

Report of the Director of Health and Wellbeing to the meeting of Regeneration and Environment Overview Scrutiny Committee to be held on 24 July 2019

J

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 support for that plan.

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Overview & Scrutiny Area:
Regeneration and Environment

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 members to seek support 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, 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. Members are asked to consider the contents of the plan.

2.3 As part of the policy framework the Food Service Plan does have to go through the process of being approved at Full Council.

3. OTHER CONSIDERATIONS

There are no other matters for consideration at this time.

4. FINANCIAL & RESOURCE APPRAISAL

The service plan, as set out, has been drafted to be accommodated within existing resources. Consideration will need to be made on the future resource of the Food Safety team in light of the proposed changes by the Food Standards Agency on expected performance from 2020/21.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

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

6. 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.

7. OTHER IMPLICATIONS

None

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 HUMAN RIGHTS ACT

There are no Human Rights Act implications.

7.6 TRADE UNION

There are no Trade Union implications

7.7 WARD IMPLICATIONS

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

7.8 IMPLICATIONS FOR CORPORATE PARENTING

The inspection programme will ensure that care homes etc are inspected and comply with relevant legislation.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

Not applicable.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Not Applicable

10. RECOMMENDATIONS

10.1. The views and comments of members are sought in relation to the contents of this report.

10.2. The work of the Food Safety Team as documented in the Food Safety Service Plan be supported.

11. APPENDICES

Appendix 1 - The City of Bradford MDC Food Safety Service Plan 2019/20

Department of Health and Wellbeing

**FOOD SAFETY SERVICE PLAN
2019 / 2020**

**FOOD SAFETY SERVICE PLAN
2019/2020**

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Introduction

This service plan covers the food safety work of the Council's Environmental Health service for 2019/20. 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.
- Improving food safety right through the food chain including improving hygiene on the farm.
- 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 (PHE).
- 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 2019/20

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. Our work ensures a level playing field thus supporting legitimate business to compete and expand. We are involved with the North East Region Better Business for All group that links in with the Council's Growth Hub and the Leeds City Region Enterprise Partnership (LEP). We provide export health certificates to businesses wishing to export food.

Good Schools and a great start for all our children

Work undertaken for food safety week targets relevant groups with various initiatives.

Better health and better lives

We work with Public Health looking at various initiatives for example to combat obesity and encourage healthy eating. Work undertaken for food safety week uses key messages to members of the public to produce safe food in the home. We liaise regularly with Public Health England and review our service in relation to communicable disease control to ensure that we get outcomes for the work we do.

Safe, clean and active communities

We link in with the Neighbourhood's Enforcement Team on refuse control and on all of our inspections we assess waste food storage facilities and give advice regarding recycling of waste oil. We take part in joint initiatives with the police and other agencies to identify any links with child sex exploitation / criminal activity in commercial businesses.

A well run council, using all our resources to deliver our priorities

We constantly review our service to identify improvements to service delivery and in addition we regularly monitor performance against service standards and targets set both internally and by external organisations. We work in partnership with other organisations to produce an effective and efficient service and in a way which enables us to use our resources wisely.

Section 2 – Background

2.1 Profile of the Authority

The latest population estimate for Bradford District is 537,200 (Office for National Statistics ONS 2019) making it the fifth largest local authority in England in terms of population. 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 28.8%. Within the ethnic minority population, the proportion of Asian or British Asians is 24.5% which is significantly higher than the national average and twice as much as the West Yorkshire average. The latest figures from ONS state that the largest proportion of the districts population (64%) identifies themselves as white British. The district has the largest proportion of people of Pakistani ethnic origin (20.3%) in England. By 2026 the population is

expected to rise by 23,300 an increase of 4.3%, this is lower than previous projections. Population projections suggest that the largest growth will be within the Asian population. 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 and ONS mid year population estimate 2018)

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 Health and Wellbeing. 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 - WYTS).

2.3 Scope of the Food Service

The Food Safety Team carries out all of the food safety, public health duties that the Authority is legally required to discharge. The team did include an animal health officer who carried out farm animal health inspections however due to his recent retirement the department is considering a reallocation of these duties within the Specialist Services team along with companion animal functions. In the meantime the Food Team will continue to provide some cover for this role albeit limited.

The Food Safety Team comprises Environmental Health Officers and technical staff.

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.

Food standards issues are referred to WYTS.

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

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.

Additionally the FSA has a web based on line reporting system and they redirect enquiries from members of the public to the relevant LA.

Emergency out of hours cover is provided throughout the year by officers who are contactable through the EH Service 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	3
Manufacturers and packers	121
Importers/Exporters	4
Distributors / transporters	100
Supermarket/ hypermarket	98
Small retailer	750
Retailer – other	218
Restaurant/café/canteen	732
Hotel/guest House	54
Pub/club	460
Take-away	697
Caring premises	641
School /college	231
Mobile Food Unit	137
Restaurants / caterers – other	278
Total	4524

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. In 2018 / 2019 we identified 395 new business owners at the inspection.

The district has a wide variety of businesses including high risk sectors such as importers, manufactures and packers. There are approximately 30 butchers in the district selling raw and ready to eat foods, including the production of cooked meats and pies.

There are 60 premises that manufacture or process products of animal origin that require statutory approval. We have a number of businesses that import and export food to the EU and third countries. There are 7 on farm pasteurising dairies and we have two specifically trained officers to deal with these.

There are 13 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.

As well as rated premises, we received 279 registrations from new businesses in 2018/19, 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 1/4/18	Inspection Frequency
A (highest risk)	19 (1 st half)	Every 6 months
B	154	Every 12 months
C	865	Every 18 months
D	1450	Every 2 years
E (lowest risk)	1804	Initial inspection followed by alternative intervention
unrated	219	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 2018/2019.

Enforcement Action	Number
Voluntary Closure	17
Emergency prohibition order	2
Prohibited person	1
Simple caution	12
Improvement notices	50
Prosecutions	1
Seizure of Food	1
Remedial Action Notice	3

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). 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.

3.2 Performance Data for the Service

The performance targets for 2019/20 and outcomes for 2018/19 are detailed in **Appendix 3**.

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. Since the adoption of the scheme we have seen an increase in the number of premises achieving a rating of 3 and above. However we fall short of the FSA target of 96% of premises having a rating of 3 or above.

Table 3. % Distribution of rated premises under the FHRS

FHRS	1/4/2014 %	1/4/2015 %	1/4/2016 %	1/4/2017 %	1/4/2018%	1/4/2019%
5	60.5	60.4	62.2	64.7	65.4	66.9
4	17.1	19.2	19.3	19.4	18.0	18.4
3	9.1	9.9	9.9	9.4	9.6	8.3
2	3.9	3.9	3.8	3.5	3.8	3.7
1	8.3	6.3	4.6	3.0	3.0	2.5
0	1.0	0.2	0.2	0.0	0.2	0.2
3 or better	86.8	89.6	91.4	93.5	93.0	93.7

3.4 Food Premises Complaints

The Food Safety Service investigates complaints regarding poor hygiene in premises, and complaints about unfit food and foreign bodies in food. The utility companies also notify us of supply cut offs that usually require an urgent response. It also responds to requests for advice from businesses and 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. Where possible we also direct businesses to self-help sources of information such as the FSA website.

3.5 Primary Authority

The Service supports the Primary Authority Partnership (PAP) scheme which is run by Regulatory Delivery. 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:

- Caterleisure
- 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.

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

We provide 1:1 coaching on the Safer Food Better Business pack and advisory visits for a fee. We also offer a fee paying service for new businesses to help them get things right from the start.

We use the Council’s ‘Stay Connected’ system on the council website to send out regular emails to those who subscribe to ‘Food Advice for Businesses’.

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 4** provides a full report on the sampling programme. **Appendix 5:** 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 6 outlines the demands on this part of the service for 2018/2019

3.9 Animal Health & Welfare

The role of the Animal Health Officer is to undertake primary production inspections at farms and works in liaison with Defra, RSPCA, veterinary surgeons and other local authorities. Improving hygiene on the farm is a key part of the FSA's farm to fork approach.

Inspection frequencies are risk based and make full use of available evidence from a variety of sources. Membership of a recognised farm assurance scheme will be used as positive evidence, resulting in less frequent inspections. Recognised schemes are considered to meet the requirements of the legislation in a clear and credible way; for example, scheme members will already undergo regular inspections by the certifying body used by the scheme.

Until the situation regarding this vacancy is resolved we are responding to reactive complaints only.

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) WYPFOG
- West Yorkshire Gastro Intestinal Group

These groups have produced standard inspection forms that are used across West Yorkshire and also undertake inter authority audits to ensure consistency of approach.

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'
- Email updates via the Council's Stay Connected email system to distribute information that matters to food businesses and to consumers.
- Maintenance of the Food Safety website.
- 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)
- Fee paying service for businesses seeking bespoke advice
- Identification of opportunities for engaging in the Public Health Agenda and nutrition.

Appendix 7 details other work that we had planned for 2018/2019 and the priorities for 2019/20.

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; and difficulties in recruiting. As a result the number of full time equivalent officers engaged in food safety and communicable disease control for 2018/19 was 7.5 plus 3 trainees. We use contractors to undertake some low risk food hygiene inspections using the money from vacant posts that we hold. We have a joint external contract with Leeds and Wakefield LA's to undertake a proportion of our inspections, however the external contractor struggled to provide sufficient support to all three LA's during 2018/19 due to a lack of suitably qualified staff available in this region. We have also paid our own staff to do inspections in their own time. 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 FSA indicate that good practice for staff ratios/number of premises is 1:350; best practice would be 1:250. On this basis we would need an extra 2.5 to 7.5 additional officers. Given the current inspection shortfall and the need to raise the number of broadly compliant premises the team would ideally need at least an additional 3 Officers to that of current provision.

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
- On-line training provided by the Food Standards Agency.

Officers are required to undertake 20 CPD hours. The service has made a commitment to ensure it provides 10 CPD hours in core training requirements for all officers.

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

The training programme for 2019 is attached in **Appendix 8**.

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. We also participate in national risk rating consistency exercises to ensure consistency in awarding the food hygiene rating to businesses.

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 2018/19 we carried out 2769 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. We achieved 97.6% of the total inspection programme

A slight increase in enforcement activity resulted in 12 businesses issued with a simple caution. 1 business was prosecuted and the food business operator prohibited from being involved in the management of a food business.

Our sampling credit allocation for the year was 20,507 and we used 15,540 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.

At the end of 2018/19 our figure for all food establishments broadly compliant with food hygiene law dropped slightly to 90.5%. This has been the trend for the last two years.

6.2 FSA Review of LA Performance

The FSA audit local authorities' enforcement services and provide a report that outlines areas where the authority can focus its efforts on improvements, while also celebrating good practice. The Food Safety Team will be audited by the FSA in October 2019. The audit will focus on approved establishments.

The FSA has also announced plans to review the way that it monitors, assesses and provides assurance on LA performance. This involves the development of a digital reporting tool – the Balance Score Card (BSC). This tool will enable the FSA to collate and analyse a range of data submitted by local authorities and link it with other internal and external data sources. The BSC will also enable local authorities to more easily benchmark their performance against other similar authorities and this should also provide a driver for improvement. A key element of the new approach to performance management is the development of more sophisticated KPIs that can be integrated into the BSC tool and work on this is now underway. This new KPIs will reflect the expectations the FSA has for local authority delivery. Where standards are not met, the FSA will work with and support local authorities to develop and implement proportionate and time bound action plans. The FSA will monitor progress against these plans and where action is not taken or where improvements are not sustained, will follow agreed escalation procedures so that public health is protected, and consumer confidence maintained. The legislation also includes powers of direction and default which provides the FSA with the means to deal with local

authorities that are failing either to discharge their functions satisfactorily or are failing to meet statutory obligations and where the consequence of such failure is likely to be a risk to public health and/or consumer protection. The FSA plans to publish data on LA performance using the BSC data.

The FSA plans to consult with Local authorities by the end of the year so that the proposals can be included in the service plan for 2020/2021. This is likely to have various implications for us not least in being able to gather any necessary data but more importantly in being able to achieve FSA expectations

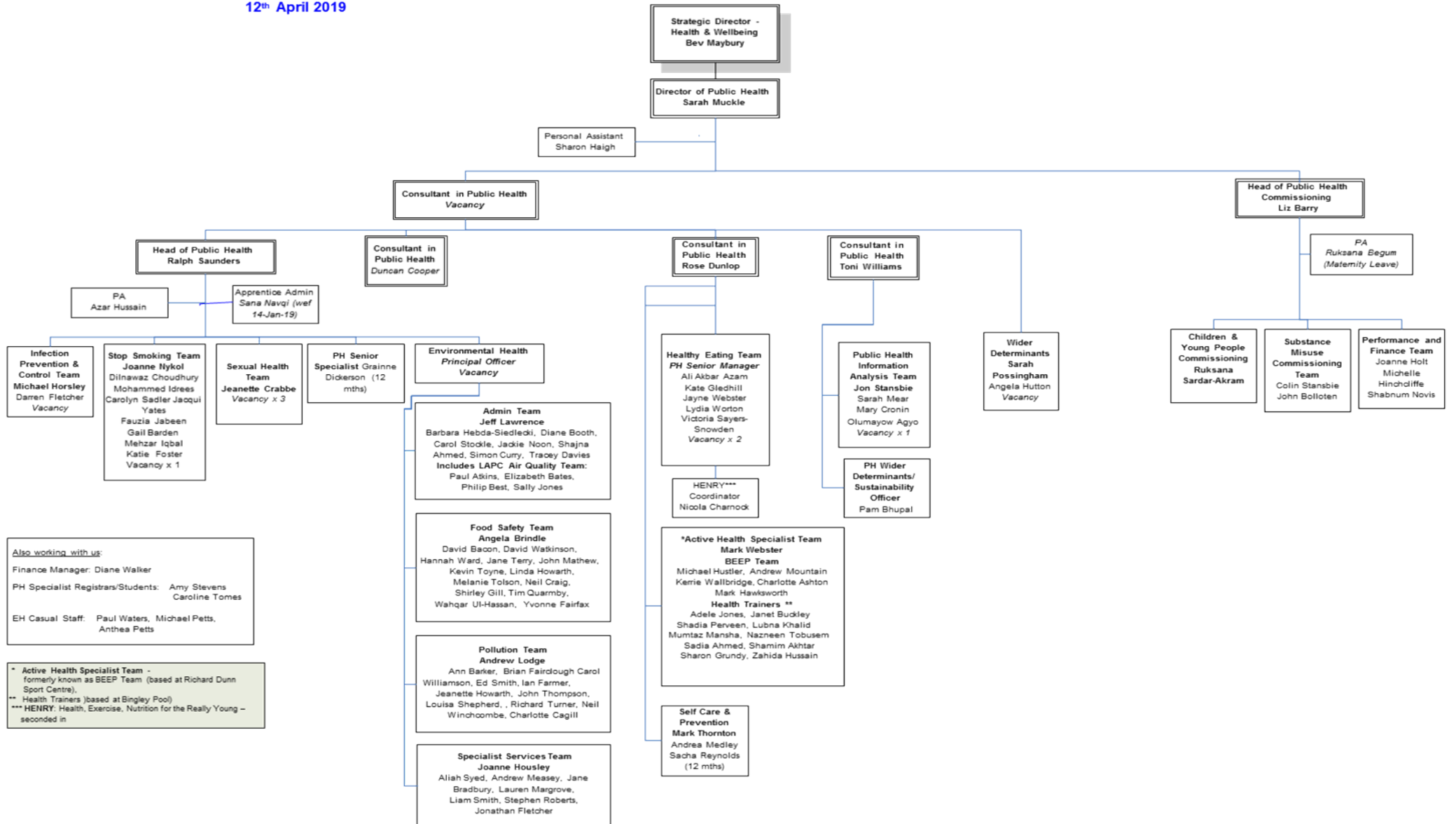
6.3 Variation from 2018/19 Plan

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

- The FSA's on-going regulatory review of the way that the FSA and local authorities regulate food businesses referred to as the Regulating Our Future project (RoF). The new model will move away from a 'one size fits all' approach to regulation. We are participating in various consultation exercises. It is expected that the new model will come fully into force from 2020 onwards. However EUexit came about after RoF was proposed and has taken priority particularly with regards to sorting out for example import / export issues, and ensuring that there remains an effective and robust regulatory regime/ framework in place
- EUexit: We have prepared for any issues as a result of EUexit including changes in authorisations and export health certificates. We have also been participating in Bradford Council's BREXIT weekly meetings.

APPENDIX 1 – Departmental Structure

Public Health
12th April 2019



Also working with us:
Finance Manager: Diane Walker
PH Specialist Registrars/Students: Amy Stevens
Caroline Tomes
EH Casual Staff: Paul Waters, Michael Petts,
Anthea Petts

* Active Health Specialist Team -
formerly known as BEEP Team (based at Richard Dunn
Sport Centre).
** Health Trainers (based at Bingley Pool)
*** HENRY: Health, Exercise, Nutrition for the Really Young -
seconded in

APPENDIX 2 – Food Intervention Programme

FOOD HYGIENE INTERVENTION PROGRAMME 2019/2020

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.

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 – Performance Management

Activity	Number of inspections required 2018/19	Number of Inspections Undertaken	Comments	Target 2019/20
<u>Food Hygiene Interventions</u>				
A (high risk)	27	27	100 % completed	19 in first 6 months
B	182	182	100 % completed	154 (100%)
C	563	548	97.3 % completed.	463 (100%)
D	822	796	96.8 % completed	677 (100%)
E (low risk)	451	444	98.4 % completed	837 (100%)
Unrated (newly registered businesses)	146	142	97.3 % completed	219 (100%)
Revisits		Total 506	These are visits to check that work required has been completed	Target cannot be set.
NI 184 (broadly compliant)	90.5%			Target 96%
<u>Imported food</u>				
Samples	10% of credit allocation	33 samples taken	5% of samples	10% of allocation
<u>Food and water Sampling</u>				
Number of food samples and environmental swabs	80 % of credit allocation	Total 730	76% of credit allocation	80% of credit allocation
<u>Service Requests</u>				
Total number received	1309		A 6% decrease on 2017/18 (last 5 years has seen an overall increase of 4%)	Unable to set target.

APPENDIX 4 – Sampling report 2018 - 2019

In the Year 2018 – 2019, the Food Safety section within Environmental Health undertook food sampling and environmental swabbing using a credit allocation of 20,507 for the year. In total 15540 credits was used i.e. 76 % 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.

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

XR33 Touch Screen and PIN Key Pads at Self-Service Tills

Background:

Touch screen ordering is now being used in takeaway restaurants and the use of self-service tills and Chip and PIN payment is available in most shops. Customers use this equipment and may immediately consume food after using it without washing their hands. To date there has been no work carried out to assess the overall hygiene of these devices and the potential risk they may pose to customers.

Aim:

Touch screen ordering is now being used in takeaway restaurants and the use of self-service tills and Chip and PIN payment is available in most shops. Customers use this equipment and may immediately consume food after using it. The aim of this survey is to provide information on the hygiene of these devices and to determine whether they are routinely cleaned by staff.

XR34 Premises preparing and serving milkshakes

Background:

Milkshakes are a popular food that are prepared and served by many outlets. Milkshakes often include component ingredients including milk, ice cream, frozen yoghurt, flavoured syrups, fruit purees, fresh fruit and confectionary. Milkshakes are typically prepared using blenders.

Aim:

The hygiene and food safety of milk shakes will be investigated along with the hygiene standards of the preparation area and equipment in use.

XR35 Official Control sampling of Minced Meat and Meat Preparations to assess compliance with EC2073/2005 (as amended)

Background:

Experience shows that verification of HACCP plans using microbiological sampling and demonstration of legislative compliance using the sampling plans defined in EC 2073/2005 (as amended) is not consistently performed by FBO's. Premises producing minced meat and meat preparations in house are required to demonstrate legislative compliance through official controls, and food safety and process hygiene criteria exist for these products. This survey will assist LA's in delivering official control sampling and will assist businesses in demonstrating legislative compliance. The samples collected will also be tested to determine the prevalence of STEC in these products as this has not been investigated since the late 1990's, early 2000's. Both product types should be compliant with EC 2073/2005 (as amended). Samples will be taken with due consideration of food safety management systems, HACCP and an assessment of compliance at the premises.

Aim:

To assess minced meat and meat preparations (e.g. sausages, burgers etc.) produced on the premises, against the legislative standards defined in EC 2073/2005 (as amended). Samples will also be tested for STEC to examine the prevalence of these pathogens in this product type. Information on FBO knowledge of Official Control Testing will be collected as part of the survey questionnaire.

This authority took part in the following National PHE Studies 2018-19

STUDY 66 – Frozen fruit and vegetables from retail and catering premises

Background:

This study aims to assess the microbiological safety of foods that have recently been associated with *Listeria monocytogenes* contamination and withdrawal by some major supermarkets of frozen vegetables because of concerns about links with cases of listeriosis in Europe. The FSA reported in July 2018 that frozen sweet corn and other frozen vegetables were the likely source of an outbreak in five countries, including the UK.

The incidence of listeriosis in England and Wales has doubled since 2001, with a largely unexplained increase in people aged 60 years and over, and therefore it is important to understand the microbiological safety of this food type, for which there is little existing information.

Sampling will focus on both catering and retail premises, as well as any producers. The samples will be any frozen fruit or vegetables either pre-packed or bought loose. These may be either ready to eat or require further cooking.

Aim:

To provide microbiological quality data and contamination rates, with a particular focus on *Listeria*, in frozen fruit and vegetables from retail, catering and production premises

Study 65 - Swabbing in Catering Premises

Background:

Food and Environmental sampling has been shown to be a valuable tool with the potential to provide an alternative interventions strategy for food businesses. Environmental sampling can be used to verify that hygienic practices are being used during food preparation activities and can go some way to giving confidence that a food business is managing a premise properly. This survey has been developed to facilitate

sampling of catering premises and has incorporated several suggestions for widespread swabbing within these premises. This study will cover all catering premises and an extended range of swabbing areas not covered previously e.g. till keys/buttons, door handles, tongs/serving utensils used to serve food, re-used plastic containers etc.

Aim:

To collate and assess microbiological data from a wide range of areas within catering premises.

STUDY 64 –RTE pastry based foods from catering and retail premises

Background:

This study aims to assess the microbiological safety of foods that have previously been associated with *Listeria monocytogenes* contamination (pies), and to assess the overall quality of pastry based products. Sampling will focus on both catering and retail premises. The samples will be ready-to-eat (RTE) pastry based foods that are hot held, in chilled cabinets or at ambient. The incidence of listeriosis in England and Wales has doubled since 2001, with a largely unexplained increase in people aged 60 years and over. An Outbreak of Human Listeriosis in England between 2010 and 2012 was associated with the Consumption of Pork Pies. Where 14 cases of Listeriosis occurred between 2010 and 2012 and which were linked to pork pies: the contamination was associated with the process of adding gelatin to the pies after cooking.

Aim:

To provide microbiological quality data and contamination rates for RTE pastry based products from both catering and retail premises.

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 2018/19 Bradford submitted 33 food samples from Third countries, equivalent to 5% of the samples taken. Of these samples none were considered to be unsatisfactory.

Dairy Sampling at Approved Premises

Officers continued to visit the on-farm pasteurisers and took samples 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.

Investigative sampling

Officers use routine sampling to assess cleanliness of premises, investigation of isolated complaints of suspected food poisoning and to assess shelf life and cooking processes.

Recommendations

1. That the department continues to participate in both national and cross regional sampling projects, as workloads allow.
2. The department continues to target businesses which import food, to give specific priority to products of animal origin.
3. That all environmental swabbing is focused and based upon risk.
4. That all officers continue to undertake sampling to ensure competence in this area of work.

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	6	0		
Herbs & Spices	3	1	Enterobacteriaceae failure	It is not unusual for fresh herbs to have enterobacteriaceae
Nuts	8	0		
Dairy products (inc milk)	69	28	On farm produced milk sample failure Enterobacteriaceae failure	Production of milk temporarily suspended
Fish & Shellfish	1	1	Enterobacteriaceae failure ACC	Advice to business
Fruit & Veg	44	0		
Bakery	5	1	ACC	Advice to business
Meat	50	15	ACC failures Enterobacteriaceae failures	Businesses advised and advice given re stock control and hygiene
Ices and Deserts	1	0		
Prepared dishes	62	24	ACC Enterobacteraceae	Advice to Business
Eggs	2	1	Enterobacteraceae	Advice to Business
Cloths	1	1	Enterobacteraceae	Advice to Business
Swabs	401	83	ACC Enterobacteriaceae failures Listeria Bacillus cereus	Action taken according to risk
Soups and Sauces	7	1	Enterobacteraceae	Advice to Business

APPENDIX 5 – Food Sampling Policy

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) was the Official Food Control Laboratory available to be used by the Council but this has ceased to exist in the last 12 months. WYTS have made arrangements with Lancashire County Council and we would access the service via their arrangements when needed. 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 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.

APPENDIX 6 – Communicable Diseases

Bradford Environmental Health - Communicable Diseases

The following notifications have been dealt with by Environmental Health:

Disease		2018/2019
Hepatitis A		3
Hepatitis E		0
Cholera		1
Leptospirosis		1
Dysentery	Entamoeba histolytica	1
	Shigella Boydii	4
	Shigella Dysenteriae	1
	Shigella flexneri	9
	Shigella sonnei	18
	Not Typed	5
Food Poisoning	Bloody diarrhoea	0
	B.cereus	0
	C.botulinum	0
	Campylobacter	392
	E.coli 0157	2
	E.coli –other than 0157	0
	Listeria	1
	Salmonella	64
	Suspected Food Poisoning	189
	Yersinia	0
Gastro Enteritis	Cryptosporidium	30
	Giardia	27
	Cyclospora	1
Respiratory Disease	Legionella	0
	Tuberculosis	0
	Part 2a order	0
Paratyphoid Fever	Salmonella	4
Typhoid Fever	Salmonella	10
Total		763

APPENDIX 7 – Action Plan 2018/19 and 2019/20

Topic	Planned 2018/19	Achieved 2018/19	Planned 2019/20	Target 2019/20
Primary Authority Partnership (PAP)	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	Worked with NFFF and Welsh LA to set up partnership. Training session for officers agreed with NFFF on acrylamide	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	
Health Improvement initiatives	Liaise with The Health Improvement Team to identify ways of collaborating on projects and sharing information	Attended meetings on planning policy and takeaways in Bradford and provided information of food businesses in Bradford for PH input.	Liaise with Public Health to identify ways of collaborating on projects and sharing information	
Good Food Award	To take part in joint training sessions when required depending on continuation of project.	Project ceased		
CD procedures	To investigate all cases of CD in line with the agreed protocol. To undertake annual review of CD procedures.	98%	To investigate all cases of CD in line with the agreed protocol. To undertake annual review of CD procedures.	100%
Communicable Disease Audits	To carry out 1 audit a year on major organisms	Audit of E.Coli investigations undertaken and learning points to be presented at team meeting	To carry out 1 audit a year on major organisms	1 Audit

Topic	Planned 2018/19	Achieved 2018/19	Planned 2019/20	Target 2019/20
Quality Management System (QMS)	On-going review of procedural documents. Amend procedures if required	Reviews undertaken where necessary and in light of legislative changes.	Review ALL procedural documents to ensure they are up to date and fit for purpose	End August 2019
Food Team Review	Continue to look at process / service improvement. Continued participation in BRDO project to assess quality of information given to new businesses.	Amended new business letter as a result of participation in project	Continue to look at process / service improvement.	
Training for staff	To continue with provision of cascade training for staff. Staff to attend "business critical" training as required.	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.	To continue with provision of cascade training for staff. Staff to attend "business critical" training as required.	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.
FSA led food safety campaigns including promotion of FHRS and Food Safety Week (FSW)	To use FSA promotional material produced for various campaigns.	Produced a number of Stay Connected bulletins to spread key messages. Used Council Facebook page to promote FHRS.	To use FSA promotional material produced for various campaigns.	
Positive Lifestyle centre	Support the Centre by providing bespoke food hygiene training at sessions to school children.	Project closed.		

Topic	Planned 2018/19	Achieved 2018/19	Planned 2019/20	Target 2019/20
BREXIT	Act on advice and information from FSA, likely impact for example: Renew all authorisations for all officers for implementation of new legislation. Increased demand for export certificates	Attend Council BREXIT planning meetings	Act on advice and information from FSA, likely impact for example: Renew all authorisations for all officers for implementation of new legislation. Increased demand for export certificates	
Stay Connected	Develop Stay Connected email bulletin system for sending out food advice to businesses and consumers. To get 1000 subscribers	2391 subscribers for food advice for businesses 2848 subscribers for food advice for consumers	Send Stay Connected email on food advice to business and consumers.	At least one per month
FSA External Audit of approved establishments			FSA audit to take place over three days starting on 8 October 2019. To prepare for the audit and comply with requests for information from the FSA in advance of the audit.	

APPENDIX 8 – Training Programme 2019

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:

- Imported Food
- Acrylamide in food

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 supplementary hours as opposed to core training hours. The officers are responsible for ensuring that they achieve the total amount of CPD required.