

Public Protection Partnership

**FOOD HYGIENE ENFORCEMENT SERVICE PLAN 2023 24**

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It is a requirement that Local Authorities produce a Service Plan each year, the format of which is contained within the Framework Agreement on Official Feed and Food Control by Local Authorities.

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**SECTION 1: BACKGROUND TO SERVICE**

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| ***Service Purpose*** |
| **Profile & Organisational Structure**  On 6th January 2017 Bracknell Forest Borough Council (BFBC), West Berkshire District Council (WBDC) and Wokingham Borough Council (WBC) entered into a joint service, inter authority agreement (IAA) for Trading Standards, Environmental Health and Licensing. This function is provided by the Public Protection Partnership (PPP). Wokingham Borough Council gave notice and left the partnership by 1 April 2022.  PPP governance arrangements have led to PPP being directed by a separate committee of elected members representing of each authority who are advised by a joint management board (JMB) made up of heads of service representing each authority.  The PPP serves a rising population of almost 300,000 residents, comprising of around 120,000 (BFBC) and 160,000 (WBDC). Whilst the two authorities share many similarities such as the types of businesses, their more modern industrial and historic towns and villages, political governance, and health demography, each area is also unique. For example, major retail, shopping and leisure facilities within the Lexicon can be found within BFBC, within West Berkshire, rural landscapes, farming and horse racing are common place.  ***Food Hygiene Service Aims and Objectives***  To ensure that the risks of illness and injury through poor food safety and hygiene are minimised, that food produced and sold within the Boroughs is safe and fit to eat, and to increase consumer and business awareness of food safety, hygiene and healthy eating. This is achieved by monitoring businesses through risk-based inspections and sampling and by taking appropriate and timely action in response to food related issues, and through liaison and awareness campaigns with food businesses and consumers to provide best advice in relation to good practice and legal compliance.  **Scope of the Compliance and Programme Team**  The staff within the team deal with all food safety related matters including programmed inspections, reactive inspections, food complaints, food hazard warnings and food related illness. There are also a number of approved premises which are manufacturers eg premises which manufacture meat products and fish products. Other food safety issues are dealt with by other agencies e.g. Food Standard Agency. The team also enforces Health & Safety in all Local Authority enforced premises and Smokefree Legislation. The team are also taking an active role in the public health agenda, and were at the forefront of the Covid response across the 3 Council areas.  The EH Housing Function, and Environmental Quality Function sits in Compliance and Programme.  **VISION**  **Public Protection Partnership Vision**  To protect our communities through the use of effective communication, intelligence and enforcement.  **Public Protection Partnership Mission**  The purpose of the service is to:  • Provide information to people to enable them to make informed decisions and understand their rights and responsibilities.  • Create an atmosphere where legitimate and compliant businesses can thrive and not have their interests undermined by those who choose not to comply   * Protect the health, wellbeing and safety of the communities we serve. * Respond to emerging issues and needs   .  **Public Protection Partnership Overarching Themes**  The current cross-cutting priorities for the service are:  • eCrime  • Climate Change and Environmental Protection  • Protecting Vulnerable Adults and Children • Safeguarding (including Modern Slavery)  • Safer Streets  • Protecting and Improving Health (added on 13 March 2023)  The current specific priority areas for the service as of the 13 March 2023 are:  • Health and Safety Enforcement;  • Improved Air Pollution;  • Alcohol and Tobacco Harm Reduction;  • Animal Welfare;  • Nutrition and Childhood Obesity;  • Tackling Fraud;  • Environmental Protection;  • Food Safety and Standards;  • Housing Standards in the Private Rental Sector;  • Impact of Nuisance on Residents and Communities;  • Unsafe Consumer Goods;  • Licensing;  • Cost of Living;  • Service Improvement.  From these the Public Protection Partnership Priorities are developed. These are detailed in the Strategic Assessment which is presented each year to the Joint Public Protection Committee.  Areas not deemed as the Strategic Priories will be carried out but will not be given priority.  Emerging Priorities  The work we carry out and the prioritisation we give to that work is dependent on circumstances. Should circumstances change then we adapt to meet those challenges. In recent years we have seen the impact of Covid on the prioritization of our work. More recently we have had the prioritisation of the work of the team shifted to Homes for Ukraine. This is where housing officers are carrying out visits to houses where the owners have nominated themselves to give a home to guests from Ukraine. This work started in March 2022 and it is unknown when the need for our involvement will end.  Priorities are tracked using Operations Risk Registers which are frequently updated and shared with the Joint Management Board and the Joint Public Protection Committee.  **Strategic priorities of Commercial Team within Compliance and Programme**   * Food Safety  |  |  | | --- | --- | |  | **Food Safety at businesses premises** | | **Prevention** | Undertake a planned prevention programme of visits / alternative interventions of the risk rated food premises across our area to ensure food placed on the market is safe, members of the public are being protected and non-compliant businesses are not gaining an economic advantage | | All new food premises are inspected to ensure compliance in business practices, that food placed on the market is safe and to assist with the development of the business; ensuring non-compliant businesses are not gaining an economic advantage | | Promotion of the Food Hygiene Rating Scheme to enable the public to make informed choices relating to food hygiene of the business premises they use. | | Through the use of Infectious Disease questionnaires, leaflets on food poisoning and developing the PPP website ensure that individuals with confirmed food related infectious diseases are given educative preventative information | | Participate in national prevention campaigns led by FSA and UKHSA and develop PPP website and social media | | Engagement with the Primary Authority scheme | |  | | **Intelligence** | Emerging risks reports by UKHSA FW&E | | Continue to horizon scan for emerging risks within the Food Industry; using FSA intelligence (Food Fraud), intelligence reports to FSA, new guidance and legislation and Food Alerts | | Infectious Disease notifications from UKHSA and emerging risks detected by UKHSA | | Using existing links with Berks and Oxon Food Liaison Groups, the National Food Focus Group, the FSA, UKHSA and UKHSA FW&E and develop links with other organisations to ensure intelligence is fed back into the PPP | | scanning social media and media for emerging risks and from following leads gained during preventative intervention work | | Analysing service requests from the public, employees and employers to develop a better understanding of potential issues to better target resources | | **Enforcement** | Participation, where possible, in the National and Local sampling programme to identify unsafe food and ensure it is removed from the market and to contribute to national statistics and local intelligence and ensure non-compliant businesses are not gaining economic advantage | | Use the Infectious Disease notifications from UKHSA to follow up implicated food premises to ensure unsafe food is not placed on the market and take the appropriate action with regard to the cause of the incident | | Ensure that there are appropriate resources to carry out planned prevention work and sampling and the appropriate intervention can be taken where necessary to ensure non-compliant businesses are not gaining economic advantage | | Development of officers in investigation, evidence gathering, decision making and production of case files and Court proceedings to optimise success rates | | Undertake enhanced interventions with the poorest performing food premises (the Zero and One FHRS score premises) | | Ensuring competency of Authorised Officer in line with FSA COP requirements to ensure any enforcement action taken is legal and uncontested and that the action taken by Authorised Officers is correct and does not cause unlawful economic implications to the businesses or put the public at risk | |

**SECTION 2: PURPOSE OF THE PLAN AND SUMMARY INFORMATION ON 2020 22**

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| **Purpose of the Food and Feed Plan**  The annual Food law enforcement plan is designed to deliver on the Public Protection Partnership (PPP) aims and priorities in respect of promoting and protecting health and supporting reputable businesses. This plan covers the local authority areas of Bracknell Forest and West Berkshire, and in accordance with the framework agreement on official feed and food law control service planning as set out by the Food Standards Agency (FSA). Specifically it sets out how these authorities regulate and protect the food chain.  It is the responsibility of food business operators to ensure compliance with relevant standards. It is the role of the PPP to ensure that those businesses accountable for not meeting such standards are handled in a consistent and proportionate manner in order to meet the standard. Maintaining this approach provides consumers protections and allows consumers to make informed choices. The successes of the PPP are managed using key performance indicators that align with requirements set out within the framework agreement on official food controls.  The programme is structured to ensure it aligns with the overarching priorities set out by the inter authority agreement, and subsequently the PPP strategic assessment.  **2020 - 2022 Review and Context**  This plan looks at the work carried out in the previous inspection year (April 2022 to March 2023); and sets out the plan of work for the April 2023 to March 2024 inspection year. However, to understand the demands on the team we need to look at the inspection years prior to this one.  The Food Hygiene Inspection programme that we work to, as detailed in the Food Standard Agency Code of Practice, was first disrupted in February 2020 as the Covid 19 pandemic began, this continued until the restrictions we were enforcement relaxed in February/March of 2022.  As a result of the coronavirus Covid 19, pandemic, services have experienced unprecedented and significant impacts felt across all sectors of society and the PPP service is not immune to these impacts. As a consequence, the service has had to reshape its delivery of services based on the needs (and restrictions) imposed on the community; the economy; the regulatory framework, and the food and ,feed businesses that have ‘survived’ this period as a result of the outbreak. Added to this remains the issue of Brexit and the transitional arrangements in terms of administering the statutory obligations the food authority will need to do, will need be met.  A hold was put on carrying out physical inspections due to the safety of officers and the risk of officers becoming vectors for the Coronavirus, and to protect vulnerable groups in the premises we inspect. Indeed many premises were closed due for all or part of the pandemic, due to legislative closures, and to decisions made by the operators to close.  In terms of our programmed food inspection work in 2021 22 we were led by the FSA in their directives to us as a LA enforcing body, this is in the form of the FSA Recovery Plan. That plan continues to direct our work on 2022 23.  During the 2020 21 and 2021 22 inspection year the PPP were heavily involved in the Covid Response.  For the 2 years of the pandemic Food Authorised officers were diverted to the Covid response, a summary of the work is included as a context. Where possible and following a risk based approach that was set out by the FSA, officers carried out food hygiene inspections.  The Covid work carried out by the PPP summary of activities;   * Covid Compliance checks on premises; * Education of businesses on the changes to legislation at each step via virtual seminars, and through Covid Compliance Visits. * We have lead on Local Contract Tracing in West Berks (7 days a week service) and operationally for Bracknell and Wokingham at weekends. * We have carried out Isolation calls to check welfare for Bracknell and for West Berkshire * We have operated a CV19 notification e mail 7 days a week to coordinate and action positive cases from high risk settings, as part of this we have acted as Subject Matter Experts for many sectors in terms of outbreaks * We have carried out outbreak investigations and been involved with Incident Management Teams (IMT) and LA response meetings; * We have assisted Events in ensuring that they are Covid Secure – and we have monitored to ensure that the Covid Risk Assessments were being adhered to * We have dealt with the reactive complaints and enquiries, * we have carried out a number of interventions for Covid in high risk settings such as RCH, specialist units catering for those with Learning Difficulties, Early Years Settings, * we have taken enforcement action for non-compliance, we have carried out Covid Patrol * We have managed a team of Covid Marshalls. * We have lead in the examination of intel from UKHSA to ascertain premises implicated through co-incidence reports, and we have followed up with those businesses to ensure they were Covid compliant * We have inspected and followed up complaints in Quarantine Hotels and Bridging Hotels   Much of this work has been carried out by Authorised Food Hygiene and Health and Safety Enforcement Officers based in the Compliance and Programme team. These officers are ideally placed as there role is infection disease control and enforcement of health and safety. Trading Standards have also been involved, especially with enforcement of premises in relation to permitted opening. The Licensing Officers have also played a role in Covid Compliance Checks at licenced premises.  At all times during the pandemic reports were brought to the Joint Management Board and Joint Public Protection Committee of PPP to update on the work of the team and of PPP.  This plan will detail the food work carried out in 2022 23, during that year we were still following the FSA Recovery Plan (detail of the recovery plan are given in Section 4).  For the inspection year 2023 to 2024 the FSA have lifted the recovery plan and their expectations are that Local Authorities will now revert back to the governance of the Food Law Code of Practice; this means that there are no exemptions to food inspections being carried out to their original date of inspection or risk. By the end of the 2023 24 inspection year the FSA’s expectations on Local Authorities is that all outstanding inspections will be carried out. |

# SECTION 3: DETAIL OF THE SERVICE

**NOTE**

**There has been a change of database from the Uniform West Berkshire and the Uniform Bracknell to one joint IDOX ICloud system. The transfer of information from the legacy databases to the new cloud based systems began in Sept 2022, as of the date of writing (Aug 2023) there are still areas when the data cannot be reported on as the transfer and auditing of information transferred is still in progress.**

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| |  |  |  | | --- | --- | --- | | **Type of Premises (FSA Categorisation)** | **No. of Premises**  **Bracknell Forest 8/23** | **No. of Premises**  **West Berkshire 8/23** | | Producers | 0 | 3 | | Manufacturers/ Packers | 2 | 16 | | Importers/exporters | 0 | 5 | | Retailers | 403 | 734 | | Restaurants / Caterers | 224 | 375 | | Distributors | 0 | 5 | | Care Establishments / childminders | 152 | 160 | | Educative Establishments | 81 | 98 | | **Total No. of Food Premises** | **862** | **1396** | |  |  |  | | **April 2019 for comparison** | **853** | **1264** | | **April 2021 for comparison** | **948** | **1464** | | **April 2022 for comparison** | **861** | **1390** | |

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| **Service Structure**  Our primary resources are our staff. There are some 100 staff operating across PPP. The resources at the PPP disposal are diverse and range from support officers with administrative, intelligence and analytical database skills, trading standards officers, sampling officers, specialists in feed and food hygiene at primary production officers, animal health officers, food safety officers, environmental health officers, solicitors, and a technically qualified leadership and management team.  The officers carrying out Food Hygiene are highly skilled and must carry out assessments of Competency at regular interviews. The delivery programme ensures services are carried out by officers with the correct levels of qualification, skills and expertise, as set out in the Code of Practice and Practice guidance on official controls. ‘Commercial Team’ Staffing (April 2023) (Food and Health and Safety Authorised Officers) This table shows the FTE as of 1 April 2023, this shows numbers for Bracknell and West Berkshire.  One further Authorised Officer joined the team in May 2022.  Two Authorised Food Officers transferred to Wokingham by 1 April 2022.  **PPP In House Staffing Levels for Food Hygiene and Health and Safety**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Category of staff | Acceptable Food Related Qualification | Number of Officers in post April 2021 (FTE in post) (3 LA areas) | Number of Officers in post April 2022 (FTE in post) (2 LA areas) | Number of Officers in post April 2023 (FTE in post) (2 LA areas) | Full Time  Equivalent FTE carrying  Out Food Enforcement | | C&P Strategic Manager | BSc in Environmental Health  MSc in Environmental Health  Diploma in Environmental Health | 1 (0.81 FTE) | 1 (0.81 FTE) | 1 (0.81 FTE) | 0.2 | | Principal Environmental Health Officer | BSc in Environmental Health  MSc in Environmental Health  Diploma in Environmental Health | 1 (1 FTE) | 1 (1 FTE) | 1 (1 FTE) | 0.6 | | Senior/Environmental Health Officers | BSc in Environmental Health  MSc in Environmental Health  Diploma in Environmental Health | 8 (7 FTE) | 5 (4.2 FTE) | 6 (5.2FTE) FTE in year) | 3 FTE in house officers (takes account of one Maternity leave)    Total – with casual  3.7FTE | | Senior Food Safety Officer | EHRB Higher Certificate  NEBOSH certificate/Diploma | 1 (1 FTE) | 0 | 0 | 0 | | Total |  | 11 (9.81FTE) | 7 (6.01 FTE) |  | 4.5 FTE (includes management and casual) |   **Food Hygiene Casual**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | MM | EHO | Food Insp and Reactive food and H&S | From May 2020 onwards; changed to Casual April 2023 | 0.8 FTE approx per week |   **Apprentices and Workforce Planning**  There are currently 4 Level 4 Regulatory Officer Apprentices in PPP. These officers are currently moving between teams and functions to build up their portfolio. These officers are the new generation of enforcement officers in the PPP workforce.  In the upcoming school year we will also have a further 2 officers starting on their level 6 apprenticeship and MSc courses to gain their EHP degree.  We have recently appointed a graduate EHP who is working with us and will be carrying out his Pathway to Registration with CIEH over the next 2 years.  **Other teams authorisation**  We are also looking at the training and authorisation of EH officers in food hygiene from other functional areas, there are currently 2 officers who are working on their authorisation. This will increase flexibility.  **Trading Standards**  We have one Trading Standards officer who has recently completed the Higher Certificate in Food Control. The Food Hygiene induction has subsequently been carried out and the FSA Competency assessment is ongoing. The officer is currently inspection unrated premises for trading standards and will carry out a food hygiene inspection where relevant.  **Staff Development Plan** **and FSA Code of Practice competency assessment**   * All staff are subject to a formal appraisal each year with interim review meetings. * Part of this appraisal process is the development of a training needs analysis for staff. * Food officers must complete a competency matrix (FSA COP) which provides evidence of their competency in a number of areas. * The Lead Officer is required to evidence these and further managerial and overview competencies. * A matrix of the training needs of the team is compiled. * 20 Hrs of ‘Continuing Professional Development’ (CPD) training is provided for all staff operating under the Code of Practice. * Each officer is responsible for keeping a record of training undertaken and maintaining their own CPD records.   The PPP have always supported learning and development within its disciplines. This ethos is being expanded to ensure future proofing and expansion of technical skills that allow the service plan to become more accessible to colleagues within the partnership. The PPP also encourages staff development and building on core qualifications using structured annual appraisals, audit of skills and regular one to one meetings.  The PPP strategic management team have developed, and recruited a lead officer ( Training & Development) responsible for building on an already established skills framework (as set out by the FSA) who will work alongside the lead food / feed officer to ensure competency amongst staff involved in these areas of service delivery is maintained and embedded across all of PPP. This will incorporate better use and understanding of systems database, and application of regulatory skills and legal processes aimed at minimising risk to prosecution cases. This will also include ensuring that minimum continued professional development is maintained as required by the Codes of Practice.  Staffing Allocation for food – 3.7 FTE’s operational food safety enforcement (equates to 6,023 officer hours) (1FTE = 220 days)     |  |  | | --- | --- | | Food Safety Activity | No of Hours (approx.) | | Inspections | 3177 | | Service Requests | 900 | | Re visits | 250 | | Samples | 10 | | ID’s and Outbreaks | 372 | | Promotional work | 0 | | Project work | 0 | | Food Hygiene Rating Scheme – running scheme | 300 | | Zero and One Rated Project | 150 | | QMS review and update | 700 | | Investigations and Formal Action\* | 500 | | Training (CPD and mandatory internal) | 240 | | Meetings (team and Dept.) | 700 | | Total | **7,299** |   The staffing allocation for food safety is 6, 023 officer hours (operational officers and contractor). To meet demand more resource will be needed.  \* This is an estimate based on the experiences of previous years, investigations, prosecutions and serious food poisoning outbreaks can vary considerably in complexity and therefore officer hours. |

**SECTION 4 WORK ACTIVITY 2022 2023 FOOD HYGIENE**

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| **Timeline of work activity with respect of Covid 19 February 2020 to March 2022**  The table at Appendix 1 summarises the work that the Food Hygiene Compliance and Programme Team have been carrying out over the period of the pandemic, and up to March 2022.  It demonstrates the range of Covid work undertaken, and the extent to which we have been involved with the control of Covid.  Due to the extent of this work, and the priority that this was given by PPP and by the Public Health Teams and Gold Command, the work of the team has changed and programmed work has not been able to be done, mainly programmed food inspections. In the main this has tied in with the Food Standards Agency direction that we do not do face to face visits during the pandemic. However, since July 2021 FSA recovery plan has come in opening up visits. However, officers were still engaged with Covid. It is detailed in the plan how we are managing the overdue food inspection work, and the recovery work.  At all times Covid control work was prioritised over food hygiene recovery work. The only exception would have been in the case of imminent risk to the consumer, and for reactive work.  **Food Hygiene Measures of Volume**  **2021 22 Food Premises Food hygiene Inspection Work**  As previously discussed the main food hygiene inspection programme was suspended in 2020 21, and into 2021 22 due to Covid; both restrictions in doing face to face inspection visits; food premises being closed due to the pandemic, and a redeployment of the food competent officers to front line Covid compliance and control work.  During the pandemic we carried out a number of remote food hygiene contacts with premises – in particular the high risk premises which were still operating during Covid (for example residential care homes and those rated as ‘A’, the highest risk premises.  There was a major push from Summer 2021 when premises were starting to reopen to inspect where possible. In addition we put effort into the low risk E premises and the unrated premises to get intel back as to whether premises were still trading, this lead to a database cleanse as many premises either hadn’t opened, or had made the decision to cease trading.  **2022 23 Food Premises Food hygiene Inspection Work**  In this year we concentrated our resources into the work required by the FSA Recovery Plan (All A, B, C and non Broadly Compliant D to be done; and all unrated to be prioritised and high Priority unrated inspected).     |  |  |  |  | | --- | --- | --- | --- | |  | Inspection / Audits 2020 21 | 2021 22 \* | 2022 23 | | Bracknell | 24 | 182 | A 3 (100%)  B 13 (100%)  C 44 (100%)  D 75  Unrated 77  Total - 212 | | West Berkshire | 28 | 523 | A none due  B 11(100%)  C 111(100%)  D 56  Unrated 151  Total - 329 | | Wokingham | 28 | 566 (466 counted plus est 100) | Not applicable |   \* There were more inspections required to be carried out in West Berks and so this accounts for the higher number. In addition more low risk self-assessment questionnaires were returned by premises and therefore processed.  As part of the agreement with Wokingham all unrated premises had to be inspected as priority.  In terms of percentage of higher risk (A – C) inspections carried out   * BF – 67% inspected * WB – 66% inspected   Unrated – all prioritised and 226 visits done (8 high risk to be carried out)  **New Food Businesses**  **Number of New Food Premises Registering in PPP**   |  |  |  |  | | --- | --- | --- | --- | |  | Bracknell | West Berks | Total | | 2019 20 | 84 | 190 | 274 | | 2020 21 | 161 | 236 | 397 | | 2021 22 | 107 | 179 | 286 | | 2022 23 | 123 | 156 | 279 |   We carry out inspections of new food businesses.  In pre Covid inspection years we operated with a Key Performance Indicator of inspecting these premises within 28 days of opening. During Covid due to the restrictions on inspection, and due to an unprecedented number of new food businesses opening (many of which were home caterers) we are left with a legacy of new premises to inspect. The FSA Recovery Plan allows for these premises to be assess for risk and the high risk premises inspected as a priority. This is what we are following. In addition we availed of grant money from the FSA on 2021 22 to carry out a data cleansing exercise on the premises that opened in the previous year. This showed that a number of premises registered but did not formally open, or ceased trading before being visited.  For 2022 23 inspection year we were able to prioritise all new premises and we concentrated our inspections on those that were high risk. We carried for only 8 high risk premises into the 2023 24 inspection year, however there were still a number of lower risk unrated which were outstanding.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | 2017 18 | | 2020 21 | | 2021 22 | | 2022 23 | | |  | Number of Food Business opening | Number of food businesses which closed | Number of Food Business opening | Number of food businesses which closed | Number of Food Business opening | Number of food businesses which closed | Number of Food Business opening | Number of food businesses which closed | | Bracknell | 137 | 69 | 161 | 53 | 107 | 176 | 123 | 53 | | West Berks | 167 | 166 | 236 | 81 | 179 | 289 | 156 | 54 |   The 2017 18 year gives a pre Covid comparison of numbers. In general we saw more food premises open in the first year of Covid, and more subsequently ceasing to trade in the second year of Covid. Food Service Requests We receive food related service requests and complaints some of which relate to foods produced outside our area. All are investigated and we take action as appropriate. Set out below are the numbers of service requests received.  Service requests can range from complaints about the cleanliness of a premises to consumers finding a foreign body in the food they are eating. We also get general enquiries from businesses and consumers.   |  |  |  |  | | --- | --- | --- | --- | | **Period** | **Food Safety** | | | |  | **Bracknell** | **West Berkshire** | **Wokingham** | | 2019 20 | 296 | 438 | 292 | | 2020 21 | 254 | 362 | 295 | | 2021 22 | 218 | 370 | 338 | | 2022 23 | 263 | 339 | Not Applicable |   With the closure of food premises during the initial lockdown it would have been an assumption that we would have received a fraction of the service requests in a normal year. The service request numbers that we received were comparable to non Covid years, thus increasing the pressures on the service. This was in addition to the very high volume of service requests relating to Covid. The numbers of service requests has remained high.  Average time 1.5Hrs = 900 hrs Food Hygiene Rating Scheme (FHRS) The scheme, along with officer’s enforcement visits to premises, encourages food business operators to work to improve their food hygiene practices and so improve their rating. The food business are given a window sticker and encouraged to display these at the entrance to their premises. Display is not yet mandatory but the FSA are looking at bringing in legislation to make it so.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Score Rating | **Number premises April 2018 (Percentage)** | |  | **Number premises April 2022 (Percentage)** | | |  | Bracknell | West Berkshire | Bracknell | | West Berkshire | | sfhrsweb5.jpg | 404 (70.5%) | 762 (72%) | 504/602  (83%) | | 884/1030  (86%)  - | | sfhrsweb4.jpg | 112 (19.5%) | 177 (17%) | 71  (12%) | | 84  (8%) | | sfhrsweb3.jpg | 42 (7%) | 72 (6%) | 15  (2.5%) | | 40  (3.8%) | | sfhrsweb2.jpg | 8 (1%) | 26 (2%) | 4  (0.6%) | | 14  (1%) | | sfhrsweb1.jpg | 7 (1%) | 13 (1%) | 8  (1.2%) | | 8  (0.7%) | | sfhrsweb0.jpg | 0 (0%) | 1 (0.1%) | 0 | | 0 |   April 2018 figures have been used as a pre Covid 19 comparison. Looking at the figures it can be seen that the majority of food businesses are in the FHRS rating of 4 and 5. It will take another inspection year of recovery food inspections to see if these figures remain high, as there is national evidence that due to circumstances brought on by Covid 19 (economic hardship, staffing difficulties, and lack of programmed inspections) the standards of food hygiene may have fallen.  Unfortunately this is an areas that accurate figures cannot be obtained at present due to the transfer of data to IDOX, however, it is still the case that the majority of premises are 3 score and above.  **Zero and One Score Project**  This year we reintroduced our project with the zero and one score premises. An officer works with these premises using educative visits where specific food hygiene topics are discussed and made relevant to the business. The officer then carries out a full risk rating inspection when the business is ready (i.e. when the premises has demonstrated that any changes they have made are sustainable and they have operated to that level for a number of months) or by the next inspection due date.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Number of premises in the scope of the project | Number ceased trading | Number which showed increased rating following intervention | Number which rating increased to 3 score or above |  | | Bracknell | 6 | 1 | 4 | 4 | 80% reached score 3 or more; | | West Berks | 7 | 3 | 4 | 3 | 75% reached score 3 or more; |   **Enforcement Action**  There are a number of enforcement options available to officers ranging from verbal advice through to prosecution. Enforcement actions taken last year – and a comparison from Pre Covid are detailed below.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **17/ 18** | | **22/23** | | |  | **Bracknell** | **West Berks** | **Bracknell** | **West Berks** | | No. of Hygiene improvement notices served | 4 | 7 | 4 | 2 | | No. of Hygiene emergency prohibition notices served | 1 | 0 | 0 | 0 | | TARP Notice | 0 | 0 | 0 | 1 | | Remedial Action Notice | 0 | 0 | 1 | 0 | | No. of prosecutions | 0 | 0 | 0 | 0 | | No of simple cautions | 0 | 0 | 0 | 0 | | Detention notices | 0 | 0 | 0 | 0 | | Seizures | 0 | 0 | 0 | 1 | | Voluntary Closures | 1 | 3 | 0 | 2 | | Voluntary Probation of area or equipment | 0 | 0 | 0 | 3 |   The resource implication of formal action can be significant. An estimation of 50 hours can be put per premises where there is no simple caution or prosecution taken. This figure will rise should a simple caution or prosecution be taken and the work on the service plan would be revised. There is a provisional time of 700 hours in this service plan.  The Voluntary Prohibitions were for a cellar being used for food storage and for a vacuum packing operation with poor controls over food hygiene.  The Voluntary Closures were for premises with multiple food hygiene issues.  The Remedial Action Notice was served to stop the sale of meats from a butcher whose operation was such that it was classed as a cutting plan and therefore should have applied to the FSA for approval.  The TARP and seizure were for illegally imported products, ie the entry point checks had been missed.  These were the first RAN and TARP notices that have needed to be served in our Local Authority areas.  There is evidence that the number of formal actions is rising since Covid and since the cost of living crises. Subsequently that means more officer time spent in achieving compliance. Outdoor events We enforce health and safety and food safety at a number of events.  We normally take an active involvement with the high risk events, and a light touch with smaller events.  However, due to Covid we had to become involved in all events and gatherings, regardless of size, due to our work in enforcing Covid legislation and controlling the spread of Covid.  Although the Covid Regulations have now come to an end we have continued to assist events of all sizes with health and safety and food safety through the SAG (Safety Advisory Group) process, as well as leading on the administrative side of SAG.  1.0 FTE has been assigned to this role (with other officers assisting at monitoring) (for the purposes of this Food Safety Plan Food Hygiene 0.1 FTE; H&S/SAG 0.9FTE)  Events included -  Centurion TP100 and the Autumn 100  Lapland UK  Newbury racecourse series of events/concerts  Englefield House Concert Series  Newbury Showground series of events – Showman’s show. Explosive events, Retrofestival etc  April 2020 to 31st March 2021 - **Total events worked on 169**  April 2021 to 31 March 2022 – **Total events worked on 347**  April 2022 to 31st March 2023 – **Total events worked on 151 -** does not include Jubilee events (June 22), Operation London Bridge (Sep 22)   Control and Investigation of Outbreaks and Food Related Infectious Disease We respond to notifications of food related illness which are emailed to us daily from the Health Protection Unit of UKHSA. Outbreaks and cases of disease are investigated and where necessary the Consultant in Communicable Disease Control is involved. The purpose is to control the spread of disease and to isolate the source so that we can take the appropriate action. There is a Joint Infectious Disease Incident Plan for Berkshire that was produced in conjunction with the Health Protection Unit and the other 5 local authorities which can be activated on a 24 hour basis. We work with UK Health Security Agency to investigate cases of infectious disease.  This work is in addition to the work with respect to Covid in 2021 22.   |  |  |  | | --- | --- | --- | | **Period** | **Number of Infectious Disease Notifications Received (not including Covid)** | | |  | **Bracknell** | **West Berkshire** | | 2018 19 | 200 | 268 | | 2019 20 | 208 | 253 | | 2020 21 | 125 | 166 | | 2021 22 | 144 | 213 | | 2022 23 | 132 | 240 |   Our figures reflect the national trend in that Camplyobacter is the most common form of food poisoning.  To protect the public we respond immediately to all cases of E.Coli, Legionellosis, Salmonellas, Typhoid Fever and Hepatitis A.  Following the Single cases protocol (an agreement between Environmental Health Teams in Local Authorities of the Thames Valley and Thames Valley Public Health England Centre guiding the roles and responsibilities in follow up of single cases of gastrointestinal disease) we work with UKHSA to investigate where their intelligence leads to a local food source.  We also receive calls from members of the public who experience symptoms of food poisoning and often implicate a food premises. We investigate these and always advise that the people visit their GP and submit a sample so that a diagnosis can be made.  Many cases of vomiting and diarrhoea which are reported to us are diagnosed during the investigation as norovirus. This virus can commonly be spread by contact with those who are ill and via surfaces including food and so we take a role in preventing the spread and in investigating the source. Food Sampling Due to the extent of work required to comply with the FSA recovery plan we will not be participating this year in the programmed samples. We will continue to sample when needed on a reactive basis. Food Safety Incidents Food Hazard Warnings are received via the FSA in box and are actioned in accordance with the Code of Practice. We also have a procedure in place to notify the Food Standards Agency should we become aware of any serious localised incident or a wider food safety problem. Promotional and Educational Work The priority for this year is carrying out Food Inspections.  The Communications Lead for PPP will send out messaging on food hygiene issues and on Food Hygiene Score successes.  **Meeting the challenge of a cost of living crisis**  At the time of writing, the country faces a ‘cost of living’ crisis involving a combination of rising energy prices, fuel and food costs.  As a result, we are seeing a growing number of households and businesses facing financial, welfare and support needs. It is becoming evident that this is affecting the commercial premises that we are dealing with resulting in a relaxation of controls in food premises. As has been detailed in this report the enforcement side is increasing, and more time taken to bring premises to compliance. Extra time has been allocated in this plan accordingly. |

**SECTION 5 PLANNED WORK ACTIVITY 2023 24 FOOD HYGIENE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOOD HYGIENE WORK ACTIVITY FOR 2023 24 INSPECTION YEAR** Food Inspection Programme 2023 24 Food Hygiene Inspections Due  This table shows the number of inspections that are due and overdue an inspection/audit. The overdue visits are from the start of the disruption of face to face work when the pandemic began in February 2020. Although we have met the targets set by the FSA Recovery plan there are still premises which require inspection from the years during Covid. As previously written the FSA Recovery plan has now come to an end and LAs are expected to meet the targets set in the FSA Food Law code of practice, that is to say 100% inspections completed.  Due to the numbers involved we will continue to target high risk premises A – C and D premises; in addition to working through the high risk unrated.  Due 2023 24   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Premises rating | A | B | C | D | Unrated  Est based on previous years | total | | West Berks | 2 | 13 | 86 | 187 | 110 | 398 | | Bracknell Forest | 0 | 13 | 68 | 68 | 100 | 249 | |  |  |  |  |  |  |  | | Total | 2 | 26 | 154 | 255 | 210 | 647 |   Overdue Inspections   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Premises rating | A | B | C | D | Unrated | Total | | West Berkshire | none | none | none | 224 | 21 (2019 – 2021)  35 (2022 – 2023) | 280 | | Bracknell Forest | none | none | none | 123 | 13 (2019 – 2021)  35 (2022 – 2023) | 171 | | Total | 0 | 0 | 0 | 347 | 104 | 451 |   TOTAL NUMBER FOOD INSPECTIONS 2023 34   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Premises rating | A | B | C | D | Unrated (est) | Total | | West Berkshire | 2 | 13 | 86 | 411 | 166 | 678 | | Bracknell Forest | 0 | 13 | 68 | 191 | 148 | 420 | | Total | 2 | 26 | 154 | 602 | 314 | **1098** |   The resources to carry out the 2023 24 inspections of A – D and unrated are calculated from the table below:   |  |  |  |  | | --- | --- | --- | --- | | **Risk Rating** | **No. of Premises**  **Due 2023/24** | **Estimated time per inspection 1** | **Estimate of time needed to deliver all inspections (hours)** | | A | 2 (equates to 4 insp) | 5hrs | 20 | | B | 26 | 4hrs | 104 | | C | 154 | 3hrs | 462 | | D (partial insp visit) | 602 | 3hrs2 | 1806 | | New Premises 3 | 314 | 2.5hrs | 785 | |  |  |  |  | | Totals |  |  | **3177 hrs** |   1 Includes time for travel, pre-inspection preparation, inspection, and preparation of report.  2 Categories D will have a partial inspection visit, this was introduced to reduce the time spent by the officer on previous years. This is permitted within the Food Law Code of Practice.However,due to non compliances in this category additional time has been allotted  3 New premises are those who will register with us in 2018 19 and will require an inspection.  For D premises we have previously estimated a time of 1.5 hours as these can be a partial inspection. However, what officers are finding with D rated (as will all) is that the issues caused to premises during Covid, combined with the Cost of Living crisis the Country is facing, have led to a detrimental effect on some premises and we are having to spend a longer time to bring them to compliance. As such the average time is increased to 3 hours.  Should a premises operate outside working hours we will inspect them when they are operating.  For mobile traders we will inspect the mobile van when they are operating.  **Low Risk Food Premises**  E rated  Categories E are permitted to be inspected using an alternative enforcement strategy. For this we use a questionnaire sent to the premises, once every 3 years in line with the FSA COP. The questionnaire is used to determine whether the risk at the premises has changed. If it hasn’t they remain an E and are contacted in another 3 years. If there is a change of risk (eg different operation etc), we need to carry out an inspection/audit of the premises and rerate).  As a first step with these we will use the apprentice resource to determine which of these premises are still operating  We assume 10% (approx. 51) will not respond or will respond unsatisfactorily and will therefore require an inspection then there is a resource implication of 51 hours which has been included above.   |  |  |  |  | | --- | --- | --- | --- | |  | Overdue | Due 2023 34 | TOTAL | | West Berkshire | 127 (2022-23)  159 (2019 – 22) | 4 | 290 | | Bracknell | 95 (2022-23)  221 (2019 – 22) | 8 | 324 | |  |  |  | 614 |   WORK PLAN 2023 24   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Work | officers | Estimation of volumes | Action plan | Priority rating | | Food Reactive Work | Dealing with requests for information and complaints from businesses and public | In house officers | As premises reopen the volume of this work increased rapidly | This is a priority | High Priority  Business as usual  FSA COP Requirement | | Infectious Disease (ID) control work | Notifications of non Covid infectious diseases that come to us from UKHSA | In house officers | We work to the UKHSA Single case protocol | We will be involved with high impact cases | High Priority  Low case numbers  FSA COP Requirement | | ‘A’ rated food premises | Inspection of highest risk food premises (every 6 months) | In house officers | There are only a small number | These will be completed in the 23 24 inspection year | High priority  Limited duration  FSA COP Requirement | | ‘B’ rated Food Premises | Inspection of the second highest food risk group (every year) | in house officers | There are a relatively small number | These will be completed in the 23 24 inspection year | High priority  FSA COP Requirement | | ‘C’ rated Food Premises | Medium risk food inspections (every 18 months) | in house officers | There are a relatively small number in 23 24 | These will be completed in the 23 24 inspection year | High priority  FSA COP Requirement | | D rated Food Premises Broadly Compliant 19/20; 20/21; 21/22; 22/ 23; 23/24 | Lower risk food inspections (every 3 years) | in house officers | Numbers are high due to recovery work following Covid, these premises were not given priority to inspect under the FSA recover plan. We carry out partial inspections to focus on highest risk element, although we are finding more time is required per premises | We will concentrate on those that have been outstanding for the longest time | With current staffing we will give high priority to the ones outstanding up to end March 2022.  FSA COP Requirement for all to be inspected | | D rated Food Premises NON Broadly Compliant 23/24 | Lower risk food inspections (every 3 years) | in house officers | These premises are due for inspection in this yeas – non broadly compliant will be the higher risk of this category and will be in small numbers | These will be completed in the 23 24 inspection year | High priority  FSA COP Requirement | | E rated food premises overdue and due | These are carried out via alternative enforcement strategy as per Food Law Code of Practice as are low risk (use of questionnaire, and inspection on non return). A authorised food officer must process the responses to determine risk | Apprentice | High number 614 | We a will carry out a database check to ascertain which of these are still trading in 2023 24 | Low Priority  However, there is input from non-food hygiene authorised officers which can be carried out in the 2023 24 inspection year, and there are great benefits in ensuring that we are running with an accurate database.  FSA COP Requirement | | Unrated food premises | These are newly registered food premises. Previously we completed these within 28 days of opening. | In-house officer | 104 overdue, plus those registering in the inspection year 314 (est). | Authorised food Officers will prioritise higher risk premises for inspection | High Risk unrated were defined as High Priority in the FSA Recovery Plan.  Due to the sheer volume of unrated premises we continue to prioritise higher risk premises in this way in 2023 24, although it is an FSA requirement that all are visited within 28 days.  FSA COP Requirement | |

**SECTION 6 - REVIEW OF DELIVERY PLAN**

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| The PPP will review the plan, at the end of the financial year, as part of the overall service planning process to ensure it continues to meet the needs of our customers.  In year reviews are carried out regularly in the form the Operational Risk Register Plan. These updates are discussed at Joint Management Board JMB, at the Joint Public Protection Committee JPPC as part of updates, at Tactical Tasking Group TTG every 2 weeks, Strategic Tasking Group every 2 weeks, and in team at team meetings.  **Identification of any variation from the Delivery Plan**  Variations from the plan will be reviewed at regular tasking meetings with management oversight**.** Variances will be documented, using operational risk registers and business continuity plans.If changes are made they would be subject to final agreement by the Public Protection Manager under delegated authority.  **Areas of Improvement**  Areas for improvement are incorporated into the following year’s objectives, or dealt with as soon as possible if there are no additional financial implications. Identified areas include;   * Ensuring that intelligence reports from sources such as the FSA direct our audit and intervention programme. * Continue to improve the quality of data as we move towards using a single database and that that database provides the information we need to meet the Code of Practice requirements relating to the risk assessment of premise and the provision of statutory returns. * Ensure any new system is in line with GDPR rules and recognised industry standards for the protection of all PPP stakeholders. * Improve and promote communications by reviewing and implementing the PPP communication strategy. * Ensure robust contingency planning by reviewing the PPP plans concerning emergency planning and business continuity * Ensure internal monitoring in line with the QMS and Code of Practice. * Implementing the recent changes made in the Code of Practice around officer competency and authorisation linked into the services training and development plan. * Ensure QMS is brought up to date with the changes in PPP |

**SECTION 7 - BUDGET**

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| Service Budgets |
| Totals for 202324    Revenue: circa £600K  Capital: Nil |

**SECTION 8 - KEY SERVICE PARTNERS**

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| Key Service Partners and Partnerships |
| * LA Public Health Teams * Public Health England: advice and information, including liaison with the Consultant in Communicable Disease Control * Food Standards Agency: target setting, audit and advisory role for LAs * Berkshire and Oxon Food and Safety Liaison Group: consistency of approach and the exchange of good practice * Berkshire Infectious Disease Control Liaison Group * Berkshire Sampling Group |

**SECTION 9 - SECURING ACTIONS**

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| Securing Action by Relevant Duty Holders |
| All of our inspection activity and enforcement action is carried out in accordance with the PPP Enforcement Policy; and associated procedural guidelines in the Quality Management System. |

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| Government Approach – Regulatory Delivery part of the Department for Business, Energy and Industrial Strategy |
| Regulators’ Code 2014 Better Regulation Delivery Office  This applies to all the work mentioned in the plan – details can be found at <https://www.gov.uk/government/publications/regulators-code> |

**APPENDICES**

**Appendix 1 – Timeline showing work of Food Hygiene Authorised Officers February 2020 to March 2022**

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| **Date** | **Government / FSA Position / PPP position** | **PPP Food Hygiene and H&S Authorised Officers Work carried out** |
| February 2020 | PPP aware of emerging details of risk of Covid 19 | Hold put on face to face inspections; Details emerged regarding vulnerable groups which affected staffing and shielding. The PPP structure was changed to take account of the changing environment. |
| March 2020 | On 20 March 2020, the Food Standards Agency (FSA) issued mandatory guidance to local authorities directing that food hygiene visits must not take place unless an officer is required to carry out an urgent reactive investigation. | Officers carried out remote contact with food businesses ie the high risk premises that were due for an inspection visit.  Continued with reactive work coming through – and carried out physical visits where necessary |
| May 2020 | Legionnaires - LA’s assessment of risks of premises closing for a prolonged period - Hotels | Non visit – contact by PPP  Ensure aware of sources of information on risk assessment (premises and officers)  Ensure complying wrt legionnaires |
| May 2020 | Legionnaires - garden centres – with hot tub display | Non visit – contact by PPP  Ensure aware of sources of information on risk assessment (premises and officers)  Ensure complying wrt legionnaires |
| May 2020 | high risk premises – leisure premises and spa | Non visit – contact by PPP Ensure aware of sources of information on risk assessment (premises and officers)  Ensure complying wrt legionnaires |
| June 2020 | High Risk / Vulnerable Groups Care Homes | PPP officers started to take an active role in care home audits in West Berks; following specialist training in May 2020. |
| June 2020 | LA Outbreak Management work | CV19 inbox set up by PPP to monitor and action cases in high risk settings 7 days a week;  Involvement with Outbreak Control Plan  Designated as SMEs for a number of settings (retail, commercial, events etc) |
| June 2020 | Outdoor Events | PPP officers working with organisers to ensure compliance on Covid 19 and on how to ensure tracing is carried out if there is a positive case identified at an event |
| July 2020 | Reopening of high risk premises – pubs / restaurant | Engaged with Night-time Economy agenda on reopening  Ensure aware of sources of information on risk assessment (premises and officers)  Make arrangements for inspections when permitted to open |
| July 2020 | Reopening of high risk premises – Hairdressers, barbers , beauty industry | Ensure aware of sources of information on risk assessment (premises and officers)  Make arrangements for inspections when permitted to open |
| July 2020 | Reopening of high risk premises – childcare and childminders | Work with children care teams, bring together national and local guidance, including risk of legionnaires, ensure premises are aware of the guidance and have risk assessed |
| July 2020 | Emerging risk in premises such as cold stores and food manufacturers | Identified premises and contacted to discuss control |
| July 2020 | Patrols in town centre areas | Carry out a series of patrols to advertise assistance available on website and gauge compliance. Take action where required |
| July 2020 | FSA issues further directive regarding onsite visits from July to 30 September 2020;high priority - potential public health/consumer protection concerns in relation to new businesses setting up, businesses that have reopened after prolonged closure or businesses changing what they do, such as pubs providing takeaway food; Establishments subject to ongoing formal enforcement action; Establishments overdue/due an enforcement revisit. Where a higher risk rated premises is an A or B because of the additional score for vulnerable consumers, the officer should therefore carry out a remote assessment before the inspection to decide if a visit is required  Medium priority - all category A, all category B and non-broadly compliant category C establishments for food hygiene that are overdue/due an intervention; establishments that are awaiting a requested re-inspection under FHRS | PPP officers – Covid given priority – where possible - contacted unrated premises to evaluate potential risk; continued with contact of high risk premises due inspection to assess risk, remote inspections of care homes, where possible carried out FHRS revisits. Many premises were closed either due to restrictions or staffing shortages, or by decisions made by FBOs.  Due to the vulnerable nature of residents etc many premises requested no physical visits, PPP complied with this to avoid being vectors for spread  As part of our Risk Assessment – and endorsed by the FSA officers could conducting remote assessments prior to onsite visits, this involved contacting the FBO to go over systems and procedures thereby reducing on site time.  Went out to advert for contractors – engaged two part time to start Oct and Nov to carry out food visits and assist with Covid |
| August 2020 | Outbreak Control work | PPP Officers started to take an active role in outbreaks, for example associated with supermarkets, food manufacturers and food businesses as these started to open as takeaways |
| August 2020 | Unrated Food Premises – increasing numbers of Registrations noted | It was noted that as the population were in lockdown and furlough, and the Covid restrictions kept food premises closed – more food premises opened as delivery and there were an increase of unrated food businesses opening from home. PPP Authorised Food Officers made contact remotely |
| August 2020 | Premises reopening following first wave | PPP were actively involved with advice and enforcement of the legislation surrounding Covid restrictions in commercial premises |
| September 2020 | Schools reopening | Schools reopening – meant that the number of cases into the CV19 inbox rose rapidly. This extended out to premises that remained open as essential |
| September 2020 | Premises reopening | Officers began to carry out face to face Covid patrol visits Cases plateaued and dropped |
| October 2020 | Local Contact Tracing set up | Officers as Superusers and contact tracers – 7 days a week for West Berks; weekends for Wok and BF. |
| October 2020 | 2nd Lockdown | Covid compliance patrols; cases plateaued and began to reduce |
| October 2020 | FSA issues further directive regarding onsite visits from Oct 202 to Jan 2021 – as previous with addition of introduction of a ‘Low priority’ category where local authorities should use an initial remote assessment to determine the need for an onsite visit for broadly compliant category C, all category D and all category E establishments overdue/due an inspection. | PPP prioritised the Covid compliance work; Contractor started Oct (0.4 FTE) and Nov (0.2 FTE) to cover food inspection work |
| December 2020 | 2nd Lockdown ended; tier systems introduced | Officer enforced Covid Regulations; and carried out patrol work |
| January 2021 | 3rd Lockdown |  |
| January 2021 | FSA issues further directive regarding onsite visits from Oct 202 to Jan 2021 – as previous with addition of lowest priority work | PPP prioritised the Covid compliance work; additional Contractor started Feb (1 FTE) to cover food inspection work |
| February 2021 | Quarantine Hotels | Officers carried out audits and ongoing monitoring of compliance and cases |
| 8 March 2021 | Government Step approach  Schools and colleges open from 8 March.  Childcare and children’s supervised activities resume  Care home residents will also be allowed one regular visitor | Covid Compliance visits – Carried out in high volume areas, and in response to intel from the LCT data (both National and Local), and following reactive intel from public/employees etc  Contact each Early Years provider to offer support and assistance with CV19 risk assessments due to rise of cases in these settings  Covid Marshalls started patrols in West Berks – liaising with PPP officers  Provide support to event organisers through review of Covid RA; use of SAG  (Racecourse, Hungerford Football club)  Hospitality industry – Webinars to assist with reopening for social gatherings outside  Reactive workload surrounding Covid very high |
| 29 March 2021 | Government roadmap Step 1  Outdoor gatherings (including in private gardens) of either 6 people (the Rule of 6) or 2 households will also be allowed, making it easier for friends and families to meet outside.  Outdoor sports facilities such as tennis and basketball courts, and open-air swimming pools, will also be allowed to reopen, and people will be able to take part in formally organised outdoor sports.  The ‘stay at home’ rule will end on 29 March but many restrictions will remain in place. | Covid Closed Premises Checks – to ensure those premises that should remain closed did so.  Webinars for the non-essential retail premises who were due to open |
| 12 April 2021 | Government roadmap Step 2  Opening of non-essential retail; personal care premises such as hairdressers and nail salons; and public buildings, including libraries and community centers.  Indoor leisure facilities such as gyms will also reopen (but only for use by people on their own or in household groups); most outdoor attractions and settings including outdoor hospitality venues, zoos, theme parks, and drive-in cinemas.  Self-contained accommodation such as campsites and holiday lets, where indoor facilities are not shared with other households, can also reopen.  Hospitality venues will be allowed to serve people outdoors at Step 2 and there will be no need for customers to order a substantial meal with alcoholic drinks and no curfew, although customers must order, eat and drink while seated (‘table service’). Wider social contact rules will apply in all these settings to prevent indoor mixing between different households. | Covid Compliance checks continued  Reactive workload remains high  Webinars to prepare for indoor opening and for events; Prepare for indoor entertainment venues such as cinemas and children’s play areas; the rest of the accommodation sector, including hotels, hostels and B&Bs; and indoor adult group sports and exercise classes |
| 17 May 2021 | Government roadmap Step 3  easing limits on seeing friends and family wherever possible,  Most legal restrictions on meeting others outdoors will be lifted – although gatherings of over 30 people will remain illegal. Indoors, the Rule of 6 or 2 households will apply – we will keep under review whether it is safe to increase this.  Business and activities  Most businesses in all but the highest risk sectors will be able to reopen. In all sectors, COVID-Secure guidance will remain in place and businesses may not cater for groups bigger than the legal limits. Indoor hospitality will reopen – and as in Step 2, venues will not have to serve a substantial meal with alcoholic drinks; nor there be a curfew. Customers will, however, have to order, eat and drink while seated.  Other indoor locations to open up in Step 3 include indoor entertainment venues such as cinemas and children’s play areas; the rest of the accommodation sector, including hotels, hostels and B&Bs; and indoor adult group sports and exercise classes. The government will also allow some larger performances and sporting events in indoor venues with a capacity of 1,000 people or half-full (whichever is a lower number), and in outdoor venues with a capacity of 4,000 people or half-full (whichever is a lower number). In the largest outdoor seated venues, where crowds can be spread out, up to 10,000 people will be able to attend (or a quarter-full, whichever is lower). | Covid compliance checks continued, especially in hospitality industry  High level of reactive work  Increased work on Event safety and on large sporting events |
| June 2021 | Government roadmap Step 4  remove all legal limits on social contact.  Business, activities and events - reopen remaining premises, including nightclubs, and ease the restrictions on large events and performances that apply in Step 3.. | With redaction of Covid legislation we move to using the Health and Safety at Work Act 1974 for Covid control  Covid Patrols ceased and we moved to intelligence lead control visits. |
| June 2021 | Common Exposure work and co-incidence reports on premises | When PH Data Analysts left PPP picked up the role in examining incoming data to ascertain co-incidence reports (ie premises where there were common exposures . PPP officers inspect |
| July 2021 | FSA Recovery Plan – Phase 1 (1 July 2021 to 30 Sept 2021 – unrated; phase 2 1 Oct 2021 to April 2023 (end March 2022 A’s; end June 2022 B’s; end Sept 2022 C’s non BC; end Dec 2022 D’s non BC; end March 2023 remainder C’s and D’s) | Face to face food inspections could resume. To reduce time spent in confined areas officers carry out initial discussions remotely. Contractors brought in continue to carry out work as in house officers still heavily engaged with Covid work. Working on unrated high risk, and planned high risk.  PPP prioritised the Covid compliance work; additional contractors started to cover food insp (0.5 FTE) |
| September 2021 | Schools reopen after Summer | Isolation rule changes and contact tracing changes have increased the number of cases coming through CV19.  Numbers of LCT cases extremely high; more capacity required. |
| September 2021 | FSA Unrated Project | FSA grant to contact the large number of unrated premises to ascertain their risk and prioritise when their inspection will be |
| September 2021 | Bridging hotels | PPP officers carry out Covid control inspections – and ongoing monitoring visits, and H&S inspections. |
| January 2022 | Changes to LCT | Early exemption from self-isolation for those cases that LFD test negative on both day 5 and day 6 starts. |
| February 2022 | Cessation of LCT | Last day of local and national NHS Test and Trace programme The legal requirements to self-isolate on positive cases and unvaccinated close contacts is removed.  The requirement to test, trace and isolate is replaced with public health guidance, for the general public.  Eligibility for the Test and Trace Support Payment for those self-isolating ends, although the deadline for applications runs until 6/04/2022.  Free regular asymptomatic testing for CQC registered adult care home staff, residents, visitors, and visiting professionals and social care staff continues.  . |
| March 2022 | Quarantine hotels for HGV | - Accommodation contracts held by hotels designated for HGV driver quarantine, issued by the Department for Transport end. |
| April 2022 | Living with Covid | Regular asymptomatic COVID-19 testing in all educational and childcare settings is no longer recommended.  Testing is still recommended in SEND settings  Employers in every business are no longer expected to consider COVID-19 in their risk assessment or to have specific measures in place.  Free testing ends for most people. |

**Appendix 2: ACRONYMS**

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| AES | Alternative Enforcement Strategy |
| BIS | Department for Business, Innovation and Skills |
| COM TM | Commercial Team Manager |
| EHRB | Environmental Health Registration Board |
| FBO | Food Business Register |
| FSA | Food Standards Agency |
| FSMS | Food Safety Management System |
| FHRS | Food Hygiene Rating Scheme |
| HoCS | Head of Corporate Services |
| IDs | Infectious Diseases |
| LAA | Local Area Agreement |
| LAEMS | Local Authority Enforcement Monitoring System |
| LCT | Local Contact Tracing |
| LFT | Lateral Flow Test |
| NEBOSH | The National Examination Board in Occupational Safety and Health |
| PEHO / PO | Principal Environmental Health Officer |
| PHE now UKHSA | Public Health England now UK Health Security Agency UKHSA) |
| PPP | Public Protection Partnership |
| S/EHO | Senior / Environmental Health Officer |
| SEHA | Senior Environmental Health Assistant |
| SFBB | Safer Food, Better Business |
| SFSO | Senior Food Safety Officer |
| SMEs | Small and Medium Sized Enterprises |
| TSSE | Trading Standards South East |