

Name and description of key activity /project	Lead Officer	Key milestones/outcomes	Comments	Key performance targets / indicators	Performance Monitor	R A G
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FOOD HYGIENE/STANDARDS:

Aim 1: Use both education and enforcement as a mechanism to ensure that the production and/or sale of food across the Borough is without risk to health.

Objective 1.1 By 31/3/16 Register food and animal feed businesses in accordance with Regulation (EC) No 852/2004 Article 6(2) &183/2005

Estimate 300 new premises per year for food hygiene: <ul style="list-style-type: none"> Total new premises not inspected at April 2015 = 112 	CT All	Legally compliant premises.	Environmental Health will not inspect all new premises due to resources, premises are triaged & allocated according to risk &/or adverse complaints. At those premises where there is a low inspectable risk eg; food banks; domestic cake makers, they will be given a code of N on the Main EH use of the PI. This allows premises to be identified but they will not be allocated any food components for inspection. Information will be emailed as & when required. Officers (FTE) are expected to inspect 1 new premises a month as part of their target.			A
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Objective 1.2 By 31/3/16 Implement a series of food hygiene risk based inspections/interventions in accordance with the Food Standards Agency food law code of practice

Inspection of all category A, B & C food premises due for a food hygiene inspection between 1/4/15 and 31/3/16.	CT All	Improvements in compliance with FH legislation.	See comments at ## re resources	Carry out 100% of Cat A, B & C inspections due	Monthly monitoring of inspections via LAEMS.	R
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<ul style="list-style-type: none"> Cat A = 34 Cat B = 286 Cat C = 321 Total A,B,C = 641 						
<p>NFHRS 0-2 rated premises – estimate 400 visits</p> <p>At 1/4/15 there are 200 0-2 NFHRS premises.</p> <p>By 31/3/16 implement a programme of interventions to bring those premises not in compliance into compliance. Measured through :</p> <p>Visit 1 2 months before the FH is due undertake a advice/education visit (HI03)</p> <p>Notices should be served at this point if necessary for training etc.</p> <p>Visit 2 1 month before the FHI is due undertake verification visit (HI02).</p> <p>Visit 3 Undertake programmed FHI. Where</p>	All			See above	Monthly 1:1; LAMEMS monitoring	

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broad compliance has not been achieved consider formal action.						
Undertake requested re- inspection and/or rescoring of premises in accordance with the FSA Brand Standard.	CT	Improvements in compliance with FH legislation.		Increase in NFHRS following request.		R
Where resources permit risk based identification and allocation of Cat D food premises due to perceived or known risk. <ul style="list-style-type: none"> Currently 208 Cat D premises on database due for inspection 2015/16 There will be no planned intervention at Cat E premises. 	CT All		There are no resources for Cat D inspections at 1/4/15.		Monthly monitoring of inspections via LAEMS.	R
Objective 1.3 By 31/3/16 Approve all food and feed business establishments operating within the borough that are placing products of animal origin on the market in accordance with EC Regulation 853/2004 and 854/2004						
Vertical Directive Premises Inspect and approve premises under product specific regulations.	All	Legally compliant premises		Approval to be determined within 28 days from application for newly applying premises.		R
Objective 1.4 By 31/3/16 Implement a series of food standards risk based inspections/interventions in accordance with the Food Standards Agency food law code of practice						

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Inspection of all category A premises due for a food standards inspection between 1/4/15 to 31/3/16 <ul style="list-style-type: none"> Cat A = 10 premises 	CT	Improvements in compliance with FS legislation.		100% inspection of all Cat A premises due for a food standards inspection	LAEMS	R
Inspection of all category B FS premises where the food hygiene inspection is due between 1/4/15 to 31/3/16 <ul style="list-style-type: none"> Cat B = 139 on database, however not all will be subject to FHI 	CT	Improvements in compliance with FS legislation.		Reduction in the number of overdue Cat B food standards premises overdue for inspection.	LAEMS	A
Risk based identification and allocation of all overdue Cat B food standards inspections.	CT		Total overdue Cat B FS on data base at 1/4/15= 436 of which 391 are unallocated.			G
Objective 1.5:By 31/3/15 Support businesses in improving their food hygiene rating aiding local economic growth						
Intelligence/risk based interventions at specific premises I02- Verification/Surveillance I03 – Advice/Education I04 – Sampling Visits I05 – Information/intelligence	All	Legally compliant premises, improvements in food hygiene/standards/	Where repeated/serious problems are found, notices will be served &/or premises subject to prosecution &/or closure.		LAEMS	R

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CIEH Level 2 Award in Food Safety in Catering courses.	CT RCA		To provide business operators and food handlers with training and support to assist them comply with food safety, health & safety and other legislation. Business support assist with administration of the course.	Achieve 95% pass rate of all persons trained. No. of persons trained		
Objective 1.6 Develop a sampling policy and targeted food sampling programme. Through a targeted sampling programme ensure that all food business operators are fully compliant with EC Regulation 2073/2005 on microbiological criteria for food stuffs.						
Sampling By 30/4/15 review existing sampling policy. By 30/5/15 develop a sampling programme based on intelligence from the North East Sector Food Study Group; London Food Study Group and the Food Standards Agency. The programme shall incorporate a range of microbiological and analytical samples of foodstuffs & environmental swabbing. Priority will be given to locally produced or imported products where Enfield is the originating Authority. FSA grant £16,475 to fund 75 samples (awaiting confirmation)	All	Removal of unsafe food from the market & enforcement taken where appropriate.	Sampling Policy & Programme	No. of samples taken. % satisfactory % unsafe	UK FSS	R

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Aim 2: Empower consumers to make informed choices in relation to the food they purchase and consume.

Objective 2.1: By 31/3/16 Utilise the National Food Hygiene Rating Scheme for display of information to the public

By 31/3/16 provide a weekly upload to the NFHRS website of premises which have been inspected.

SJI

Food Standards Agency Brand Standard.

[Weekly upload to FSA – NFHRS web](#)

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NFHRS	At 14/4/15
5	667
4	445
3	265
2	119
1	264
0	41
Total rated establishments	1801

Aim 3: Provide health protection to consumers through:

- the prevention, reduce & control the spread of any notifiable infectious disease within the Borough of Enfield &
- assessment of private water supplies
- Risk assessed investigation of complaints

Objective 3.1: By 31/3/16 Provide a risk- based response to all allegations/notifications of food related illness .

Ensure notifications of infectious disease/outbreaks are investigated according to internal procedures and the Health Protection Agency plans:

All

Remove and/or reduce the risk of any spread of any infection in the community.

- [Outbreak Control Plan.](#)

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<ul style="list-style-type: none"> Joint Infectious Disease Protocol 						
Animal Feed Enfield does not have any approved premises for animal feed, we do have 47 registered premises. Feed Premises Register <ul style="list-style-type: none"> All farms inspected by contactor as part of ALEHMS 2013/14 2014/15 waste food producers have been inspected 2015/16 ALEHMS grant to decide on inspection programme. 		NB: Farms inspected in 2013/14 are on an old version of M3 & we can't transfer to the new risk rating.	R:\Environment\Environmental Health\Food Safety\Regulation & Legislation\Approvals\Approved premises database.xls			
HEALTH & SAFETY						
Aim 6: To protect the health and safety of residents and workers in the Borough by investigating reported accidents, targeted inspections/interventions, education/ advice, enforcement and the investigation of complaints.						
Objective 6.1 By 31/3/16 Implement a series of health and safety risk based inspections/interventions in accordance with Local Authority Circular 67-2 and the National Local Authority Enforcement Code						
Inspection of all category A rated premises due for inspection between 1/4/15 and 31/3/16 <ul style="list-style-type: none"> Cat A = 4 		The aim of any proactive inspection at a Category A premises is to reduce the risk and the rating to Category B1 or lower.	http://www.hse.gov.uk/lau/lacs/67-2.htm National Code	100% inspection of all Cat A premises		R
Aim 7 : Risk based/intelligence led response to requests for service						
Objective 7.1: By 31/3/16 Target resources at highest risk areas.						
Undertake a risk based/intelligence led	All	Ensure the protection of	Not all complaints received by the food			R

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response to requests for service to determine level of intervention and appropriate further action e.g. informal or formal.		public health including the removal of any unsafe food from the market.	team will be investigated. Each will be assessed on risk to determine the level of intervention and appropriate further action. This may range from no further action; business advice; investigation; prosecution. Further information should be available on the website.			
Aim 8: Informed, competent staff ; members of the public and businesses						
Objective 8: By 31/3/16 Improve staff competence through training and regional working arrangements; FSA on line training						
Staff to complete 10 hrs CPD each on core skills. Training programme of one day per month on line training has been organised.	All	Trained & competent staff		No of hours CPD completed by staff		
Support regional groups, assisting with delivery of intelligence led projects: <ul style="list-style-type: none"> NE Sector Food Group = EZH Infectious Diseases = MPW NW London Health & Safety = VK Food Fraud = CT 	All					
Other Work Not Categorised						
External returns <ul style="list-style-type: none"> LAE1 LAEMS FSS 			AH 134Statutory Returns Submit this information for July – December, including nil returns, to regulatoryhub@ahvla.gsi.gov.uk by			

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<ul style="list-style-type: none"> Animal Health AH134 Private Water Supplies Animal feed Return 			<p>15th January.</p> <p>Queries about AH134 returns should be directed to Clare Mills at APHA on 01905 763355 or clare.mills@apha.gsi.gov.uk.</p>			
<p>Operation Centurion By 31/3/16 working in partnership with the food team; licensing enforcement; HMRC; immigration deliver a series of intelligence led visits.</p>	CT Lic Enforc ement					
<p>Markets/Festivals/Events By 31/3/16 work with partners in the Trading Standards; Food Team; Highways (XXX) & Economic Regeneration (Fiona Crehan) to identify all existing & new markets wishing to trade in the Borough. Develop an information leaflet for market organisers explaining areas of trading standards law that traders need to aware of. Act as the SPOC for dissemination of information to market organisers & traders.</p>			Area of work that needs doing when resources permit.			

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Staff Resources

Food Hygiene		Time estimate (hrs) per inspection & write up/sticker	Total estimated time for inspection programme
A	21 (42 inspections)	3	204
B	286	3	858
C	321	2.5	802.5
D	0		
New	No capacity on existing resource		
NFHRS 0-2	200 x 2 = 400	3	1200
Total	1,049 FHI to achieve- with existing resource & all achieving target we can only achieve 1,049.	11.5h	3,064.5 hrs

Comment [SM1]: Esther – I think we should take this out of this document but keep it for yourself. 12 days planned training per officer seems excessive.

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Food Standards		Time estimate (hrs) per inspection	Total estimated time for inspection programme
A	10	5 hrs	50
B	141	1	141
Total			191

Food Qualified Staff = 6.3	Working Days (222 FTE)	Monthly Target	Yearly Target
RKB (officer leaves 30/5/15)	222 - 12 (for 12 days planned training) = 210	10	120
CT	222 - 12 (for 12 days planned training) = 210	15	180
RCA	222 - 12 (for 12 days planned training) = 210	15	180
MPW	222 - 12 (for 12 days planned training) = 210	15	180
SK	222 - 12 (for 12 days planned training) = 210	15	180
MJH (officer will retire Nov 2015 0.8 post)	177 - 12)for training =) 165	11 & 12	132
SJI (part time)	111 - 12 = 99	7	77
JB (maternity)	0	0	0
Contractor (April – TBC)			
Total	1,314	88	1,049

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Area of Work	Volume 2014/15	Estimation of time (hrs)	Estimation of total time (hrs)
Inspections (FH)		See above	3,064.5
Inspections (FS)		See above	191
Other revisits (FH & FS)	FH = 760 FS = 219 Total = 919	1.5 hrs	1378.5
Notices	121 (FH; Seizure; detention)	1hr per notice	121
Voluntary closure	27	2 hrs	54
Complaints	FH = 252 FS= 126 Total = 378	1.5 hrs	567
ID investigation	34 investigated	3 hrs	102
Prosecutions	19 in progress	20 hrs	380
Total Hours			2,602.5

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