Officers will investigate the most serious of these incidents to establish if health and safety law has been broken and also with the aim at preventing similar accidents from occurring and taking any appropriate enforcement action. Local authorities are required, in accordance with their duty under Section 18 of the health and Safety at Work etc. Act 1974, to allocate sufficient time and resources to investigate accidents, dangerous occurrences and causes of occupational ill health.

## Complaints

Complaints from the public and employees concerning unsafe practices, poor working environment, excessive working hours and poor facilities e.g. toilet provision, are investigated. The Councils have a range of legal powers to ensure the necessary improvements are made although it is our stated aim to work, wherever possible, with all parties concerned to achieve these objectives without having to take formal action.

## Advice to Businesses

Officers are committed to building positive working relationships with business



proprietors and work with them to help them comply with the law and to improve health and safety standards. Increasingly officers will point businesses at web-based resources, particularly those produced by the HSE and information is both held on and signposted from the Councils' websites. Both new and existing businesses are encouraged to contact the service for advice.

## Safety Advisory Group

The Safety Advisory Group (SAG) provides a forum where SMDC or HPBC, along with other agencies, may develop a coordinated approach to crowd and spectator safety. The Food and Safety team along with the Licensing Team provide advice on event health and safety to the organisers and promoters of events through the SAG.

## Smoke Free

The Food and Safety team enforce the smoke free legislation which since July 2007 has made it illegal for workplaces and indoor public places to permit smoking. Advice is given to businesses and complaints relating to this law are investigated.

## Registration of Skin Piercing

Businesses that carry out skin piercing activities, including acupuncture, tattooing, cosmetic piercing, semi-permanent skin coloring or electrolysis, are required to register both people and premises with the local authority. The Food and Safety service ensures that those operating registered businesses understand what they need to do to prevent the transmission of blood borne diseases.

The Food and Safety service carries out that statutory responsibility of the two local authorities with regards to infectious diseases. This includes, but is not solely in relation to, food borne illness so whilst the service will investigate outbreaks of salmonella or E.coli for example, it will also follow up incidents of legionella and

hepatitis. The duties include working with Health Protection England (HPE) to identify sources of disease, reducing the risk of transmission, gathering data, liaising with people suffering from infectious disease and when necessary taking formal legal action to prevent the spread of disease.

Investigation and control of major outbreaks is undertaken in conjunction with the Consultants in Communicable Disease Control at Public Health England.

Investigation, the establishment of an Outbreak Control Team and control measures are all implemented in accordance with the agreed Joint Communicable Disease Incident/Outbreak Management Plan.

## Private Water Supplies

The Water Industry Act requires a local authority to keep itself informed about the wholesomeness and sufficiency of every private water supply within its area. This is achieved through statutory duties which include; risk assessments, investigations, authorisations and monitoring (sampling and analysis). Regulations also make provisions for local authorities to charge fees to the relevant person(s) for conducting these duties.

If through these duties the councils deem a private water supply to be unwholesome and/or insufficient then it has the power to serve notices on the supply in order to protect against these.

## Health Promotion and Education

There are a variety of health promotion and health education activities undertaken by the Food and Safety service as follows:

- Heart of Derbyshire Awards

This scheme is currently running with the County Council and with the support of the Local Authority. The scheme is web-based and encourages businesses to sign up to

reduce salt, sugar or fat or just serve smaller portion.

Members of the public can search for takeaways and restaurants close to them in a variety of different ways: by the types of pledges that a business has made – such as smaller portions or less salt; by the type of food they would like to eat; or by distance from your postcode.

For each premises it is possible to then see details of the food hygiene rating, opening hours, type of food available and details of the pledges the businesses have made to make healthier food available.

Members will have made pledges under the following headings: fat, salt, fruit, vegetables and wholegrain, sugar, portion sizes, allergens, alcoholic drinks and breastfeeding.

There are three levels of membership determined by the number of pledges made and the food hygiene rating of the member. For example, a food hygiene rating of four plus ten pledges equals 14 points.

- Gold Membership = 19 points
- Silver Membership = 15 points
- Bronze Membership = 12 points

Membership is only open to businesses that have gained a minimum score of three under the food hygiene rating scheme.

## 6. Enforcement

High Peak Borough Council and Staffordshire Moorlands District Council as the Competent Authorities ensure that enforcement action taken by their authorised officers is reasonable, proportionate, consistent, risk-based and in line with good practice.

The Councils' approach to regulating businesses ensures a commitment to carry out regulatory activities in a balanced and proportionate way that supports businesses to comply and grow.

Authorised officers must take account of the full range of enforcement options. This includes but is not limited to:

- educating food business operators;
- giving advice;
- informal action;
- sampling;
- detaining and seizing food;
- serving Hygiene Improvement Notices/Improvement Notices;
- Hygiene Prohibition Procedures/Prohibition Procedures; and
- Prosecution procedures.

Where a Primary Authority partnership exists, Competent Authorities should attempt to resolve non-compliance by liaising with the Primary Authority where appropriate. Except where circumstances indicate a significant risk, officers should operate a graduated and educative approach (the hierarchy of enforcement) starting at the bottom of the pyramid i.e. advice/education and informal action and only move to more formal action where the informal action does not achieve the desired effect or there is an immediate concern for public safety.

In considering whether to initiate enforcement action, the Councils as the Competent

Authorities will always take into account of the following:

- the Code for Crown Prosecutors;

When deciding whether to prosecute, the Councils will have regard to the provisions of The Code for Crown Prosecutors as issued by the Director of Public Prosecutions.

The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases. The Code sets out two tests that must be satisfied, commonly referred to as the 'Evidential Test' and the 'Public Interest Test':

- **Evidential Test** - is there enough evidence against the defendant?  
When deciding whether there is enough evidence to prosecute, the Councils will consider what evidence can be used in court and is reliable. We must be satisfied there is enough evidence to provide a "realistic prospect of conviction" against each alleged offender.
- **Public Interest Test** - is it in the public interest for the case to be brought to court?

The Councils will balance factors for and against prosecution carefully and fairly, considering each case on its merits through the consistent use of the Public Interest Matrix.

- the Competent Authority's Enforcement Policy; and
- the Regulators' Compliance Code.

## Home Authority and Primary Authority Principles

The Food and Safety service of the two councils supports the Home Authority Principle and will provide advice to businesses where they act as the Home or Originating Authority. Officers have regard to information that they receive from any

liaison with Home/Originating Authorities and where advice has been received the relevant Authority will be kept informed of the actions taken by both Councils.

The Council acknowledges the primary authority system and appropriate adjustments are made to the way in which interventions are made when businesses have entered an arrangement with a local authority as a Primary Authority.

The Food and Safety team will, when appropriate, endeavor to add value to the contact they have with businesses and work with our partners at:

- Staffordshire and Derbyshire Food Liaison Groups
- Staffordshire and Derbyshire Health and Safety Liaison Groups
- Food Standards Agency Food Leads Regional Meetings
- Food Standards Agency Food Hygiene Rating System User Group
- Staffordshire and Derbyshire Event Safety Advisory Group
- Staffordshire and Derbyshire County Councils

These groups offer the opportunity to share information, organise low cost training for our food and safety officers, help to ensure consistent enforcement and provide an opportunity to influence the development of activity across the County. They also enable our professional officers to have access to regional and national food and health and safety information.

All officers are jointly authorised and warranted to work across High Peak and Staffordshire Moorlands.

## 7. Performance and Review

The Current performance of the Service is measured and monitored via the Councils' performance management system. The service is also required to submit LAEMS returns to the Food Standards agency on a yearly basis detailing the number of Interventions carried out likewise returns are made to the Health and Safety Executive.

Monitoring arrangements are in place to assist in the quality assessment of the work being carried out by the team as follows:

- Annual peer review of inspections (shadowing)
- Structured review of a sample of post inspection records
- Regular team meetings
- Individual Performance Review
- Regular FHRS consistency training exercises with the FSA

### 2018/2019 in numbers

- Food Safety interventions carried out 847 (399 SMDC) (HPBC 448)
- Number of Food Hygiene Notices Served 19
- Simple Cautions Administered 2
- Accidents 66
- Infectious diseases 48
- Number of Food Samples taken 40

## Service Standards

The Food and Safety service standards and performance against them for 2018/2019 are:

### Food Hygiene

- Provide an inspection report at the time of inspection clearly indicating required and recommended actions - 100%
- Respond to requests for advice and information about food safety within 3 days – 100%
- Respond to complaints of poor hygiene and unsatisfactory food within 3 days – 100%

### Health and Safety enforcement

- Response to complaints of poor health and safety within 3 days – 100%
- Response to requests for advice and information about health and safety within 3 days – 100%

### Infectious diseases – control

- Respond to reports of any notifiable infection where the risk to public health is immediate and significant, including outbreaks, within the same working day – 100%
- Respond to reports of a less serious notifiable infections within 3 days – 100%



## 8. Challenges to Service Delivery & Risk Management

### Challenges to service delivery

- Brexit. The food law currently enforced by the local authorities is predominately based on European regulations and will require reproducing domestically.
- The FSA Regulating Our Future (ROF) review includes some proposals that may change the focus of the way we currently regulate food businesses. These are quite complex and still under development and consultation.

### Risk Management/Business Continuity

The Food and Safety service currently has no significant risks identified on the corporate risk register. Identified service level risks relate to resourcing; having appropriate structural elements in place (service planning, enforcement policy and delegation of authority); and to maintaining the level of skill needed within the team (retention and recruitment).

## **9. Team Health and Safety**

The Food and Safety team has developed a suite of Health and Safety Risk Assessments covering the following:

- On site work, general and site specific hazards
- Lone Working
- Manual handling
- Driving for work using your own vehicle
- Violence at work
- Pregnant Staff

## **10. Service Action Plan 2019/20**

- To undertake a food premises intervention programme in accordance with the requirement of the FSA code of practice to protect the public.
- Continue to engage with the Food Standards Agency on promotion of food safety initiatives.
- Continue to promote and publicise the FHRS.
- Participation in local and national sampling programs.
- Continue to promote the Heart of Derbyshire awards.
- Undertake an intervention program in accordance with the requirements of HSE guidance LAC67/2 and the National Local Authority Code to protect people in the workplace and the public.
- Continue to engage with the HSE and other Derbyshire and Staffordshire local authorities on promotion of health and safety initiatives and interventions.
- Continue to improve support for small and medium sized business in HPBC and SMDC in conjunction with other council services, and external regulatory services.
- To further develop paper free reporting of food inspections to businesses.
- To contribute to the Primary Authority scheme.

## Document Control

Food and Safety Service Plan 2019/2020
Head of Environmental Health: Alicia Patterson
Date: November 2019
Approval by members (DATE)
Next Review Date Scheduled April\May 2020