

Report of the Director of Public Health to the meeting of The Full Council to be held on October 18th 2016

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Subject: Food Safety in the Bradford District

Summary statement: The Council is required by the Food Standards Agency to have a documented and approved Food Safety Service Plan in place. This report is brought to members to seek approval of the plan.

Anita Parkin
Director of Public Health

Portfolio:
Health and Well Being

Report Contact: Ruth Lees, Principal
Environmental Health Manager
Phone: (01274) 431349
E-mail: ruth.lees@bradford.gov.uk

Overview & Scrutiny Area:
Environment and Waste Management

1. SUMMARY

The Council is required by the Food Standards Agency to have a documented and approved Food Safety Service Plan in place. This report is brought to Full Council to seek approval for that plan.

The Service Plan sets out the measures the Council will implement to safeguard food and drink which is produced, prepared or sold within the district. The plan reflects the work required of food authorities by the Food Standards Agency (FSA) in its national Food Law Code of Practice and guidance documents.

The Service Plan is a document that:

- identifies how these services fit in with the Corporate Priorities;
- details the demands on the service;
- gives information about the services provided;
- the means by which these services will be provided;
- the resources available to deliver these services;
- details the risk based programme of work for the year ahead;
- the means by which the service will achieve any relevant performance standards/targets;
- identifies potential risk to the service and where it may fall short of statutory requirements;
- a review of performance in order to address any variance from meeting the requirements of the service plan.

2. BACKGROUND

2.1 Food Safety is one element of the Councils Environmental Health Service (EHS). The Food Safety Team (FST) carry out a programme of inspections, sampling, advice, education and where necessary enforcement work which is delivered to tackle food safety issues. This is a statutory obligation placed on the Council which is monitored by the Food Standards Agency (FSA).

2.2 One of the requirements placed on the Council is to have an approved documented service plan in place which sets out how the Council intends to meet its statutory obligations. The format of the plan is prescribed by the FSA. The plan is contained in appendix 1.

2.3 The Environmental Health Service was transferred from the Department of Environment and Sport to the Department of Public Health on 1st April 2016.

2.4 At the meeting on 26 June 2015 Governance and Audit Committee asked that the Plan continues to come to full council annually for approval. Members are asked to consider and approve the contents and proposals contained within the plan.

2.5. The 2016/17 plan was approved by Overview and Scrutiny Committee on 28 June 2016.

3. OTHER CONSIDERATIONS

There are no other matters for consideration at this time.

4. OPTIONS

None

5. FINANCIAL & RESOURCE APPRAISAL

The service plan, as set out, has been drafted to be accommodated within existing resources.

6. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising out of the implementation of the proposed recommendations.

7. LEGAL APPRAISAL

The functions carried out by the Food Safety Team as identified within the Food Safety Service Plan are statutory functions required under the provisions of various statutes including the Food Safety Act 1990 and associated regulations.

8. OTHER IMPLICATIONS

8.1 EQUALITY & DIVERSITY

The inspection programme and Food Hygiene Rating Scheme (FHRS) follows a strict Code of Practice and brand standard and as such it is applied equally to all businesses.

8.2 SUSTAINABILITY IMPLICATIONS

The climate predictions for Yorkshire & Humber describe higher than average summer temperatures and above average winter rainfall. The impact in terms of public health will likely result in increased risks from heat and flooding. There will be a role for local authorities in increasing public awareness of how to cope during a heat wave. Food hygiene will be a key aspect of awareness raising and advice for businesses and households.

The Food Service Plan and Food Safety & Animal Health work actively supports the priorities for the District and contributes to personal, community and District well-being, prosperity and resilience, including avoiding significant adverse incidents and events. The Council investment of public funds and resources in this area, working with citizens, communities, business and other partners can be seen as fundamental to such essential areas of a healthy and vibrant society.

Promotion of the FHRS, undertaking food hygiene inspections and early interventions leads to wider legal compliance and cost avoidance by businesses in the District.

The service has linked with the Council's Food Strategy. The promotion of the Good Food Award developed in conjunction with WY Trading Standards will go some way to influence healthier options and the Council's objective to tackle obesity and diabetes.

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

Greenhouse gas impacts would be from office accommodation and transport i.e. energy and fuel consumption. This will be directly, through heat and power in Council buildings or indirectly, via the combustion of fuel in officer's vehicles.

There is a programme of energy efficiency improvements aimed at reducing emissions from corporate buildings managed by the Council's Environment and Climate Change Unit. Currently site visits are carried out in private vehicles and are planned to minimise journeys. Officers maximise flexibility by working flexibly from home, offices and touch down points.

The Food Safety Team has direct contact with food businesses, faced with the costs and risks associated with climate change. Food businesses are burdened with energy bills associated with heating and chilling of food and as such stand to benefit from Council recommendations that will improve energy efficiency.

8.4 COMMUNITY SAFETY IMPLICATIONS

The regular visits by officers and advice given about waste storage and disposal at the site contributes to a feeling of safety within the District.

8.5 HUMAN RIGHTS ACT

There are no Human Rights Act implications.

8.6 TRADE UNION

There are no Trade Union implications

8.7 WARD IMPLICATIONS

The inspection programme, FHRS rating scheme and service plan apply equally across all wards within the District.

9. NOT FOR PUBLICATION DOCUMENTS

None.

10. RECOMMENDATIONS

10.1. It is recommended that the Council approve the Food Safety Service plan.

11. APPENDICES

Appendix 1 - The City of Bradford MDC Food Safety Service Plan.

Appendix 1

Department of Public Health

FOOD SAFETY SERVICE PLAN 2016 / 2017

Department of Public Health

**FOOD SAFETY SERVICE PLAN
2016/2017**

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Introduction

This service plan covers the food safety and animal health work of the Council's Environmental Health service for 2016/17. The Food Standards Agency (FSA) requires each local authority to produce an annual plan that sets out what measures we will take to safeguard food safety and to review our achievement of the targets we set last year.

Section 1 - Service Aims and Objectives

1.1 Aims and Objectives

Our aims are:-

- 1) To ensure that all food produced, prepared and sold in the Bradford District is safe to eat.
- 2) To increase the awareness of food safety amongst the residents of the Bradford District.
- 3) To support the role of Public Health England in relation to communicable disease control within the city.
- 4) To assist in the delivery of the relevant outcomes within the Public Health Outcomes framework.

To achieve this we will operate a system of inspection, sampling, advice and other initiatives to ensure safety in the production and sale of food.

Using these methods and through other promotional activities and partnership work we aim to ensure the safety of food and thereby contribute to the health and well-being of the whole population. These activities include;

- To deliver an annual programme of food hygiene interventions, this includes inspections, audits, and alternative intervention strategies.
- Promote best practice in food production and sale in Bradford through the national food hygiene rating scheme (FHRS).
- Provide support and advice to local businesses, so they can comply with legal requirements and best practice.
- Publicise food safety issues, by working with partners, through a number of activities as part of local and national campaigns.
- Act as Primary Authority for our partner businesses and deal with enquiries referred on by other authorities and agencies.
- Investigate food poisoning notifications and outbreaks in association with the Consultant for Communicable Disease Control (CCDC), based within Public Health England.
- Investigate complaints about food and food premises.
- Implement an annual sampling programme to include participation in national and regional sampling surveys
- Approve and register special high risk food premises as required by law.
- Enforce food legislation and take proportionate action to secure compliance.
- Take prompt and effective action in response to food alerts and other threats to food safety in the Bradford District.
- Provide training and development opportunities for staff to ensure they are competent, professional and fair.

1.2 Links to Corporate Objectives and Plans

Corporate priorities 2016/17

Better skills, more good jobs and a growing economy

The team's involvement in primary authority partnerships and 1:1 business coaching helps to support local businesses. Participation in the national food hygiene rating scheme also allows the promotion of food businesses with good hygiene ratings. In 2016 we are to take part in a project run by the Better Delivery Office to look at letters sent to new businesses to enable them to get it right first time.

Good Schools and a great start for all our children

Participation in Positive Lifestyle Centre sessions based at Bradford City Football Club helps to deliver key messages on food safety in the home and hand washing to school children. Work undertaken for food safety week has also targeted relevant groups.

Better health and better lives

We work with Public Health looking at various initiatives for example to combat obesity and encourage healthy eating. We participate in the Good Food Advice Stall in the Oastler Market as part of the Bradford District Food Strategy. Work undertaken for food safety week uses key messages to members of the public to produce safe food in the home.

Safe, clean and active communities

We link in with the Neighbourhood's Enforcement Team and on all of our inspections we assess waste food storage facilities and give advice regarding recycling of waste oil.

Section 2 – Background

2.1 Profile of the Authority

The latest population estimate for Bradford District is 528,200 (Office for National Statistics) making it the fourth largest district in England. Bradford has the third largest proportion of Black and Minority Ethnic people outside of the London Boroughs and also has a relatively young population structure. The District has a high proportion of non-white residents at 25.89%. Within the ethnic minority population, the proportion of Asian or British Asians is 21.09% which is significantly higher than the national average and twice as much as the West Yorkshire average. By 2031 the population is expected to rise to 655,100 an increase of 27.8% since 2009. Population projections suggest that the largest growth will be within the Asian population. However with the white population expected to remain fairly static, it will continue to account for more than half the population in 2031. The district covers 141 square miles comprising the City of Bradford and four towns. It has a mix of densely populated urban centres with more rural and semi-rural areas to the west and north, making up 2/3 of the district but the same proportion of the population live in urban areas, mostly in the city.

(Source: The State of The District – Bradford District's Intelligence & Evidence Base Set. 2010))

2.2 Organisational Structure

The Food Safety function is located in the Environmental Health Service of the Council which is incorporated in the Department of Public Health. An organisational structure for the department is attached at **Appendix 1**.

The Food Standards Service is delivered on a county-wide basis by West Yorkshire Joint Services (Trading Standards). Close links exist with this service.

2.3 Scope of the Food Service

The Food Safety Team carries out all of the food safety, public health and animal health duties that the Authority is legally required to discharge.

The Food Safety Team comprises Environmental Health Officers, technical staff, an Animal Health Officer and a Private Water Supply Technician.

The team undertakes statutory programmed food hygiene inspections. Part of this includes identifying any food which has been imported from a third country.

An annual food sampling programme is carried out to ensure microbiological standards are met. This includes participation in national and regionally co-ordinated surveys.

Health and safety initiatives are also carried out in food premises whilst officers are on site.

The Food Safety Team investigates reported outbreaks and individual notifications of food poisoning.

Officers inspect farms for primary food production, animal health issues and investigate matters relating to the safe disposal of animal by-products.

All officers are now based at one single point of access at Britannia House, Bradford, albeit working remotely and flexibly. The service can be accessed via the Council's Contact Centre or by using the online contact forms on the Bradford Council website. Core operating hours are 9.00am to 5.00pm; however officers frequently work out of normal operating hours to visit premises when they are open.

Emergency out of hours cover is provided throughout the year by officers who are contactable through the Department's emergency call out team.

2.4 Demands on the Food Service

The following tables detail the breakdown and profiles of food businesses in the Bradford District.

Table1. Categories of Food Businesses

FSA Category	Number
Primary producers	4 (403 farms)
Manufacturers and packers	111
Importers/Exporters	8
Distributors / transporters	87
Supermarket/ hypermarket	118
Small retailer	815
Retailer – other	178
Restaurant/café/canteen	692
Hotel/guest House	57
Pub/club	472
Take-away	701
Caring premises	275 (365 childminders)
School /college	217
Mobile Food Unit	131
Restaurants / caterers – other	266
Total	4132 (4900)

To deliver an equitable service in our multi-cultural district, we signpost businesses to information on food hygiene training and advice. There is a high turnover in the restaurant and catering sector of both food businesses and food business operators. This places a strain on the team in terms of premises inspection as an inspection with a new owner takes longer and involves a lot of help and support

There are 35 butchers in the district selling raw and ready to eat foods, including the production of cooked meats and pies.

There are 54 premises that manufacture or process products of animal origin that require statutory approval. The number of approved premises has increased year on year. This also includes 7 on farm pasteurising dairies and we have two specifically trained officers to deal with these.

There are 11 approved cold stores in the district, in the past these have been perceived to be low risk food hygiene premises but the horse meat scandal of 2013 highlighted the need to reconsider the risk associated with this type of business and food fraud continues to be a national issue.

There are 4 primary producers in the District for example egg producers and an additional 403 farms with livestock. The livestock farms are inspected by the Animal Health Officer and are not risk rated in the same way that food premises are.

As well as rated premises, we receive on average 220 registrations from new businesses every year, which require inspection and risk rating. In addition, we have engaged with Neighbourhood Services to provide intelligence about closed and newly opened businesses in the District.

Table 2. Rated premises profile by Risk Category

Risk category	No. of premises 1/4/16	Inspection Frequency
A (highest risk)	16	Every 6 months
B	227	Every 12 months
C	819	Every 18 months
D	1574	Every 2 years
E (lowest risk)	1688	Initial inspection followed by alternative intervention
unrated	164	Within 28 days of registration

2.5 Enforcement Policy

The Environmental Health Service has published an Enforcement Policy in line with the National Compliance Code, statutory codes of practice and relevant guidelines issued by central government departments and other bodies. Work carried out by the team is in accordance with that policy.

The table below details the enforcement action undertaken during 2015/2016.

Enforcement Action	Number
Voluntary Closure	8
Emergency prohibition order	0
Prohibited person	1
Simple caution	3
Improvement notices	66
Prosecutions	2
Seizure of Food	1
Remedial Action Notice	1

Section 3 - Service Delivery

3.1 Food Premises Interventions

The Food Safety Intervention Programme undertaken by the Council operates in accordance with the Food Standards Agency's (FSA) statutory Local Authority Framework Agreement and Food Safety Code of Practice (CoP). The CoP sets out a range of interventions that local authorities may adopt in addition to food safety inspections. These are official controls that include inspections, audits, sampling, monitoring and verification; non-official controls include advice, coaching, education and training, and questionnaires.

Priority is given to the inspection of high risk and approved premises over low risk businesses. This means priority is given to the inspection of highest risk premises, (categories A-C). All registered food businesses receive an intervention in the form of Feeders Digest, our annual newsletter. Low risk businesses (D-E) that fall within the scope of the FHRS website, will however, receive an inspection when resources facilitate this.

A Food intervention programme was developed by the West Yorkshire Food Officers Group and ratified by the west Yorkshire Chief Officers Group, see **Appendix 2**. This aimed to provide the best use of resources and seek a consistent approach across West Yorkshire.

The FSA require local authorities to include inspection of imported food during routine food hygiene inspections. This activity forms part of the overall inspection process.

Where it is the local authority's responsibility to enforce health and safety in food premises, officers from the food safety team may undertake health and safety interventions in food premises. These interventions currently include signposting businesses to health and safety information.

3.2 Performance Data for the Service

The performance targets for 2016/17 and outcomes for 2015/16 are detailed in **Appendix 4**.

3.3 Food Hygiene Rating Scheme (FHRS)

The FHRS provides consumers with information on food hygiene standards to help them to choose where to eat out or shop for food. Food outlets, such as restaurants, takeaways, pubs and supermarkets, are inspected by the food safety team to check their hygiene standards meet legal requirements. The standards found at these inspections are rated on a scale ranging from '0' at the bottom to a top rating of '5'. The aim is to encourage businesses to improve standards and reduce the incidence of food borne illness.

Table 3. % Distribution of rated premises under the FHRS

FHRS	1/4/2013 %	1/4/2014 %	1/4/2015 %	1/4/2016 %
5	58.8	60.5	60.4	62.2
4	18	17.1	19.2	19.3
3	9.1	9.1	9.9	9.9
2	3.5	3.9	3.9	3.8
1	9.3	8.3	6.3	4.6
0	1.3	1.0	0.2	0.2
3 or better	85.9	86.8	89.6	91.4

3.4 Food Premises Complaints

The Food Safety Service investigates complaints regarding poor hygiene in premises, complaints about unfit food and foreign bodies in food. It also responds to requests for advice from business or the public.

Food complaints and service requests are dealt with in accordance with actual risk. Where the complaint presents no risk to health, complainants are encouraged to contact the vendor or manufacturer directly to resolve the matter.

3.5 Primary Authority

The Service supports the Primary Authority Partnership (PAP) scheme which is run by Regulatory Delivery (formerly the Better Regulation Delivery Office). This is a formal partnership arrangement between a local authority and a national food business based in the District. The Local Authority becomes the national point of contact to advise the business on food / health and safety matters. We have a PAP with:

- Aagrah Restaurants
- Caterleisure
- Akbars restaurants
- National Federation of Fish Friers Association

All work carried out as part of the PAP arrangement is funded by the business with whom the partnership has been entered into.

Bradford is also the “originating authority” for several large manufacturers supplying food nationally.

3.6 Advice to Business

We provide help and advice to new and existing businesses during inspections or following an enquiry. Leaflets and documents for use in running a safe food business are provided either on request or as part of a follow up to an inspection.

In 2016 we are taking part in a project lead by Regulatory Delivery looking at the style and content of advice letters to new businesses to ensure that they get it right first time and to help the sustainability of new businesses.

Information is also available on the Bradford Council website which also provides links to other sites.

We provide 1:1 coaching for a fee on the Safer Food Better Business pack for those businesses that are struggling to comply with Article 5 of Regulation (EC) No. 852/2004, which requires businesses to have a documented food safety management system in place.

We produce a business focused newsletter (Feeders Digest) that includes mainly food safety information. This is sent out to all food businesses in the District. This is also sent electronically where possible.

3.7 Food and Environmental Sampling

An effective food sampling programme is an important part of a well-balanced food enforcement service. Our microbiological food sampling is undertaken in accordance with a sampling programme produced annually and in response to food complaints/investigations. The sampling programme includes taking part in national surveys determined by national co-ordinating bodies. It also includes a commitment to allocate 10% of the Authorities annual credit allocation to be used to take samples of food which have been imported from third countries, as required by the Food Standards Agency.

Environmental sampling is also considered an essential part of the service. Environmental swabs are taken in businesses to assess both the cleanliness and the safety of the food preparation environment. This usually includes taking swabs of food and hand contact surfaces.

The Public Health England Food Water and Environmental Microbiology Laboratory, York allocates local authorities with an annual sampling “credit” based on population size and historical sampling patterns. We are required to carefully manage this to ensure we do not “overspend” our sampling allowance. Likewise if we do not use our credit allocation then this could be reduced by the laboratory. Appendix 7 provides a full report on the sampling programme. Appendix 8: Food Sampling Policy.

3.8 Control of Infectious Disease

The Food Safety Team works closely with Public Health England and liaises with the CCDC in

the investigation of outbreaks and individual cases of food-borne disease. The 'Protocol for investigation and management of sporadic cases and outbreaks' details the West Yorkshire authorities policies and method of investigation of notified infectious diseases.

Appendix 3 outlines the demands on this part of the service for 2015/2016

3.9 Animal Health & Welfare

The Animal Health Officer within the Food Safety team undertakes primary production inspections at farms and works in liaison with Defra, RSPCA, veterinary surgeons and other local authorities.

3.10 Food Safety Incidents

The service responds to food alerts notified by the FSA in accordance with the Code of Practice and our Procedural document. We always deal with them as detailed by the FSA. The reactive nature of this activity makes it difficult to estimate the resource necessary.

3.11 Liaison with Other Organisations

The service is committed to liaising with other local authorities and associated organisations to ensure consistency and fairness. This is achieved by being actively involved in a number of groups, including

- West Yorkshire Principal Food Officers Group (includes Trading Standards)
- West Yorkshire Gastro Intestinal Group
- West Yorkshire Animal Health Liaison Group
- Yorkshire and Humberside Animal Health Liaison Group

We also work closely with Public Health and Public Health England.

3.12 Food Safety Promotion

The service takes part in a variety of food safety promotion activities in order to raise awareness of food safety in the home and in businesses. These include:

- Support for 'Food Safety Week'
- Manning the Good Food Advice Stall, Oastler Market.
- Production of Feeders Digest.
- Maintenance of the Food Safety website.
- Participation in Positive Lifestyle Centre sessions based at Bradford City Football Club to deliver key messages on food safety in the home and hand washing to school children.
- Publication of articles in the local press and community publications.
- Publishing the food hygiene ratings of food businesses on the national website.
- Presentations and or attendance at community events and schools upon request.
- 1:1 coaching on the SFBB pack (fee applicable)
- Identification of opportunities for engaging in the Public Health Agenda and nutrition.

Appendix 5 details other work that we had planned for 2015/16 and the priorities for 2016/17.

Section 4 – Resources

4.1 Staffing Allocation

The service has seen a reduction of staff due to non-replacement of staff that have left and reductions in hours and retirements. As a result the number of full time equivalent officers engaged in food safety for 2015/16 was 10.4 in 2010/11 it was 12.5. To manage the delivery of the service as required by statute increasingly alternative interventions are being utilised and revisits are only carried out when serious issues have been identified. The national average is one officer per 312 premises; on this basis we would require an additional 4.0 officers.

4.2 Staff Development Plan

Training and development needs are assessed on a yearly basis through staff appraisals. Training needs are met by:-

- Courses to achieve specific qualifications.
- Attendance at technical seminars.
- In-house training on specific issues.
- Cascade training by staff that have attended relevant courses.
- Accompanied visits.
- Peer Review
- Training provided by the Food Standards Agency.

The FSA issued a revised Food Law Code of Practice on 7 April 2015 which introduced new requirements for officer competency and continual professional development (CPD). Officers are now required to undertake 20 CPD hours which has increased from 10. The service has made a commitment to ensure it provides 10 CPD hours in core training requirements for all officers. The West Yorkshire Principal Officers Food Group also bids for training courses organised and funded by the FSA to be run in the region.

The competency of all food officers has been reviewed against the competency requirements in the CoP and their authorisations.

The training programme for 2016 is attached in **Appendix 6**.

Section 5 - Quality Assessment

The service has systems to maintain performance and quality. Reviews of performance are undertaken quarterly at managers meetings. Reports against the food plan enable monitoring of progress against the targets.

The Quality Management System (QMS) includes a series of procedural documents that state the minimum standards for our food safety enforcement activities. Work is monitored via peer review and random checks by the manager on inspection files.

Monthly customer surveys of our re-active and pro-active services are used to review and improve our standards of service delivery.

Section 6 - Review of Work

6.1 Review against Service Plan

The Environmental Health Management Team monitors performance on a quarterly basis. The information is also made available to the Senior Management Team and the Assistant Director. A review against the plan is undertaken at manager's one-to-one meetings with the Principal Manager.

In 2015/16 we carried out 3020 interventions, which were a mix of inspections, sampling and other visits to food premises. 100% of our high risk category A and B premises that needed an inspection received an inspection.

2 prosecutions were completed and 3 simple cautions were issued.

Our sampling credit allocation for the year was 20,500 and we used 14050 credits of this taking a mixture of food, dairy, water and environmental samples. We underperformed on our sampling programme for the year due to other competing demands on the service. A full report is available at **Appendix 7**.

We dealt with 3 outbreaks; all 3 were associated with catering premises. One was confirmed to be Norovirus and the other 2 were most likely norovirus although not confirmed. We also dealt with a case of a child who had high levels of lead. The source was identified as paint on the house woodwork which the boy had been chewing. We liaised with the CCDC, hospital paediatrician, and Housing and the owners were eligible for grant assistance.

At the end of 2015/16 our figure for food establishments broadly compliant with food hygiene law was 92.8%.

6.2 Variation from 2015/16 Plan

Issues that have arisen that have placed extra demands on the service include:

The team has continued to lead on an investigation with the FSA involving a person prohibited from running a food business who pleaded guilty and was sentenced on 21 April 2016 to almost 6 years imprisonment, we have also supported the police in their fraud investigations of this same defendant. Funding from the FSA has been obtained for certain investigative costs, backfilling of officers and external legal expenses.

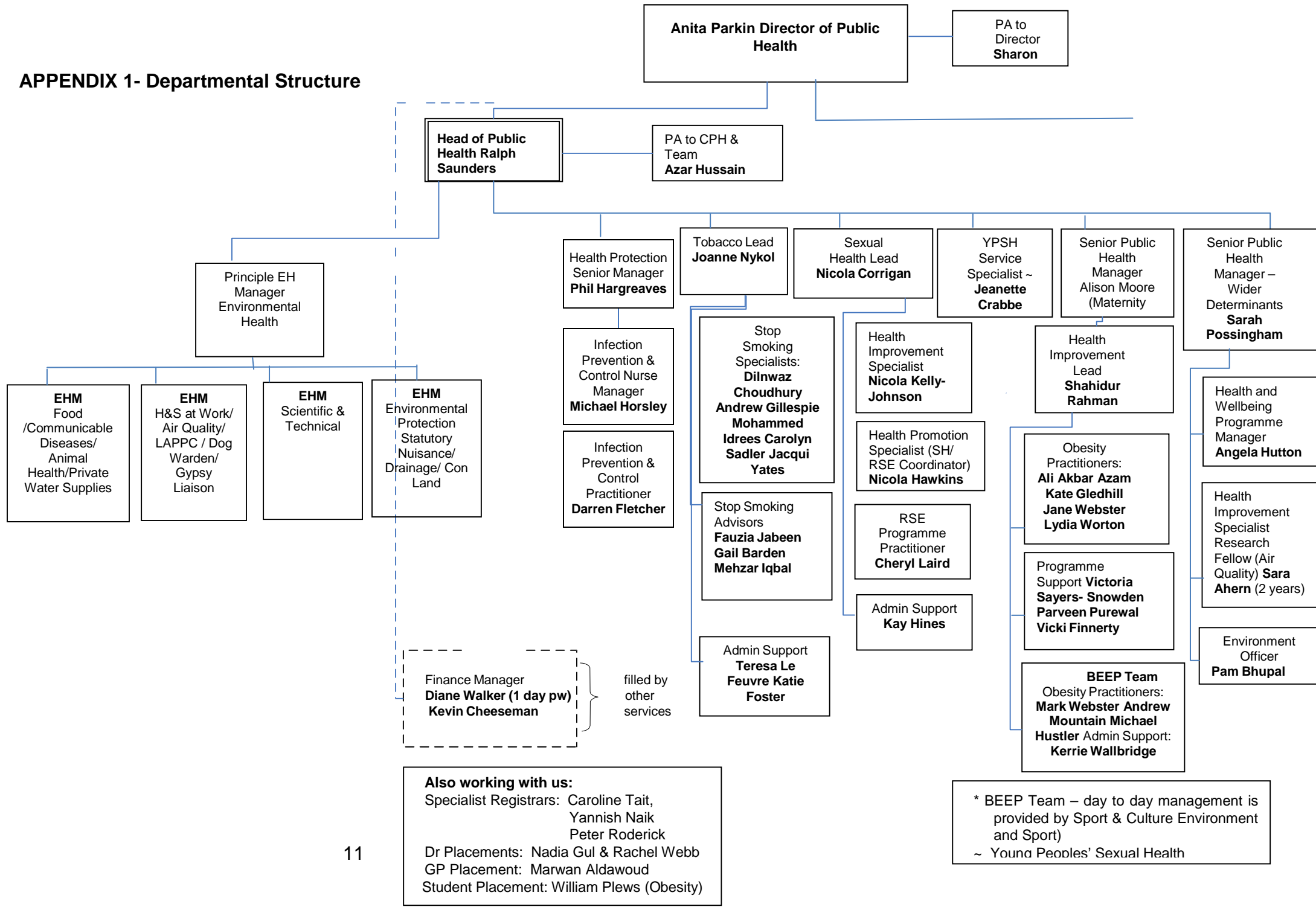
We also successfully prosecuted the food business operator of an illegal meat cutting plant following a week-long trial. This person was subsequently prohibited from running a food business (except his delivery only business), given a 9 months suspended custodial sentence, required to complete 250 Hours community service and ordered to pay £10,000 costs.

We have seen an increase in the number of approved premises establishments.

We also took part in a West Yorkshire inter authority project auditing approved premises files.

We also successfully applied for grant funding from the FSA to conduct a survey into premises displaying their FHRS sticker. The survey focussed on premises with a rating of 3 and above in Bradford city centre, University ward, Leeds Road and Ilkley area. Those not displaying their sticker were visited to encourage them to do so.

APPENDIX 1- Departmental Structure



APPENDIX 2 – Food Intervention Programme

FOOD HYGIENE INTERVENTION PROGRAMME 2016/2017

This document sets out the type of interventions to be applied within the premises for which we have enforcement responsibilities. The intervention programme is based upon;

- The Food Safety Code of Practice, which allows local authorities flexibility to introduce a mixture of interventions.
- Implementation of an intervention-based programme enabling the food safety service to reduce the level of burden on compliant businesses and focus more resources on those with poorer standards.
- Reduction in staff numbers
- A risk -based approach, aimed at directing greater resource to those food businesses that present the greatest risk.
- The implementation of the FHRS.

Category A & B

Inspection, Partial Inspection or Audit

Category C

Fully compliant premises (Hygiene: 5 or less; Structure: 5 or less; Confidence in management : 5 or less)

If achieved the FHRS 5 rating for 2 consecutive years: questionnaire to be sent.

If not achieved the above – follow system for broadly compliant.

Broadly compliant premises (Hygiene: 10 or less; Structure: 10 or less; Confidence in management: 10 or less)

Alternate between:

Inspection - Re-rate a business

And

An official control: e.g. Sampling visits – Do not re-rate

Not broadly compliant

Full Inspection

Category D

If the business does not have a FHRS rating, then the officer must undertake an inspection to rate the business.

Officers may then alternate between official controls and other interventions.

FHRS rating of 5 for 2 consecutive years – Alternative Enforcement Strategy questionnaire to be carried out.

Category E

If a Category E has not received a FHRS, then a visit must be made to the premises and an inspection carried out to rate the business.

Once rated, Category Es will receive a postal or telephone questionnaire. The business will be expected to return the questionnaire. Contingencies will be in place to follow up on those

businesses that have not responded. This will be documented but is likely to include either a visit, solely to complete the questionnaire or possibly a telephone call to complete the questionnaire.

Additional Premises Specific interventions

Butchers selling raw and ready to eat food

All butchers, regardless of risk rating shall be subject to an official control in the form of an inspection (full/partial/audit)

Approved Premises

All premises requiring approval regardless of risk rating shall be subject to an official control in the form of an inspection (full/partial/audit).

Childminders

Childminders are required to register and are included in the inspection programme. However we are not required to visit. We would respond to requests for advice. In 2016/17 we intend to send out a letter with emphasis on precautions to take at farm visitor centres.

New Premises

All new premises shall receive an official control in the form of a full inspection to allow them to be accurately rated for entry into the Intervention Programme.

Appendix 3 – Communicable Diseases

Bradford Environmental Health - Communicable Diseases

The following notifications have been dealt with by Environmental Health:

Disease		2015/2016
Hepatitis A		4
Hepatitis E		3
Cholera		0
Dysentery	Entamoeba histolytica	1
	Shigella Boydii	5
	Shigella Dysenteriae	3
	Shigella flexneri	23
	Shigella sonnei	17
	Not Typed	7
Food Poisoning	Bloody diarrhoea	1
	B.cereus	0
	C.botulinum	0
	Campylobacter	401
	E.coli 0157	11
	E.coli –other than 0157	0
	Listeria	5
	Salmonella	61
	Suspected Food Poisoning	95
	Yersinia	3
Gastro Enteritis	Cryptosporidium	42
	Giardia	46
Respiratory Disease	Legionella	2
	Tuberculosis	0
	Part 2a order	0
Paratyphoid Fever	Salmonella	5
Typhoid Fever	Salmonella	5
Total		733

APPENDIX 4 - Performance Management

Activity	Number of inspections required 2015/16	Number of Inspections Undertaken	Comments	Target 2016/17
<u>Food Hygiene Interventions</u>				
A (high risk)	44	44	100% completed	16 in first 6 months
B	240	240	100% completed	227(100%)
C	573	557	97.2% completed.	514 (100%)
D	658	556	84.5% completed	885(100%)
E (low risk)	439	438	99.8% completed	405 (100%)
Unrated (newly registered businesses)	108	108	100% completed	164 (100%)
Revisits		Total 433	These are visits to check that work required has been completed	Target cannot be set.
NI 184 (broadly compliant)	92.8%			Target 90%
<u>Imported food</u>				
Samples	10% of credit allocation	84 samples taken	19 % of credit allocation	10% of allocation
<u>Food and water Sampling</u>				
Number of food samples and environmental swabs	80% of credit allocation	Total 613	69% of credit allocation	80% of credit allocation
<u>Service Requests</u>				
Total number received		1136	2012/13 demand was up by 17% and 2013/14 saw a further increase of 29.6%. 2014/15 saw a 5% reduction in demand followed by a further 9.33% last year	Unable to set target.

APPENDIX 5 - ACTION PLAN 2014/15and 2015/16

Topic	Planned 2015/16	Achieved 2015/16	Planned 2016/17	Target 2016/17
Food Law CoP 2015	Review of food officers competency requirements in line with new CoP and put in place plans for increased CPD requirements.	All staff have completed competency assessment. Training plan developed.	Continued monitoring of new requirements and CPD log. Align authorisations with competency.	20 hours CPD per year
Primary Authority Partnership (PAP)	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP Inspection plans for both Caterleisure.	Inspection plan for Caterleisure not yet developed as the business decided to review HACCP first.	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	
Partnership work with Jamie Oliver Ministry of Food	2 events planned: Food Revolution day and Jamie Oliver's Birthday	Ran 2 events to promote good hand washing techniques using the UV Glow Box and also promoted FHRS. Approx. 100 children attended	2 events planned: Food Revolution day and Jamie Oliver's Birthday	

Topic	Planned 2015/16	Achieved 2015/16	Planned 2016/17	Target 2016/17
Food Safety Week (FSW)	<p>Participate in Food Safety Week 2015. Theme – The Chicken Challenge To engage with local businesses and consumers and raise further awareness of campylobacter.</p>	<p>9 events held during FSW these included presentations to deliver key messages: 5 held at nurseries.3 at day care centres and 1 to an over 60's group. Half a day spent at the Good Food Advice Stall. Also distributed information to local mosques. Information given to supermarkets and butchers to hand out to customers purchasing raw chicken The week focussed on getting people to think about the risk of food poisoning from washing raw poultry and increasing awareness of campylobacter.</p>	<p>Participate in Food Safety Week 2016. To engage with local businesses and consumers and raise awareness of food waste and safely using leftovers.</p>	<p>Min. of 5 events planned. To undertake joint initiative with Public Health (involving food banks).</p>
World Curry Festival	<p>To consider attending the event if offered a free stall.</p>	<p>Manned a stall and issued advice and handed out information on food safety, infection control, healthy eating and FHRS.</p>	<p>To consider attending the event if offered a free stall.</p>	

Topic	Planned 2015/16	Achieved 2015/16	Planned 2016/17	Target 2016/17
CD procedures	To investigate all cases of CD in line with the agreed protocol. Performance indicators to be produced to demonstrate compliance.	CD procedures reviewed including emergency call out kit instructions. 94.5% of CD notifications dealt with within GI standards.	To investigate all cases of CD in line with the agreed protocol. Performance indicators to be produced to demonstrate compliance. To undertake annual review of CD procedures.	100%
CD educational initiatives	In conjunction with PHE and Education Dept – To provide a seminar for school staff on prevention and control of communicable diseases.	Held a seminar for school staff on prevention and control of communicable diseases. 80 staff attended.	To repeat the seminar annually.	Hold 1 event in 2016.
Communicable Disease Audits	To carry out 1 audit a year on major organisms	Audits undertaken on salmonella investigations SFP's and outbreaks. No major issues identified. Streamlined the process for dealing with SFP investigations.	To carry out 1 audit a year on major organisms	
Quality Management System (QMS)	On-going review of procedural documents.	All documents reviewed.	On-going review of procedural documents. Amend procedures if required as a result of inter authority audit on approved premises	
Food Team Review	To review how the team operates to determine alternative ways of working and make best use of resources whilst prioritising high risk topics.	Continued to review operational processes and make changes as required incl. better use of mail merge and computer programmes.	Continue to look at process / service improvement. Taking part in BRDO project to assess quality of information given to new businesses.	Adopt new letters as part of project work

Topic	Planned 2015/16	Achieved 2015/16	Planned 2016/17	Target 2016/17
Training for staff	To continue with provision of cascade training for staff. Staff to attend “business critical” training as required. To bid for FSA courses in conjunction with WYPFOG	Primary Authority Approved premises FHRS consistency Traceability Listeria Article 5 flexibilities Enforcement sanctions	To continue with provision of cascade training for staff. Staff to attend “business critical” training as required. To bid for FSA courses in conjunction with WYPFOG	All food officers to undertake a minimum of 10 CPD hours in food matters directly related to the delivery of official controls and 10 hours on other professional matters.
Good Food Advice Stall	To continue to support the Good Food Advice Stall when requested.	Manned the stall on 6 occasions giving advice to members of the public on hand washing, preventing food poisoning and FHRS	To continue to support the Good Food Advice Stall when requested.	No target set.
FSA led food safety campaigns including promotion of FHRS	To use FSA promotional material produced for various campaigns.	Promoted the ‘Christmas and Valentine’s day campaigns for consumers’ - advising the public to check out the rating before booking a restaurant. Generated publicity for the FHRS prior to Tour de France Yorkshire in July. Undertook a project to assess display of food hygiene stickers in Bradford City Centre, Leeds Road corridor, University ward and Ilkley.	To use other campaigns developed by the FSA throughout the year.	

Topic	Planned 2015/16	Achieved 2015/16	Planned 2016/17	Target 2016/17
Positive Lifestyle centre	Support the Centre by providing bespoke food hygiene training at sessions to school children.	Attended 2 sessions at Bradford City and did a presentation on Safe Food and You. Used the UV Glow hand washing box to promote effective hand washing. 32 children attended each session	To continue support for the centre as resources will allow.	Unable to set target as attendance at events is on request from the organisation.
Feeders Digest	To produce at least one edition of Feeders Digest to update food businesses on legislation and provide information on topical issues.	Two editions of Feeders Digest were published and posted to all registered food businesses in September 2015 and March 2016. A copy is posted on the council's website. We also emailed the newsletter where addresses were available.	To continue to produce and circulate Feeders Digest.	To produce and post the newsletters by Sept. 2016 and March 2017. To email the newsletter to businesses where an email address is available.

APPENDIX 6 - Training Programme 2016

The Environmental Health Service will provide 10 CPD hours relating to food matters directly related to official controls for authorised officers. In addition all authorised officers are required to obtain a further 10 hours on other professional matters.

The training that will be provided for food officers will include:

- Primary Authority;
- Evidence collection and storage
- Sampling update session
- Investigation of illegal meat cutting premises to include POCA / warrants and search of domestic premises/ interviewing at police station / intelligence reporting
- Rare burgers
- E.coli risks in small and medium sized businesses

Lunchtime drop in training sessions will be organised throughout the year. Officers will be encouraged to attend this training. However, these are not compulsory and may only provide subsidiary hours as opposed to core training hours. The officers are responsible for ensuring that they achieve the total amount of CPD required.

APPENDIX 7 – Sampling report 2015 - 2016

In the Year 2015 – 2016, the Food Safety section within Environmental Health undertook food sampling and environmental swabbing using a credit allocation of 20,500 for the year. In total 14050 credits were used i.e. 69% spend for the year.

Sampling undertaken by officers included routine sampling, local and national co-ordinated sampling projects, sampling undertaken as part of outbreak investigations and specific sampling tasks allocated to designated officers including undertaking formal sampling to maintain competence.

Locally Co-ordinated Sampling Projects

This Authority participated in the following sampling projects co-ordinated by Public Health England's Food, Water and Environment Laboratory at Sand Hutton, York.

1. XR18 Food Safety and Hygiene in Mobile Vendors

Background:

Previous studies have associated mobile food vendors with poor food hygiene practices. The maintenance of a high standard of food hygiene in relation to temporary or mobile premises is particularly important given the nature of their structure and location. Outside caterers, for example, often work in cramped conditions, are very busy, do not have much storage space and may have difficulties with on-site cleaning due to inadequate water supplies. Such conditions lead to greater cross-contamination risks that can be exacerbated if good personal hygiene practices are not followed

Aim:

To investigate food safety and hygiene in mobile vendors.

2. XR23 Pre-Cut Fruit

Background:

National initiatives to encourage healthy eating and the consumption of "5 a day" have led to an increase in the availability and popularity of products containing pre-cut fruit as these are a convenient and healthy snack foods.

Aim:

This survey examines samples of pre-cut, pre-packaged and loose packed (including salad bar displayed items) fruit to assess the microbiological quality of the product.

3. XR24 Imported Fruit Vegetables Nuts and Seeds

Background:

Food and Environmental sampling has been shown to be a valuable tool with the potential to provide information of the safety of food. All Local Authorities have been set a target by the FSA to include 10% of imported foods in the samples they collect and submit for examination or analysis. This survey aims to facilitate sampling of imported fresh fruit and vegetables, nuts (not roasted or salted) and seeds from retail and wholesale premises.

Aim:

This survey aims to facilitate the collection of fresh imported fruit and vegetables including leafy herbs, nuts (not salted or roasted) and seeds including sesame seeds.

National PHE Studies 2015-16

1. Salads from takeaways and self-service counters

Background:

There has long been an association with cross contamination of salads from raw ingredients. This has been shown from takeaway premises and in particular kebab shops where salad is often stored beneath raw meat. There is also a possible cross contamination issue with self-serve salads from customers who are less than hygienic. There are a number of restaurants and shops, including supermarkets that have self-serve salad counters. This would of course pick up issues in the preparation of the salad as well as cross contamination.

Aim

This study would allow the level of contamination and cross contamination in salads to be determined across the UK.

2. Sandwich and jacket potato fillings.

Background

Previous national co-ordinated studies have identified sandwiches, in particular, giving poor microbiological results. However, the sandwich fillings themselves and those fillings used for jacket potatoes have not been investigated. Such fillings can be bought in bulk and may be repeatedly taken in and out of the refrigerator (leading to a risk of cross contamination and poor temperature control). In addition, evidence from outbreaks has shown poor durability control and consolidation of unused remnants which is also likely to result in poor microbiological quality.

Aim

This study aims to investigate the microbiological quality of fillings across England.

For both locally coordinated sampling surveys and national sampling surveys the relevant laboratories leading on these projects produce a final report detailing the outcomes and any recommendations.

Food Standards Agency driven Sampling Imported Food Sampling

The FSA expects local authorities to use 10% of their annual credit allocation to take and test imported food samples i.e. foods which come from countries outside the EU.

In 2015/16 Bradford submitted 84 food samples from Third countries, equivalent to 19% of the annual credit allocation. Of these samples 1(1%) were considered to be unsatisfactory.

Routine Food Sampling:

Dairy Sampling at Approved Premises

Officers continued to visit the on-farm pasteurisers and took samples twice a year at those designated premises.

Other Approved Premises

Sampling continued to be undertaken at other approved premises, mainly those producing meat products. Not all approved premises were subject to a sampling visit during the financial year.

Formal Sampling

All officers within the service are expected to undertake a formal food sampling during the financial year to ensure that skills required when taking samples which may be subject to legal action, are maintained. This involves sampling using aseptic technique. Officers use sterile sampling equipment and follow practices which ensure the sample does not become contaminated by the process of sampling itself. Most officers within the service achieved this requirement, some doing this as part of formal food borne outbreak investigation work.

Butchers Sampling

This has continued as required with the focus primarily on those butchers' shops that sell raw meat and ready-to-eat foods. Food samples were taken and environmental swabs.

Recommendations

1. That the department continues to participate in both national and cross regional sampling projects, as workloads allow.
3. The department continues to target businesses which import food, to give specific priority to products of animal origin.
4. That all environmental swabbing is focused and based upon risk.
5. That all officers be timetabled in for formal food sampling in the financial year 2016 /2017.

Guide to Micro-organisms

Organism Name	Nature of Organism	About the Organism
Aerobic Colony Count (ACC)/Plate Count	General bacteria count at 30°C	<p>The ACC is an indicator of quality, not safety, and cannot directly contribute towards a safety assessment of a ready-to-eat food.</p> <p>Immediate action in response to high ACCs is not usually warranted.</p>
Enterobacteriaceae	Hygiene Indicator Organism	<p>These organisms are used to assess the general hygiene status of a food product. Some of these organisms originate from the intestinal tract of humans and animals. These bacteria are readily killed by heat processing and should be removed from equipment and surfaces by appropriate cleaning. Presence in heat treated food signifies inadequate cooking or post processing contamination.</p>
Escherichia coli (E.coli)	Hygiene Indicator Organism	<p>This organism belongs to the Enterobacteriaceae family. It is a faecal indicator used to assess the hygiene status of a food product. It is killed by heat and should readily be removed from the food production area by appropriate cleaning. Some strains may be pathogenic but these pathogenic strains are rarely found in ready-to-eat foods.</p>
Coliforms	Hygiene Indicator Organism	Similar to Enterobacteriaceae (See above)
Bacillus species	Pathogen	<p>This group does not include <i>Bacillus cereus</i> which is the common pathogenic <i>Bacillus</i>. The <i>Bacillus subtilis</i> group can be pathogenic. Illness with these organisms includes acute-onset vomiting often followed by diarrhoea. Illness usually follows consumption of poorly stored cooked foods. It is associated with many foods but is particularly associated with foods prepared from poultry, meat, vegetables, rice, bread, spices and spice products.</p>

Organism Name	Nature of Organism	About the Organism
Pseudomonas aeruginosa	Opportunistic pathogen	This organism is commonly found in soil and ground water. It rarely affects healthy people and most infections are associated with long exposure to contaminated water.
Phosphatase Test	Chemical test	This test is undertaken on pasteurised milk to check that a suitable pasteurisation process has taken place. The pasteurisation process should be sufficient to destroy the enzyme phosphatase in milk. If phosphatase remains in the milk after pasteurisation, then pathogenic organisms may also have survived the pasteurisation process.

End of year Statistics by Food Groups

Food group	No Samples Taken	No Samples Unsatisfactory	Any other information	Action taken by Authority
Confectionary	1	0		
Herbs & Spices	5	1	Enterobacteriaceae failure	It is not unusual for fresh herbs to be contaminated with E.coli.
Bakery products	4	0		
Dairy products (inc milk)	60	8 (13.3%)	All on farm produced milk samples Enterobacteriaceae failure	Visit to farm to discuss potential areas of post pasteurisation contamination.
Eggs	1	0		
Fish & Shellfish	10	0		
Fruit & Veg	132	1	E.coli failure in coleslaw	Letter to company
Ices and Desserts	1	0		
Meat	51	1	Listeria failure	Full investigation undertaken with company
Nuts	28	0		
Prepared dishes	76	0		
Other foods	67	0		
Swabs	123	24	Variety of failures	Action taken according to risk e.g. listeria failures at sandwich production =full investigation

1. Introduction

- It is a requirement of the Food Law Code of Practice that local authorities publish a sampling policy.
- The City of Bradford Metropolitan District Council (CBMDC) recognises the important contribution sampling has in assisting food law enforcement and the protection of public health. Effective sampling is an essential part of a well balanced enforcement service.
- CBMDC aims to ensure that all food, drink and environmental samples are taken in accordance with the statutory Food Law Code of Practice and Practice guidance issued by the Food Standards Agency.
- All authorised officers undertaking food sampling will be qualified and trained to ensure that they are competent in the skills required for taking food, milk, water sampling and environmental swabbing. Other staff will be trained to enable them to assist or carry out informal sampling.
- Our policy is to participate in centrally co-ordinated food sampling programmes for the United Kingdom. Food sampling will also be undertaken in accordance with locally devised programmes. Sampling will be undertaken at those premises which require sampling under the Food Law Code of Practice; these will include manufacturers and particularly premises approved under Regulation (EC) No. 853/2004.
- The Authority is fully committed to the Primary/ Originating Authority Principle and will undertake any food sampling which is considered necessary to ensure that standards are being maintained and improved by the company for which we act as either Primary or Originating authority.
- This sampling policy has been prepared in consultation with Public Health England Food Water and Environmental Microbiology Laboratory, York and West Yorkshire Analytical Services.
- The Environmental Health Food team does not have any responsibility for Food Standards issues i.e. food composition or labelling. These matters are the responsibility of West Yorkshire Trading Standards.
- Sampling will be undertaken in accordance with internal procedural documents.

2. Aims of Sampling

- To provide Bradford MDC with a co-ordinated sampling programme
- To provide bacteriological results which can be used to make an assessment of the food safety standards in relation to the handling, sale and manufacture of food within the authority boundaries.
- To address both local and national food safety concerns.

- To act as supporting evidence in the enforcement of food safety where appropriate.
- To act as an educative tool to help inform businesses and the public regarding food safety issues.
- To participate in both local and national food sampling programmes in order to help in the assessment and review of national bacteriological standards.

3. Qualifications of Sampling Officer

- All officers undertaking formal (official) sampling will be qualified and trained as detailed in Food Law Code of Practice.
- New officers will be trained in all the recognised sampling techniques which they can be expected to utilise in the course of their duties, this will include techniques for informal food, milk, water and environmental sampling. Suitably authorised officers will undergo training on aseptic sampling techniques, which may be required in cases where legal proceedings may follow.
- All officers will, from time to time, undergo refresher training, on all sampling techniques, to ensure that sampling skills are maintained within the Authority.

4. Sampling Quotas

- Public Health England sets an annual credit allocation for all local authorities. This is set for any 12 month period and is a free non-negotiable allocation which authorities must work to. The PHE also sets a credit value for all sample types submitted to the laboratory. Each sample submitted to the laboratory will have its equivalent value deducted from the baseline allocation for that year.

5. Sampling Programmes

- All sampling work carried out by the Authority may be limited by the availability of sampling credits, officer availability and officer workloads. The authority is committed to undertaking sampling as part of its programme of work. An annual sampling programme will be produced. This will detail the quantity and areas of sampling to be carried out each year.

Routine Food Sampling

- These visits will usually consist of informal food sampling visits. Routine sampling undertaken by officers will be based upon risk or as directed by the EHM (Food safety). Historical data and risk assessments may be used to direct the food sampling undertaken by officers.

PHE Food Sampling Programmes

- PHE currently devise sampling programmes on an annual basis. These are national programmes to carry out microbiological analysis of samples from a broad spectrum of business types and for a variety of different food types. The focus for these sampling

surveys is to undertake statistical evaluations and to make recommendations on these for national microbiological standards.

Food sampling as part of the Programmed Food Hygiene Inspections

- Officers may undertake informal food sampling visits as part of programmed food hygiene inspections. These sampling visits may include food, water and environmental sampling. These visits will be undertaken as and when is deemed appropriate by the officer or the Environmental Health Manager. Samples may be used to assess the levels of cleanliness prior to an inspection and/or to determine the areas to concentrate on during the food hygiene inspection. Sampling may be used during the inspection process to check on areas of concern or it may be undertaken post inspection to clarify those points of concern raised during the inspection or to check that recommendations made post inspection have been implemented.

Imported Food Sampling

- We will pro-actively undertake food sampling at businesses which have been identified as either importing food directly or displaying food for sale which has been imported. Imported food, in this respect, is any food which has been brought into the UK from outside the European Union. 10% of the annual credit allocation will be used for imported food sampling.

Investigation of a Suspected Outbreak

- Food sampling will be undertaken, as deemed necessary, to determine the source of any suspected outbreak which is thought to originate in the Bradford Metropolitan District.
- The authority will consider any request made by another local authority with a view to officers assisting in an outbreak investigation by sampling in premises within the Bradford District.

Investigation of Suspected Food Poisoning in an individual

- Officers of the authority may undertake any food sampling which is considered necessary to determine the source of any suspected food poisoning in the case of an individual.
- The authority may test any suspect food which has been retained by the individual and may take samples from any premises considered to be the likely source of the individual case. The level and type of sampling will be dependent upon the circumstance of each individual case.

Service Requests

- Officers may undertake any necessary food sampling in the investigation of a food complaint. This may involve taking further samples from the vendor of the food, or, where the manufacturing company is based within the Bradford Metropolitan District.
- CBMDC may undertake any sampling as required by a Primary Authority.

- CBMDC acts as a Primary/Originating Authority for some food companies located in the district. The Authority will take samples from these businesses under the umbrella of the agreement. Any samples taken will be taken on a risk assessed basis.
- This Authority is committed to becoming involved in any food sampling programmes as determined by the Food Standards Agency.
- On occasion adverse food results are notified to the FSA for samples which have originated from other LAs. Where such samples have originated within the CBMDC, this authority will undertake any follow up formal sampling as directed by the Food Standards Agency.

PHE Laboratory Sampling Programmes (York Laboratory)

- PHE may propose food sampling programmes for all authorities who use the PHE Food, Water and Environmental Laboratory network lab (York).
- CBMDC will become involved in those food sampling programmes and we will aim to achieve the level of sampling required for these programmes.

EU Co-ordinated Food Sampling Programmes

- Where an EU sampling programme arises which covers any food safety related issue, CBMDC will endeavour to become involved in that food sampling programme, dependent upon resources.

7. Laboratories

Public Health England (PHE) Laboratory

- CBMDC undertakes to submit all food samples for microbiological examination to the PHE Food, Water and Environmental Microbiology Network (York Laboratory).
- The authority will set sampling levels in a service level agreement with the local PHE. The agreement will set the level of sampling for the year and includes food sampling, water sampling, milk and dairy sampling and environmental sampling. The level of sampling is based upon historical sampling levels and is adjusted on an annual basis. CBMDC will endeavour to maintain the level of sampling allocated.
- Payment for food samples submitted to the PHE comes from a central fund which the PHE gains from central government. The service level agreement with the PHE takes into account the level of funding available to the local authority. Should the local authority exceed the sampling levels agreed then the local authority may incur a charge for any further sampling which is undertaken.
- CBMDC will seek advice from the Food Examiners at the PHE Laboratory on any matters with regard to sampling where the product to be sampled is unusual, where the sampling process is complicated, or where it is unclear which microbiological Category the food comes under.

West Yorkshire Analytical Services

- West Yorkshire Analytical Services (WYAS) is an Official Food Control Laboratory based in Morley, Leeds. Senior staff hold Public Analyst appointments on behalf of CBMDC. They are able to deal with a wide range of analysis including foreign body identification, identification of moulds, chemical taints, freshness and quantification of fungal toxins.
- Samples submitted to the WYAS are paid for following the analysis and are charged to the individual local authority.
- CBMDC will only submit food samples to the laboratory if they are the source of a food complaint investigation, or if the samples have the potential to cause injury to health, or the work undertaken by the lab may provide unique and valuable information to the authority or it is envisaged that a prosecution may be undertaken as a result of the information gained from the laboratory.