HEALTH & ENVIRONMENT

FOOD SERVICE AND HEALTH & SAFETY SERVICE PLAN

2012/2013
1. SERVICE AIMS AND OBJECTIVES

1.1. Aims and objectives

- To ensure the safe and hygienic production, storage, distribution and sale of food and drink by the enforcement of legislation and the provision of advice and information to consumers and the operators of food businesses.

In particular to:-

- Carry out a programme of food hygiene enforcement interventions in accordance with statutory requirements, codes of practice and guidance.
- To maintain a microbiological food sampling programme.
- Act as ‘home authority’ for certain food manufacturers based in Ryedale.
- To investigate complaints about food or food premises.
- To formally licence/approve certain food businesses when they have achieved prescribed standards.
- To provide advice to organizations including local businesses to help them comply with legislative requirements and good practice principles.
- To investigate individual cases and outbreaks of infectious disease, strive to identify the possible source and take action to minimize the problem.
- To receive and action food alerts ensuring any food that may potentially cause a danger to public health is not available for human consumption.
- To evaluate the processing records of food to be exported and prepare and sign export certificates for inspection by authorities in other countries.
- To authorise the removal of food determined unfit for human consumption and supervise its disposal.
- To promote food safety standards through a variety of means including the production of in-house information leaflets and the formation of appropriate partnerships.
- To organize and provide formal food safety training which may include running courses specifically for large food manufacturing businesses.

1.2. Links to corporate objectives and plans

The Food Service Plan is an integral part of the department’s annual Service Delivery Plan. This plan sets out the Council’s overall statement of aims and corporate objectives. These in turn are supported by a series of guiding principles for the provision of services the Council has adopted. Officers within the food safety field support these principles and endeavour to promote them in their day-to-day work.
1.3. Food Standards Agency Priorities

The “Framework agreement on official feed and food controls by local authorities” has been updated effective from April 2009. This Service Plan has been prepared in accordance with the agreement.

The Food Standards Agency’s Code of Practice which governs the Council’s approach to food inspections and enforcement matters has been updated effective from April 2012. The approach to Regulation extends the types of regulatory interventions available for use and requires greater use of business support interventions. This year, as last, will see a focus on those premises that are not broadly compliant and those highlighted as a risk in our red flagging system.

1.4. Ryedale’s Food Safety Quality Management System
Registered to ISO 9001: 2008 Standards

The food safety quality management system, which is binding on 8 local authorities within North Yorkshire and to which Ryedale subscribes, has 6 quality objectives.

- That the authorities will pursue the aim of consistency in all aspects of food regulation provision.
- Central government direction and the principles of best value will inform the priorities for the development of good practice.
- Any opportunity for enhancing consistency will be taken and acted upon.
- Being willing to question current practices with the aim of improving them.
- That the policies and objectives of the Group are transparent and promoted to recipients of the service in North Yorkshire.
- The views of the recipients of the service will be sought, considered and acted upon.

2. BACKGROUND

2.1. Profile of the local authority

Ryedale District Council has a population of approximately 53,600. The area is largely rural in nature incorporating a substantial part of the North York Moors National Park. The towns of Malton, Norton, Kirkbymoorside, Pickering and Helmsley form the main centers of population.

Total area in square miles - 575
2.2. Committee Structure 2012/13

COUNCIL

Commissioning Board  Licensing Committee  Policy & Resources Committee  Overview & Scrutiny Committee  Standards Committee  Planning Committee

Number of Councillors – 30

2.3. Structure of Service 2012/13

Health and Environment Manager

CONSUMER PROTECTION
1 Principal Environmental Health Officer
2 Environmental Health Officers
1 Technical Officer

ENVIRONMENTAL PROTECTION
1 Environmental Health Officer
1 Environmental Protection Officer
1 Technical Officer
1 Dog Warden & Animal Welfare Officer
1 Senior Pest Control Officer
1 Pest Control Officer

All posts are Full Time
2.4. Organisation within the Service

All the Consumer Protection staff sit together within a small defined area of Ryedale House. All staff are provided with their own networked computer.

Administrative support for the unit is provided through the Community Services section of the Business Hub.

2.5. Scope of the Consumer Protection Service

Ryedale District Council is responsible for food safety enforcement issues. The Consumer Protection Section is managed by the Principal Environmental Health Officer.

The range of duties within the section include:-

- Food safety issues.
- Health and safety issues.
- Infectious disease control.
- Alcohol and entertainment licensing.
- Licensing of gambling premises and activities.
- Licensing, house-to-house collections, street collections etc.
- The management of two retail markets.
- The licensing of a major zoological collection.

2.6. Other principal contributing organisations:-

- Microbiological food examination is undertaken by the Health Protection Agency Laboratories based at FERA, Sand Hutton. A service level agreement is in place;
- West Yorkshire Analytical Services (Public Analyst) based at Morley near Leeds undertakes food analysis;
- Enforcement of food standards and animal feed stuffs legislation is undertaken by North Yorkshire County Council based in Northallerton;
- Infectious disease control working in conjunction with the Consultant in Communicable Disease Control at the Health Protection Agency.

2.7. Demands on the Food Service

2.71 Ryedale being a major tourist resort has a wealth of hotels and catering establishments. There are several large food factories some of which export product in addition to supplying the national market. For example:-
A canning factory produces a range of meat and vegetable based products in conventional cans and flexible pouches. Following the detailed verification of safe production standards export certificates are provided to this company to allow the movement of products to non-European countries.

A large meat products factory producing a range of long shelf life ready meals for national distribution in supermarkets.

A bakery that makes a wide range of bread products, meat products and confectionary that is distributed throughout North Yorkshire and beyond.

2.72 Food Premises in Ryedale 2012/13

<table>
<thead>
<tr>
<th>Type of Food Premises</th>
<th>No. of Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary producers</td>
<td>31</td>
</tr>
<tr>
<td>Manufacturers/Processors</td>
<td>53</td>
</tr>
<tr>
<td>Distributors/Transport</td>
<td>22</td>
</tr>
<tr>
<td>Retailers</td>
<td>141</td>
</tr>
<tr>
<td>Restaurants and other caterers</td>
<td>660</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>907</strong></td>
</tr>
</tbody>
</table>

The current Code of Practice requires that the frequency of inspection of premises should be dependent on their food safety rating (A - E) which is acquired after a full inspection.

**Food Hygiene Inspection Risk Rating System**

<table>
<thead>
<tr>
<th>Category</th>
<th>Inspection Score</th>
<th>Min. Inspection Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 to 196</td>
<td>At least every 6 months</td>
</tr>
<tr>
<td>B</td>
<td>72 to 91</td>
<td>At least every 12 months</td>
</tr>
<tr>
<td>C</td>
<td>42 to 71</td>
<td>At least every 18 months</td>
</tr>
<tr>
<td>D</td>
<td>31 to 41</td>
<td>At least every 2 years</td>
</tr>
<tr>
<td>E</td>
<td>0 to 30</td>
<td>Alternative enforcement strategy</td>
</tr>
</tbody>
</table>

An alternative to full inspection was developed for low risk premises (Category E) that are excluded from the Food Hygiene Rating Scheme in accordance with the Code of Practice and the North Yorkshire Chief Environmental Health Officers’ Quality Management System procedures. This involved questionnaire surveys to assess the hazards and risks associated with the business. Where intelligence through complaints or routine sampling, for example, suggests that problems may exist, all such premises will be inspected as a matter of course.
Food Premises by risk score 2012/13

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>44</td>
</tr>
<tr>
<td>C</td>
<td>345</td>
</tr>
<tr>
<td>D</td>
<td>137</td>
</tr>
<tr>
<td>E</td>
<td>158</td>
</tr>
<tr>
<td>U</td>
<td>181</td>
</tr>
<tr>
<td>O</td>
<td>39</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>907</strong></td>
</tr>
</tbody>
</table>

2.73 Approved Premises in Ryedale 2012/13

Ryedale has the responsibility for the approval of, and enforcement in relation to, a wide range of product specific establishments subject to approval under EC Regulation 853/2004, known as Approved Premises. These establishments will be producing any or a combination of the following: Minced Meat, Meat Preparations, Meat Products, Fishery Products, Dairy Products. A legislative change in 2010 required Local Authorities to take responsibility for egg packing centres.

<table>
<thead>
<tr>
<th>Approval Category</th>
<th>No. of Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fish</td>
<td>1</td>
</tr>
<tr>
<td>Meat Products</td>
<td>6</td>
</tr>
<tr>
<td>Minced Meat/Meat Preparations</td>
<td>3</td>
</tr>
<tr>
<td>Egg Packing Centres</td>
<td>7</td>
</tr>
</tbody>
</table>

2.8. Service Delivery

The Service Delivery point is: Ryedale District Council, Ryedale House, Malton, YO17 7HH.

Hours of Operation:

- Monday – Thursday: 8.30 – 17.00
- Friday: 8.30 – 16.30
- Telephone: 01653 600666
- Fax: 01653 600764
Out of hours:

The Council's emergency number provides a 24 hours all year contact point. Food safety concerns will be then passed on to the Service Manager or the Principal Officer if one or other is available Telephone 01653 697737.

Ryedale District Council’s website (www.ryedale.gov.uk) has an open enquiry page.

2.9. Enforcement Policy

A documented food safety enforcement policy regularly revised is available to all food safety officers. The policy is written in line with the Local Government Regulation (LGR) guidance. The service also embraces the principles of the Governments enforcement concordat and the Regulators Compliance Code encompassed within the Health and Environment Enforcement Policy Statement.

3. SERVICE DELIVERY 2011/12

3.1 Food Hygiene Rating Scheme

Following member approval Ryedale District Council and the Food Standards Agency (FSA) signed a partnership agreement to adopt and implement the national Food Hygiene Rating Scheme (FHRS). The FHRS provides information about hygiene standards in food business establishments at the time they are inspected to check compliance with legal requirements on food hygiene.

The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat out or shop for food and, through these choices, encourage businesses to improve their hygiene standards. There are six different food hygiene ratings (‘0’ up to ‘5’) – ‘5’ representing a ‘very good’ level of compliance with legal requirements. Ratings are published the Food Standards Agency website and businesses are encouraged to display certificates and stickers showing their rating at their premises. The public are then able to use the ratings when deciding which outlets to visit. Displaying a good hygiene rating is good for business. When customers expect to see a rating, there is a real incentive for food businesses to seek improvements to their hygiene standards.

Ryedale was successful in securing significant funding (£8,637.28) from the FSA to assist in the adoption of the national FHRS. The project to introduce the scheme started in October 2011 and ended with the successful launch on 2nd April 2012 with the ratings for 519 of Ryedale’s Food Businesses being published on line. A breakdown of these ratings is given below:
<table>
<thead>
<tr>
<th>Hygiene Rating</th>
<th>No. of Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>193</td>
</tr>
<tr>
<td>4</td>
<td>190</td>
</tr>
<tr>
<td>3</td>
<td>103</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Ryedale took a critical mass approach by using historical data to rate establishments retrospectively from inspections carried out after 1st April 2010. The critical mass approach was chosen as it was considered fairer to businesses and more helpful to consumers. Businesses were informed of their pending rating three months prior to launch date to allow sufficient time for Officers to respond to all food business enquiries and to consider requests for re-inspections/re-visits. All food hygiene inspections from January 2012 have been undertaken in accordance with the FHRS “Brand Standard”. In order to make sure that the FHRS is fair to businesses a number of safeguards have been incorporated. These include an appeal procedure, a right of reply and an opportunity to request a re-visit when improvements have been made.

### 3.2 Food Safety Inspection/Intervention

It is the intention that all food premises that fall for inspection during the year (as determined by the rating scheme set out in the current Food Safety Act Code of Practice) are visited. A revision to the Code of Practice in 2008 brought food law enforcement in line with Regulatory Reform and presented officers with a range of interventions from which they make a determination as to the most appropriate/relevant for any particular premises. However, due to the pending implementation of Food Hygiene Rating Scheme all premises that fell within the scope of the scheme had to be subject to full inspections.

**Achieved Interventions 2011/12**

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections and Audits</td>
<td>408</td>
</tr>
<tr>
<td>Verification and surveillance</td>
<td>17</td>
</tr>
<tr>
<td>Sampling Visits</td>
<td>53</td>
</tr>
<tr>
<td>Advice and education</td>
<td>26</td>
</tr>
<tr>
<td>Premises subject to official control</td>
<td>429</td>
</tr>
</tbody>
</table>
As in previous years all the highest classified premises (categories A & B) by way of risk were visited and a very high proportion of category C premises were also inspected. It is unlikely all the inspections/interventions due for any particular year will ever be achieved as some businesses for example operate seasonally and may be temporarily closed when their inspection is due. The 9 outstanding inspections from 2011/12 have been brought forward into the 2012/13 inspection programme.

Linked with the intervention strategy is the “broadly compliant” performance Indicator, which is defined as the percentage of food establishments within the local authority area that are broadly compliant with food law. The assessment is based on a scoring system that is defined in the Code of Practice. When officers inspect a food business they rate the business with respect to several aspects. Three of those aspects namely the standard of hygiene, the structural standard and the confidence in management are awarded numerical values and if any one of them falls below a prescribed level then the establishment is judged not to be broadly compliant. In 2011/12 71% of food premises within Ryedale were judged to be broadly compliant.

### 3.3 Food Safety Complaints

Clear procedures are detailed within national guidance and the North Yorkshire Quality Management System for Food Safety as to how officers should record and investigate complaints. At the outset of an investigation legal action must be accepted as a possibility, therefore procedures with regard to the holding and recording of evidence must be effective. The Quality Management System sets officers’ tight time scales for action so that the complainant should receive a good response. All the actions are recorded and auditable.

The total number of food complaints, which includes those directed against premises as well as specific food items was 15 which was slightly less than those received in 2010/11 when 18 were recorded. The majority of the complaints were again as a result of foreign bodies being found in food. All complaints were investigated.

### 3.4 Authority Principle

LGR promotes the Home Authority Principle to all food enforcement authorities. It has three fundamental objectives:

- to promote enforcement consistency, efficiency and effectiveness;
- to prevent enforcement duplication; and
- to encourage liaison with businesses particularly with regard to legal compliance before problems arise.
Ryedale currently acts as Home Authority for 3 manufacturing premises.

- Thomas of York Ltd., Helmsley;
- Westler Foods Ltd., Amotherby; and
- Pro-Pak Foods Ltd., Malton.

These companies distribute their manufactured goods beyond Ryedale and in some cases to retail outlets throughout this country and abroad. Concerns about their product sold in another part of the country are routed through officers in Ryedale. The Home Authority agreement means that liaison with Ryedale District Council must take place before detailed investigations or legal actions are commenced elsewhere in the country.

3.5 Advice to business

This service routinely provides guidance to businesses with respect to legal compliance and good practice. Those considering new business ventures are actively sought out (e.g. through planning applications) and offered advice. This area of work is very time consuming but it is believed that it is time well spent saving difficulties after the businesses have started trading.

3.6 Food Sampling

Within the food sampling policy there is provision for:

- selected routine microbiological sampling;
- taking part in LGR/HPA national sampling initiatives;
- taking part in HPA Cross Regional Studies; and
- targeting particular foods to obtain comparative data within Ryedale;

**Formal food samples submitted for microbiological examination**

<table>
<thead>
<tr>
<th>Sample Type</th>
<th>No. samples 2010/11</th>
<th>No. Unsatisfactory 2010/11</th>
<th>No. samples 2011/12</th>
<th>No. Unsatisfactory 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cream products</td>
<td>38</td>
<td>2</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Cooked meats</td>
<td>110</td>
<td>9</td>
<td>58</td>
<td>2</td>
</tr>
<tr>
<td>Sandwiches</td>
<td>47</td>
<td>0</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td>Imported food</td>
<td>12</td>
<td>0</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Herbs &amp; Spices</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Nuts</td>
<td>10</td>
<td>0</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>217</strong></td>
<td><strong>11</strong></td>
<td><strong>123</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>
The microbiological sampling of food particularly that which is ready to eat is extremely important in that it helps inform officers of the microbiological standards of food being purchased in Ryedale. The Health Protection Agency, whose laboratories undertake the analysis of the food, are prepared to transport and analyse without charge a certain number of food samples. Ryedale kept within its allowance. Of the 123 samples taken from 45 different premises only 4 were found to be unsatisfactory. The affected premises were contacted immediately and all relevant aspects of the foods production, handling, etc were checked and new controls put in place if necessary. All re-sample results were satisfactory. All food business proprietors are informed of the results.

The unsatisfactory results were largely due to the presence of high levels of indicator organisms rather than pathogens but it is important that procedures are corrected before any pathogenic bacteria begin to proliferate on food.

3.7 Control and Investigation of Food Related Infectious Disease

The investigation of individual incidents of food related infectious disease takes place in line with the standards required by the North Yorkshire Control of Infection Committee. Individual Infectious Disease Notifications (Bacterial) are details below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Notifications</td>
<td>91</td>
<td>71</td>
<td>96</td>
<td>110</td>
<td>87</td>
</tr>
</tbody>
</table>

There was a slight decrease over last year in food poisoning figures with 87 notifications. All the affected individuals were contacted and efforts were made to try and find out the source. It is always difficult to pinpoint the source of an isolated case however by following food histories and the places people may have visited reasonable assumptions may be made. Like last year it was also evident that a significant number of individuals contracted food poisoning whilst abroad.

3.8 Food Alerts

Alerts are received from the Food Standards Agency by e-mail. The food alert system operates mainly through the voluntary co-operation of the food industry in withdrawing food from sale or supply. It is on occasions necessary for food authorities to take immediate action where:-

(a) food presents a hazard to consumers;
(b) vulnerable groups are likely to be consumers of the food; and
(c) there is a possible risk of cross-contamination to other products being stored or sold.

Again there were a significant number of food alerts (41) during the year and the range of issues officers had to deal with was extremely varied. Many of the alerts, which are sent out nationwide, originate from large companies whose products are sold throughout the country. Contamination concerns
have risen with respect to packaging, plastic, metal and glass and some alerts were as a result of bacterial contamination, which made the food unsuitable for consumption. The details of the alerts usually appear in the national press but local authorities are notified quickly and officers take any action the same day.

In addition an increasing number of Allergy Alerts are being sent to local authorities. A total of 65 were received during 2011/12 many relating to a labeling problem at a UK factory which for example has omitted to declare the presence of product in the food which may cause an allergic reaction if unknowingly consumed by an individual.

3.9 Quality Management – ISO Registration of Ryedale’s Food Safety Service

Members will be aware that Ryedale’s food service has been awarded a Certificate of Registration to ISO 9001: 2008. The Service is subject to regular inter-authority and external audits which assess compliance with the many standards we have to achieve to maintain our registration. In February of 2012 an inter-authority audit team spent a day interviewing staff and examining documentation and it was very pleasing indeed to report that no non-conformities were raised.

3.10 Liaison with other Organisations

The arrangements made by the service to endeavour to ensure consistency with respect to enforcement action include:-

- Ryedale District Council is a member of, and plays an active part within the North Yorkshire Chief Environmental Health Officers Food Liaison Group. The group consists of all 8 food authorities in North Yorkshire and holds ISO 9001: 2008 certification for the standard of its food regulation service. Frequent regular meetings are held to debate food safety issues and to agree amendments/additions to the Quality Management System;
- Liaison also takes place with other adjacent authorities to discuss consistency issues;
- Participation along with LGR advisors in Food Standards Agency meetings to challenge and improve food safety systems;
- Opinion with respect to food safety issues is provided to Planning Services with respect to food related business developments;
- Regular meetings with representatives of the Health Protection Agency Laboratory Service with respect to the submission of samples for analysis; and
- Attending meetings of the North Yorkshire District Committee of Infection Control
- Frequent liaison with the Care Quality Commission and Ofsted.
- Frequent liaison with North Yorkshire Trading Standards officers.
4.0 RESOURCES

4.1 Financial Allocation

The cost of providing Ryedale District Council’s Food Service (including Infectious Diseases) for the year 2011/12 was £139,670. The estimated cost for the service in 2012/13 is £129,780.

<table>
<thead>
<tr>
<th>Estimated Cost 2012/13</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Allocation</td>
<td>82,820</td>
</tr>
<tr>
<td>Equipment purchase</td>
<td>670</td>
</tr>
<tr>
<td>Staff Protective clothing</td>
<td>130</td>
</tr>
<tr>
<td>Printing and Stationery</td>
<td>410</td>
</tr>
<tr>
<td>Analysts Fees</td>
<td>310</td>
</tr>
<tr>
<td>Other professional Fees</td>
<td>5,150</td>
</tr>
<tr>
<td>Health &amp; Environment Recharge</td>
<td>40,690</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>130,180</td>
</tr>
<tr>
<td>Income</td>
<td>-400</td>
</tr>
<tr>
<td><strong>NET EXPENDITURE</strong></td>
<td><strong>129,780</strong></td>
</tr>
</tbody>
</table>

4.2 Staff Development Plan

- A staff appraisal system is in operation.
- There are regular minuted staff meetings to discuss the range of work, performance etc.
- The North Yorkshire Chief EHOs group is committed to providing funds each year for the training of officers on technical subjects. Food safety staff are able to benefit from any appropriate courses.
- All officers working in the food safety field must receive a minimum of 10 hours/year food safety ongoing/update training in line with the requirements demanded of professional officers.
- All Chartered Environmental Health Practitioners are required to undertake 30 hours of continual professional development (CPD) each year.
- All officers have access to the monthly minutes of the North Yorkshire Food Liaison Group, which is attended by the Principal Officer.
- Officers work within close proximity of each other and daily the team benefits from the expertise/knowledge of one or more of its members. Such team working is particularly valuable with respect to food enforcement issues.
5.0 QUALITY ASSESSMENT

5.1 A detailed fully documented and audited Quality Management System for Food Safety which is registered to ISO 9001: 2008 is operating throughout all 8 North Yorkshire authorities. Ryedale is subject to a yearly inter-authority audit and a regular external audit by ISOQAR (our accredited ISO certification body). Any issues/non-conformities are discussed at the quarterly meetings of the North Yorkshire Chief Environmental Health Officers Food Liaison Group and practices reviewed and altered accordingly. The performance of officers is also assessed through intra-authority audits and records kept.

6.0 PROACTIVE WORK PLAN 2012/13

6.1 Key service targets in 2012/13

- To achieve the inspection programme detailed in 6.2
- Continue to implement the Food Hygiene Rating Scheme in accordance with the “brand standard”
- To target resources at premises deemed not broadly compliant with food law
- Maintain high levels of business satisfaction
- Maintain ISO accreditation in respect of the North Yorkshire Food Safety Quality Management System
- To achieve the sampling programme detailed in 6.3

6.2 Food hygiene inspection programme

In order to follow the standard laid down in the Food Hygiene Rating Scheme full food safety inspections will continue to be the bedrock of the food work. The manner in which these inspections should be undertaken, the records that require completing and the follow up action is very detailed allowing a clear auditable trail. In consequence site visit times vary but 90 minutes for a catering premises is average with some factory inspections taking 1-2 days.

The following table shows the inspections that are scheduled to be carried out in the year 2012/13. All inspections should be undertaken within 28 days of their programmed inspection date.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>46</td>
</tr>
<tr>
<td>C</td>
<td>244</td>
</tr>
<tr>
<td>D</td>
<td>64</td>
</tr>
<tr>
<td>E</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>405</strong></td>
</tr>
</tbody>
</table>
6.3 Food sampling

The authority has a Sampling Policy and programme to which it adheres. Sampling will be undertaken in a covert manor from various retail premises who handle and prepare high risk foods such as sandwiches, cooked meats and dairy products. Each of the above premises will be sampled at least twice per year with follow up samples being taken on the receipt of any unsatisfactory results. This will result in approximately 200 samples being taken and submitted to HPA Laboratory Service based at FERA, Sand Hutton. All samples are analysed without charge through a Service Level agreement.

In addition to Ryedale’s own sampling programme the authority will also take part in LGR / HPA UK Co-ordinated Microbiological Sampling Programme and the HPA Cross-Regional Surveys and Local Surveys:

- UK Co-ordinated Food Liaison Group Study 48: Pate – comparison of “in-house” produced & large scale produced liver pate
- Cross Regional Survey XR11: Pies, Pasties and Samosas stored at ambient temperatures.
- North Yorkshire Food Liaison Group Study: Hand contact points in non-broadly compliant premises.
HEALTH & SAFETY SERVICE PLAN 20012/13

1. INTRODUCTION

The Council is responsible for the enforcement of health and safety in approximately 1300 premises within the District, from leisure and retail premises, commercial warehousing through to offices and corner shops. The type of premises/nature of activity falling to the Local Authority is dictated by legislation with the HSE being the enforcing authority for those premises not enforced by the Local Authority. In some circumstances local agreements are reached which involves the agreed transfer of health and safety enforcement from the HSE to the LA and vice versa.

A new Section 18 Standard has been issued and this sets out the requirements for Local Authorities when complying with its duty to “make adequate arrangements for enforcement”. The mandatory Standard sets out the arrangements that LAs and the HSE should put in place to meet the duty in four areas:

“Make it happen” – LAs shall set out their commitment, priorities and planned interventions; put in place the capacity, management infrastructure, performance and information systems to deliver an effective service and comply with their statutory duties; operate systems to train, appoint, authorise, monitor and maintain a competent inspectorate.

“Do it right” – use interventions including enforcement action, in accordance with its enforcement policy and within the principles of proportionality, accountability, consistency, transparency and targeting.

“Work together” – work in partnership within its own organisation and other bodies to make best use of joint resources and to actively contribute to liaison, policy and governance arrangements at a local, regional and national level.

“Sell the story” – promote sensible risk management.

Local Authorities are expected to have systems in place for prioritising visits according to the risks posed by a duty-holder’s operation and that they will take account of hazards and the nature and extent of risks. In managing enforcement, Local Authorities must use a combination of approaches from offering information and advice, verbal and written warnings through to, where appropriate, the service of Improvement or Prohibition Notices. A prosecution may be pursued where it is deemed to be in the public interest to do so. Any enforcement decision will be taken in accordance with the Health and Safety Executive’s and the Service’s Enforcement Policy.

The Standard recognises that “partnership is the way the Health and Safety Executive and Local Authorities do business” and reflects the following Statement of Intent agreed between the various representative bodies:

“LAs and the HSE, working jointly and in partnership locally, regionally and nationally, to a common set of goals and standards, committed to focusing resources on agreed health and safety priorities. The aim is to minimise harm to
those affected by workplace activities and contribute to the health and safety and well-being of the local community”.

2. SERVICE DELIVERY

2.1 Health & Safety Interventions

In the first quarter of 2011/12, the Minister for Employment announced the Government’s plans for reform of the health and safety system in Britain with the publication of “Good Health and Safety, Good for Everyone”. Under the reforms, protecting people in the workplace and in society as a whole remains a key priority. The focus of the health and safety regime moved to a lighter touch approach concentrating on higher risk industries and on tackling serious breaches of the rules.

The reforms requires that the Health and Safety Executive (HSE) and Local Authorities (LAs) reduce the number of inspections carried out; to have greater targeting where proactive inspections continue; and to increase information provision to small businesses in a form that is both accessible and relevant to their needs.

In May 2011 guidance was published “Reducing Proactive Inspections” which provided information for LAs on how to determine their health and safety interventions. In keeping with this guidance LAs reserve proactive inspections for Category A premises and use other non-inspection techniques for other categories of premises. Following this guidance the intervention plan for 2011/12, to inspect 100% of Category B premises within 18 months and 20% of Category C premises within the work year was therefore no longer relevant.

LAs should be able to justify any inspection they undertake and conform to the general Hampton principle of “no inspection should take place without a reason” It is not acceptable to target the inspection of a premises on health and safety grounds solely because another inspection is happening in the area or; an inspection is happening for another purpose or; there is no evidence or intelligence to suggest that there are significant risk factors present or; to undertake random checks on premises or new premises.

In line with the HSE national priority programme and LAC67/3 guidance Ryedale’s health and safety interventions are planned and target by having regard to the interventions available, the risk profile of the business/sector, national information (accident statistics, national priorities, Primary/Lead Authority inspection plans) and local knowledge and priorities. In keeping with the Government’s reforms of health and safety there are no restrictions on Ryedale’s reactive health and safety work.
Ryedale’s key delivery priorities are:

- To inspect category A premises
- To investigate accidents
- To respond to complaints and enquiries
- To respond to referrals from services and other organisations
- To support large outdoor events
- To carry out interventions as part of a national priority, a significant potential local issue or where there is a sufficient weight of intelligence over a period of time.

National Priorities for Local Authorities are:

- Visitor attractions to prevent or control ill health arising from animal contact
- Asbestos duty to manage and awareness raising
- Visits to specified sites as part of the coordinated national campaign to address LPG underground pipe work in response to the Lord Gill recommendation
- Interventions to sites identified as within the scope of the national recognised Beauty Sector intervention plan
- During visits for another primary purpose, for example a food safety inspection where if matters of evident concern and/or significant breaches of health and safety law are identified they are dealt with at the same time.

In September 2011 three members of the team were issued with flexible warrants under the West and North Yorkshire LA and HSE Flexible Warrant Scheme. It is envisaged that flexible warranting will build greater capacity for the service and will be used as follows:

- for proactive educative and enforcement projects where a multi-agency team, comprised of inspectors from HSE and all signatory LA’s can make high impact interventions by working together.
- for reactive work where an inspector is on site for another purpose, or passing by, and notices health and safety problems that require urgent attention in a premises where they would not currently be the enforcing authority;
- for reactive work where an inspector is needed onsite urgently to deal with an event such as a workplace fatality and an officer from the current enforcing authority (LA or HSE) is either not available or is so far away that the control of the situation and the start of the investigation will be compromised. In such an instance an officer from a partner agency may be asked to attend as a first response – but only if such an officer is available and suitably competent to deal with the request;
- to share the resource of inspectors with specialist skills as need arises; and
- for LA’s to be able to immediately assist each other should emergency need arise and for business continuity purposes.