

Name and description of key activity /project	Lead Officer	Key milestones/outcomes	Resources / interdependencies / Media & Communications/Review Comments	Key performance targets / indicators/Comments	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 31/3/15 Register food and animal feed businesses in accordance with Regulation (EC) No 852/2004 Article 6(2) &183/2005

<p>Estimate 300 new premises per year.</p> <ul style="list-style-type: none"> 2012/13 New premises not inspected = 72 2013/14 New premises not inspected = 213 Total new premises not inspected at 7/3/14 = 285 (this number will fluctuate across the year) 	CT All	Legally compliant premises.	<p>New premises should apply for registration 28 days before trading. Enfield should then inspect and formerly register them within 28 days of making an application. The 28 day rule is often difficult to achieve by both parties.</p> <p>Environmental Health don't inspect all new premises due to resources, premises are triaged on a monthly basis & allocated according to risk &/or adverse complaint.</p>	<p>Opened & Closed premises (M3 crystal report)</p> <p>2014/15 533 opened 289 closed Inspected 288 new businesses</p>		A
<p>Cat D Triage - 28/3/14</p> <p>Triage of new Premises & cat D premises for officer allocation.</p>	All			<p>74 Cat D premises inspected. Of these the new ratings went to: D to B = 6</p> <p>D to Non compliant C= 16</p> <p>Total 22</p> <p>(29% of Cat D premises inspected are non compliant)</p>		

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Objective 1.2 By 31/3/15 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 1/4/14 and 31/3/15. <ul style="list-style-type: none">Cat A = 52Cat B = 211Cat C = 291Total A,B,C = 554	CT All	Improvements in compliance with FH legislation.	Compliance is achieving an intervention rating score of: 10 or less for each of hygiene, structure and confidence in management according to Annex 5 of the Food Law Code of Practice. There are currently 186 child-minders subject to FH inspection, effective from 1/4/14 these will be removed from the programme.	# See summary table for change in ratings	Monthly monitoring of inspections via LAEMS.	R
Undertake requested re- inspection and/or rescoring of premises in accordance with the FSA Brand Standard. <div>2013/14 2014/15</div> <div>Rescores 39 60</div>	CT					R
Nursery Settings	CT		Premises written to, advising of the			

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For 2014/2015 the 187 nursery settings have been excluded from the FH inspection programme. This is based on a refocus of resources onto the higher risk areas.			change. Should any intelligence suggest that premises in this sector are poorly performing then consideration will be given to inspecting.			
Objective 1.3 By 31/3/15 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. Currently have 19 approved premises. <ul style="list-style-type: none"> 2013/14 - 4 premises obtained approval 2014/15 – 3 premises obtained approval 	RKB	Legally compliant premises		Approval to be determined within 28 days from application for newly applying premises.		R
Objective 1.4 By 31/3/15 Implement a series of food standards risk based inspections/interventions in accordance with the Food Standards Agency food law code of practice						
Inspection of all category A premises due for a food standards inspection between 1/4/14 to 31/3/15 <ul style="list-style-type: none"> Cat A = 10 premises 	CT	Improvements in compliance with FS legislation.	#See summary table FS	100% inspection of all Cat A premises due for a food standards inspection	LAEMS & Monthly 1:1	R
Inspection of all category B FS premises where the food hygiene inspection is due between 1/4/14 to 31/3/15	CT	Improvements in compliance with FS legislation.	#See summary table FS	Reduction in the number of overdue Cat B food standards premises	LAEMS & Monthly 1:1	A

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<ul style="list-style-type: none"> Cat B = 176 		April- March		overdue for inspection.		
Risk based identification and allocation of all overdue Cat B food standards inspections. Total overdue Cat B FS = 454	RKB		At 31/3/15 there are 120 Cat B FS Inspections outstanding			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/	2014/15 achieved: I01 - Inspection/Audits 1032 I02 - Verification/Surveillance 698 I03 - Advice/Education 62 I04 - Sampling Visits 18 I05 - Information/Intelligence 18 Total 1828		Monthly & LAEMS	R
Enforcement Outcomes			EN01 Voluntary Closure 27 EN02 Seizure/Detention/Vol Surrender 11 EN07 Improvement Notice 109 EN08 Remedial Action/Detention 1 EN09 Written Warning 846 PROS 5 Total 999	11 prosecutions are still in progress.		

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Business Survey & Support- Work with town centre managers &/or Community leaders to assess business needs at 15 premises rated 2 in order to improve rating to 3 or above. Measured through: <ul style="list-style-type: none"> • Survey • Support visits • training 	RCA		2 month project targeting 15 selected premises rated 2 to move to 3 for HCC. See G Drive Premises ratings shift: 2 to 2 = 1 premises 2 to 3 = 2 premises 2 to 4 = 4 premises 2 to 5 = 2 premises			R
Green Lanes Food Festival Food Festivals – Borough Wide	JB	Working with Business regeneration & the local colleagues, identify which premises are 0-2 rated in this locality & seek to secure improvements.	Not progressed.			A
North London Chamber of Commerce/Town Centre Managers	PB		Engage with key personnel to provide any advice/support/training re food hygiene/health & safety. See business survey & support project			G
Food Waste Reduction Targeted at wholesalers; manufacturers, distribution.	RKB		Not progressed – no resource.			G
CIEH Level 2 Award in Food Safety in	CT		Trained 204 candidates for Level 2 Food			

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Catering courses.	JB RCA		Hygiene and Safety with a pass rate of 97%			
Series of Project days targeting specific cares of concern: <ul style="list-style-type: none"> Out of date food (8/7/14 MJH) Butches Day (RKB) 	All		Delivered – see notes at end			
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 30/4/14 review existing sampling policy. By 30/5/14 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.	RKB	Removal of unsafe food from the market & enforcement taken where appropriate. Contribute to wider public health agenda through targeted sampling to reduce salt/sugar/saturated fat in food products thereby reducing incidence of CHD & obesity.	Sampling Policy & Programme	Samples were taken from a total of 68 different food premises. A total of 290 samples have been taken of which: <ul style="list-style-type: none"> 159 were for microbiological examination (of which 19% were unsatisfactory) 131 were for chemical or compositional analysis (of which 12% were unsatisfactory) Of these, 183 (63%) were taken formally.		R

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				See Appendix E- Sampling review 2014/15 for full details																		
Aim 2: Empower consumers to make informed choices in relation to the food they purchase and consume.																						
Objective 2.1: By 31/3/15 Utilise the National Food Hygiene Rating Scheme for display of information to the public																						
By 31/3/15 provide a weekly upload to the NFHRS website of premises which have been inspected. At 07/3/14 NFHRS premises breakdown : <ul style="list-style-type: none">0 =391=2642=1303=2384=4365=597	CT/JB		Food Standards Agency Brand Standard. <table border="1"><tr><td>FHRS inspection result</td><td>At 14/4/15</td></tr><tr><td>5</td><td>667</td></tr><tr><td>4</td><td>445</td></tr><tr><td>3</td><td>265</td></tr><tr><td>2</td><td>119</td></tr><tr><td>1</td><td>264</td></tr><tr><td>0</td><td>41</td></tr><tr><td>Total rated establishments</td><td>1801</td></tr></table>	FHRS inspection result	At 14/4/15	5	667	4	445	3	265	2	119	1	264	0	41	Total rated establishments	1801		Weekly upload to FSA – NFHRS web	R
FHRS inspection result	At 14/4/15																					
5	667																					
4	445																					
3	265																					
2	119																					
1	264																					
0	41																					
Total rated establishments	1801																					
Objective 2.2: By 31/3/15 Promote and encourage businesses to participate in the London Wide, Healthier Catering Commitment. (HCC)																						
Public Health Agenda – Healthier Catering Commitment (HCC)	RKB		Not progressed no resource.			A																

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2012/13 – signed up 20 HCC 2013/14 – signed up 30 HCC Re-audit existing 50 HCC premises for continuation in the scheme. Sign up estimated 20 new premises to the HCC model.						
Objective 2.3: By 30/6/14 Support the Food Standards Agency Food Safety Week: Don't Wash Raw Chicken						
Support the Food Standards Agency annual Food Safety Week Campaign	JB	Deliver targeted project supporting national initiative. 10-16 th June	Completed; stand in the canteen; press coverage with photo of Cllr Bond.			R
Objective 2.4: By 31/3/15 Reassess and support those nursery settings that signed up to the Eat Well, Start Well Campaign in 2013/14						
Reassess 30 nursery settings to determine if standards have been maintained.	CT		8 premises audited. Project cut short due to resource issue.			
Aim 3: Provide health protection to consumers through: <ul style="list-style-type: none"> the prevention, reduce & control the spread of any notifiable infectious disease within the Borough of Enfield & assessment of private water supplies 						

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- Risk assessed investigation of complaints**

Objective 3.1: By 31/3/15 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: <ul style="list-style-type: none"> Outbreak Control Plan. Joint Infectious Disease Protocol 	All	Remove and/or reduce the risk of any spread of any infection in the community.	Change in procedure that all specimen pots will now go to Royal London not NMSH. 2014/15: 276 ID cases reported, 34 (12% were investigated); by category: Dysentry = 2 Viral Hep =5 Typhoid = 1 FP = 16 Legionella = 2 Other = 1			R
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Objective 3.2 By 31/3/15 Undertake a risk assessment of all known Private Water Supplies in the Borough, (except for supplies to a single non-commercial dwelling unless a risk assessment is requested)

Undertake a risk assessment on all private water supplies in the Borough.	MJH	Risk assessment of known PWS.	Completed for Coca Cola & Arla			G
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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 31/3/15 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 1/4/14 and	PB	The aim of any proactive inspection at a Category A	http://www.hse.gov.uk/lau/lacs/67-2.htm	100% inspection of all Cat A premises		R
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31/3/15 • Cat A = 5		premises is to reduce the risk and the rating to Category B1 or lower.	National Code Total of 13 H & S inspections carried out.			
Objective 6.2 By 31/3/15 Deliver appropriate intervention in accordance with Annex A of the National Local Authority Enforcement Code .						
Determined dependent up on resource.	PB		No additional health and safety work done			G
Aim 7 : Risk based/intelligence led response to requests for service						
Objective 7.1: By 31/3/15 Target resources at highest risk areas.						
Undertake a risk based/intelligence led response to requests for service to determine level of intervention and appropriate further action e.g. informal or formal.	All	Ensure the protection of public health including the removal of any unsafe food from the market.	Food Hygiene Complaints = 252 Food Standards Complaints = 129	See LAEMS spreadsheet		R
Aim 8: Informed, competent staff ; members of the public and businesses						
Objective 8: By 31/3/15 Improve staff competence through training and regional working arrangements.						
Staff to complete 10 hrs CPD each on core skills.	All		Supported – see training matrix			
Support regional groups, assisting with delivery of intelligence led projects: • NE Sector Food Group = EZH	All		Supported see R Drive for meeting notes			

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<ul style="list-style-type: none"> • Infectious Diseases = CT • NW London Health & Safety = PB • Food Fraud = RKB • Healthy Catering Commitment (RKB) 						
Other Areas of Work done but not included in plan at outset						
Op Centurian 2-6-14 <ul style="list-style-type: none"> • Targeting premises with immigration 	CT		Excellent joint partnership with immigration visiting various premises.			
Enfield Expo- 10-7-14 <ul style="list-style-type: none"> • Stand at Dugdale Centre organised by Federation of Small Businesses 	All		Supported by the team on rotation for 2 hrs			
FSA NFHRS Grant	JB		<p>531 visits to check display were made 54% were not displaying rating (291 premises)</p> <p>Of these we carried out 275 face to face visits</p> <p>Following the face to face visits 201 premises put up their rating (73%)</p> <p>So of the 531 originally visited 83% of them now display their rating</p>			

MJH/SJI	By 31-7-14, plan and deliver a day of targeted interventions aimed at the	<ul style="list-style-type: none"> • A total of 27 Independent Minimarkets were visits across the Borough on
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		removal of out of date food from retail premises.		<p>Tuesday 8th July by Teams of Food Officers, where a Food Hygiene and Food Standards inspection was carried with the emphasis on the checking of Food on Display passed 'Use By' date</p> <ul style="list-style-type: none"> • A total of 27 premises visited of which 16 premises had food on display passed 'Use By' date (it is an offence to have food passed 'Use By' date on display for sale) • In total a 132 food items were taken from the premises as evidence, including Sandwiches, Cooked Meats, Yoghurts, Desserts, Dips, Cream Cakes. • The oldest product with a Use By date removed was 4th June 2014 • In addition to finding food passed 'Use By' dates, businesses were found with no hot water for staff toilets, food not been stored at the correct chilled temperature (8°C), no wash hand basin for staff to use when handling open food, • All Food Businesses were given an information leaflet on 'Use By' and 'Best Before' dates, including daily checks that they should carry out. (Copy attached) 		
RKB		By 1-10-14, plan and deliver a day of targeted interventions aimed at the removal of sheep's heads from retail butchers.		The original remit for the project was to identify any over-age sheep heads on sale as this had been identified as an issue at several butchers in the Borough. The scope was extended to cover the general fitness of raw meat, traceability & the description & labelling of meats. Inspections were carried out at 14 businesses throughout the Borough. Encouragingly, no unfit meat was found & all the sheep heads that were on sale were found to be under 1 year of age as required. Some issues were found with the information provided on invoices by suppliers & these were directed to the supplier's local authority or the Food Standards Agency for follow up action. Advice was also provided to businesses regarding the provision of accurate descriptions for meat at the point of sale & ensuring that the legally required information for beef labelling & traceability was available for customers if		

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			required. It was also noted that premises that had been previously selling lamb/mutton as goat were no longer advertising goat meat.
CT	By 20-1-15, plan and deliver a day of targeted interventions aimed at the removal of food not displaying the correct health marking, e.g. dried fish.		

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JB/SJI/MPW/SK To evidence this please can officers provide me with copies of articles written by set dates. It would be useful to bring any feedback from this to the team meetings		<p>By 31-3-15, improve communication with social media and/or local publications to promote the work of the food safety team and deliver positive messages to assist businesses improve their national food hygiene rating score and raise awareness amongst the public.</p> <p>Measured through targeting the following publications with a minimum frequency of 1/7/14; 1/9/14; 1/12/14; 31/3/15:</p> <ol style="list-style-type: none">1) Love your Doorstep (JB) http://www.loveyourdoorstep.co.uk/ & https://www.facebook.com/pages/Love-Your-DoorStep/2558441378177702) Baby Buzz Magazine (JB) http://www.babybuzzmagazine.com3) Turkish Press (SJI)4) N21 online (run N21 festival & Xmas Fayre) (MPW) http://www.n21online.com/5) Palmers Green Life Magazine (SK) http://www.palmersgreenlife.co.uk/ <p>When delivering the above officers may also wish to speak to colleagues in Trading Standards as there may be opportunities to deliver a joint message.</p> <p>-----</p> <p>SJI - 30-07-14 Food Safety Talk for Salvation Army Womens' Group</p>	<div></div> <p>Food Hygiene Rating Scheme Article SEC UNCLASSIFIED .msg</p> <p>15 – SJI & MPW/SK – email sent to Andrew Golder re. publication in local press of FHRS article</p> <div></div> <p>FHRS Press Article SEC UNCLASSIFIED .msg</p> <p>23/01/15 SJI – email sent to Andrew Golder requesting original article to be sent to Turkish press</p> <div></div> <p>Food Hygiene Ratings Scheme SEC PROTECT COMMERCIAL .msg</p> <p>26/01/15 SJI – emailed original article to Love Your Doorstep</p>	16-01-		

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Schools	Issues raised about hygiene issues in some schools & the Cat D & E which won't routinely be inspected.					
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Food Hygiene Inspection Summary Table & Ratings:

Existing Rating	New Rating				E
	A	B	C	D	
A (62 total)	9	25	25	3	0
B (260 total)	8	111	117	21	3
C (337 total)	6	64	158	93	16
D (74 total)	0	6	23	38	7
E (9 total)	0	0	3	6	2
New	9	76	91	79	40

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Food Standards Inspection Summary Table & Ratings

	New Rating			
Existing Rating	A	B	C	
A (10 total)	10			
B (176 total)		176		
C (121 total)			121	
New	0	5	1	