

Midlothian Council Food Service Plan 2012-2013



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Food Service Plan 2012 – 2013

1. Service Aims and Objectives

- 1.1 The main aim of the Food Service is to protect public health by ensuring that food produced or consumed in Midlothian is safe to eat. We also check that food is described in a way that allows the consumers to make informed choices about what they eat.
- 1.2 The Food Service carries out the statutory duties which are required of Midlothian Council as a Food Authority.
- 1.2 The work of the Food Service falls under Corporate Strategy Objective No. 3: Maintaining Midlothian as a safe place to live, work and visit.
- 1.3 The Council has adopted local performance indicators for the service. These are the percentage of planned food premises inspections achieved and as an outcome measure the percentages of businesses deemed to be broadly compliant with food legislation.
- 1.4 The Food Service Plan has been prepared in accordance with the requirements of the Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement issued in April 2010. It covers the financial year from 1st April 2012 to 31st March 2013.

2. Background

2.1 Profile of Local Authority

Midlothian Council is located to the south of Scotland's capital city Edinburgh and serves a population of almost 82,000. The Council is one of the smallest in Scotland covering a geographical area of 35,527 hectares. Midlothian shares its borders with East Lothian, Edinburgh City and Scottish Borders. Public services, including local government, education and the health service, comprise 31% of Midlothian's employment. The retail and service industry sectors account for about 48% of the workforce - the majority of these being in being small or medium sized enterprises. The manufacturing and construction sector employs about 19% of the working population. Despite a significant rural hinterland only 2% of the workforce is employed in agriculture or forestry operations. Significant house building programmes are increasing the resident population many of whom commute to the city. The main population centres are Dalkeith, Bonnyrigg and Penicuik but much of the area is rural in nature with small towns and villages.

2.2 Scope of the Food Service

The Food and Safety team carry out a range of activities to meet the requirements of the Food Service plan. These include:

- The regular inspection of food premises for food hygiene and food standards.
- The approval and licensing of certain premises.
- The sampling of food and animal feedstuffs to check on microbiological quality and composition.
- Investigation of complaints from the public about food, food labelling and food premises.
- Investigation of food related cases of infectious diseases.
- Enforcement of the legislation in relation to the above activities.
- Providing advice and assistance to the public and new or existing food business operators.

In addition the Food and Safety team has responsibility for the enforcement of the Health and Safety legislation in certain premises in the Midlothian area and contributes to the licensing of many premises and activities.

The food hygiene and standards elements of the service are delivered by Environmental Health Officers and Food Safety Officers. The feeding stuff element is dealt with by Trading Standards Officers.

The field staff of the Food Service and Trading Standards are based at 9 Ironmills Road, Dalkeith, EH22 1JN - Tel 0131 271 3549.

The Group Manager Environmental Health and the Public Health team are based at Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZN - Tel 0131 270 7500.

Office hours for both locations are: 9-5pm Monday to Thursday and 9-3.45pm Friday. However, a significant amount of inspection work takes place “after hours” in order to access businesses which open in the early mornings, evenings or at weekends.

Outwith these hours contact for emergency purposes is on an ad-hoc “whom-failing” response commencing with the Head of Housing and Community Safety via the Midlothian Contact Centre - Telephone number 0131 663 7211. Fax Number 0131 271 3246.

The organisational Structure, lines of responsibility and establishment of Environmental Health and Trading Standards sections are illustrated in Appendix A.

2.2.3 Staffing Allocation

The current number of staff in the Food and Safety Team working directly on food law enforcement and related matters equates to approximately 3 full time equivalents (FTE).

2.2.4 Financial Allocation for Food and Safety Team

Direct Staffing costs	£230,000
Inspection Services equipment and maintenance costs	£6,294
Provision for scientific services	£36,000

2.2.5 Staff Development

Food service staff are subject to the Council's appraisal process which sets and monitors individual performance targets and identifies training needs. The Food Standards Agency requires all food enforcement officers to obtain at least 10 hours of update training in food related matters during the year to maintain their competency.

2.3 Service user profile

As of 1 April 2012 there were 691 registered and operating food premises in Midlothian. The majority of the food premises in the area are small to medium enterprises employing less than ten people (see Appendix B). There are 6 Approved premises located in the area manufacturing and supplying food to national and international markets. Currently the non-English speaking population is relatively small but regular use is made of a translation service (particularly for the Chinese food business community) and guidance and information in other languages is provided whenever possible.

2.4 Policy on Enforcement

The Authority has a documented food enforcement policy that sets out how the food service will deal with infringements of the legislation and will intervene to bring the operation back into compliance. We regulate the activities of food businesses through a mix of enforcement and advisory action. Our efforts are targeted at those of the food business community which present the greatest risk to consumers.

2.5 Safe food and compliance with the law

Central to the regulation of food premises and producers is the concept that their activities are assessed on the basis of the risk they present to consumers. The greater the risk, or potential risk, the more resources the Service directs to those operations. We are required to subject higher risk premises to regular "Official Controls". This means those premises are inspected or audited at more frequent intervals and may have their food products sampled. Lower risk premises may be subject to inspections if resources allow for it or they come to our attention.

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The Food Hygiene Information Scheme (FHIS) was launched in Midlothian in October 2010. Using our assessment of the risk of food operations businesses are categorised as having PASSED their last inspection or needing IMPROVEMENT. Food business operators are provided with materials to display on their premises informing the consumer of their FHIS status. The results for all businesses subject to the scheme are published on the Food Standards Agency Website. A PASS classification has been adopted as one of the criteria for a business to be listed in the Midlothian Food and Drink Directory.

To obtain a PASS classification a business must be **broadly compliant** with the law. This measure uses parameters from the risk assessment of a premises based on hygiene, structure and confidence in management. Since these are areas where we can intervene to improve matters we use the percentage of businesses which are broadly compliant as one measure of our effectiveness.

The FSA introduced new guidance on the control of cross contamination risks following the production of the Pennington Report into the 2005 E.coli outbreak in Wales. This contains significant changes to the way in which compliance with the food hygiene requirements will be assessed. More emphasis will be put on the physical separation of raw and cooked food processes in a business as a control measure. As a result the risk ratings of some food premises may increase – leading to more inspections and extra enforcement activity is anticipated.

From April 2012 the use of remedial action notices has been extended to all food premises. These notices allow an enforcement officer to immediately prohibit an activity or use of equipment that gives rise to a risk to food safety in a food premises.

3. Service Objectives

3.2 Planned work

At the end of March 2012 79.6% of premises were broadly compliant with Food Hygiene legislation. For this plan it is the intention of the Service to increase the percentage of broadly compliant premises as follows:

Objective 1 Improve the % of premises which are broadly compliant for Food Hygiene by 4% to 83%

Objective 2 Improve the % of premises which are broadly compliant for Food Standards to 75%

In order to meet these objectives the Service will carry out the following planned work;

Objective 3 Complete programmed food hygiene inspections or audits

Planned Food Hygiene Inspections		
Premises Risk Rating	Inspection Target	Number of planned inspections
A	100% of High risk	2
B		67
C	95% of Medium risk	189
D	50% of low risk	53
New premises	100%	
Outstanding missed inspections high and medium risk		0
Total		311

Objective 4 Complete programmed Food Standards inspections or audits

Planned Food Standards Inspections		
Premises risk rating	Inspection Target	Number of planned inspections
A	100% of High	1
B	100% of Medium	42
New premises	100%	
Outstanding missed inspections high risk		1
Total		44

Objective 5 Carry out Alternative intervention at low risk food premises

Where a premises presents a very low risk to the consumer i.e. those rated as “E” for food hygiene and “C” for Food Standards we will not normally carry out a routine inspection. This reduces the regulatory burden on the business and allows us to direct resources to higher risk operations. Self-assessment questionnaires are sent to premises as an alternative to carrying out an inspection. Where self assessment questionnaires indicate a significant change in the food operations at the premises or assessments are not returned the premises is likely to receive an inspection. We may also inspect if we receive a complaint about a premises.

Premises risk rating		Number of premises
Food Hygiene	E	55
Food Standards	C	127

Objective 6 Complete 100% of Feeding stuffs inspections due (Trading Standards responsibility)

Feeding Stuffs inspections	
Number of registered premises	Number of planned inspections
51	0

3.3 Food Sampling

The sampling of food for microbiological and chemical contamination and for analysis of the ingredients forms an important part of the work of the Service. It provides “end point” monitoring of food safety and the standards of food production. Samples submitted for analysis of their ingredients are often also assessed on the legality of their labeling. The Authority samples food from outlets within the district and participates in local and nationally organised food sampling campaigns whenever resources allow.

Food sampling is targeted at high risk premises and products and is carried out in line with the Authority’s documented procedure. Food samples are submitted to Edinburgh Scientific Services who employ the Authority’s appointed Food Examiner, Public Analyst for compositional analysis and Agricultural Analyst.

The Service plans to take the following samples provided resources allow for it.

Objective 7 Complete Sampling from Approved Premises

Sampling from Approved premises		
Food Sampled	Microbiological Analysis Quantities	Chemical Analysis Quantities
Processed Milk	6	6
Cream	2	2
Meat Products	3	3
Pizzas and Ready Made Meals	5	5
Savoury dumplings	6	3
Various Foodstuffs	6	6
Raw milk from production holdings	15	15
Totals	43	40

Objective 8 Complete Midlothian planned Sampling programme

Food Sampled	Purpose	
	Microbial contamination	Chemical Contamination or composition
Cooked sliced meats from manufacturing butchers	10	10
Private Water Supply to food premises	2	1
Fresh Cream products from manufacturing bakers and retailers	14	6
Pre-packed sandwiches from Supermarkets	10	10
Sandwiches from sandwich makers	24	12
Omega 3 fatty acids content in foods claiming to be high in it	0	8
Tea (Mycotoxins & PAH's)	0	6
Ready to eat foods inc meals from takeaway premises	60	30
Meals from care premises	20	10
Following Food Complaints	8	8
Total	148	101

Objective 9 Complete contributions to planned sampling surveys

The Service contributes to sampling surveys organized by the Food Standards Agency, Lothian and Borders Food Liaison Group and the Scottish Food Enforcement Liaison Committee

Details of the sampling activities had not been finalized at the time of preparation of this plan

3.4 Reactive work

3.4.1 A proportion of the Services' work relates to dealing with requests for service about matters relating to food safety. Approximately 170 requests are received each year.

Requests may relate to such things as;

- complaints about food that people have bought or consumed
- food premises which appear to be being run unhygienically
- requests for advice about starting food businesses, legal requirements, food hygiene training or the layout and fittings of proposed premises.
- licensing of street traders or premises selling alcohol
- scrutinising planning applications and building warrants received by the Council relating to food premises and offering advice to applicants regarding premises layout, fittings and so on.
- investigating cases and outbreaks of infectious disease associated with the consumption of food or water ("food poisoning").
- responding to notifications of incidents of public health significance received from the Food Standards Agency or Scottish Water

Objective 10 Commence investigation of 100% of requests for service made to the service about food and food premises within target working days

3.4.2 Liaison with Other Organisations

The Food Service works alongside the Lothian Health Board's Health Protection Team in dealing with any major outbreaks of food related disease in or affecting Midlothian. As all Food Service Officers are appointed as investigators under the Public Health etc. (Scotland) Act 2008 they may also be involved in dealing with other public health emergencies. The service may be required to act in partnership with the Food Standards Agency to ensure food which is regionally or nationally distributed and has some problem associated with it is removed from sale by food businesses in Midlothian.

The Food Service is represented at the Lothian and Borders Food Liaison group which meets at two monthly intervals. The group has representation from the Public Analyst and members attend the Scottish Food Enforcement Liaison Committee. Regular liaison also takes place with NHS Lothian's Health Protection Team and Scottish Water on matters of infection control and with the Scottish Commission for the Regulation of Care.

3.4.3 Enforcement Activity

Authorised Officers have a variety of powers to secure compliance with the food safety legislation and to investigate disease related matters. These powers include the service of legal Notices, reporting businesses to the Procurator Fiscal and issuing Approvals. There have been recent changes to the legislation relating to interviewing of suspects and disclosure of material gathered during investigations. Changes have also been made to the way in which Specialist Reporting Agencies, such as the Council, make reports recommending prosecution to the Crown Office Procurator Fiscal Service (COPFS).

4.0 Quality Assessment

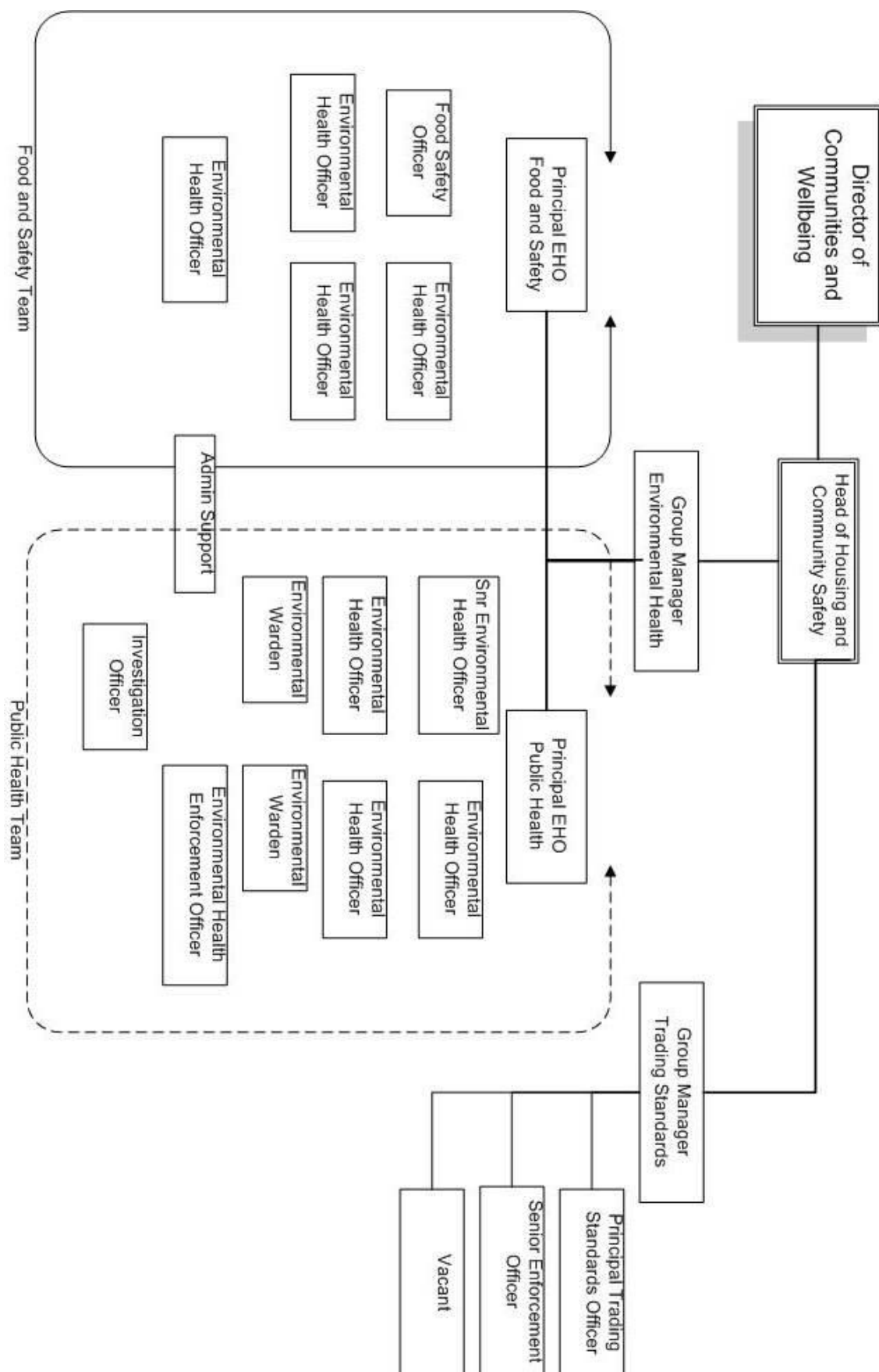
The Service relies on the professional skills of its authorised officers for the delivery of the service plan. In order to maintain the quality of their work;

- We continually review our operational procedures to improve our service delivery and to take into account legislative and practice changes.
- We evaluate the consistency of our inspections against our procedures through activities such as accompanied inspections by senior inspectors, team meetings, and review of inspection reports to ensure consistency in the work of the Service.
- We ensure that Officers appointed as food inspectors complete at least 10 hours food related training each year as part of their on-going training to maintain their competency.
- We are subject to periodic independent audit by the Food Standards Agency
- We carry out periodic surveys of businesses which have been subject to inspection to find out what they thought of the experience. In addition service users can utilise the Midlothian Council feedback procedure to make comment or raise concerns about the way in which the service is delivered.
- We report the performance of a number of our planned objectives to elected members at regular intervals.

Objective 11 Ensure all Authorised Officers receive a minimum of 10 hours food related competency training

Appendix A

Appendix A Organisational Structure



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Appendix B

Midlothian Food Premises

Ancient monument/visitor attraction	1
Army Barracks / Premises	1
Bakehouse	3
Bakehouse – Manufacturing	3
Bed and Breakfast	7
Bee Keeper	1
Bingo Hall	1
Bookmaker with food	1
Bowling Club	1
Brewery	1
Butcher – Manufacturing	6
Butterfly Farm	1
Café	22
Care Home – Nursing	8
Care Home – Residential	19
Cash and Carry	1
Caterer	10
Childcare, Playgroup, Nursery – private	33
Childcare, playgroup, nursery –LA	21
Childminder	11
Church with food	24
Church without food	1
Club	3
Community Building/Church Hall	13
Dairy – Pasteurising	1
Day Care - Elderly / Disabled	2
Distribution – Food	8
Educational Establishment kitchen	3
Egg Packing Centre	1
Factory Kitchen/Staff Canteen	4
Farm – Arable	1
Farm - Milk production holding	5
Farm shop	1
Fishmonger (other than retail)	3
food basket/sandwich retail	3
food distributor – water	1
Food Manufacturer	7
Food Packer	1
Garden Centre – Retail	1
Golf - Driving Range	1
Golf Course	5
Haulier	2
High School kitchen	5
HMO	1
HMO with food	7
Home Caterer/Domestic Premises based	17
Hospital Kitchen	2
Hotel/Guest House	16

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House in multiple occupation	2
HSE enforced caterer	1
Importer	1
Kitchen	4
Licensed Club	36
Market trader	3
Materials and Articles Manufacturer/ Sup	1
Midlothian Council Café	3
Midlothian Council Community Centre	3
Midlothian Council Day Care- Elderly/Dis	2
Midlothian Council Leisure Centre	4
Midlothian Council Residential Care Home	5
Mini market	1
Mobile Shop – Caterer	23
Mobile Shop - Food Retailer	20
Offices - Large with staff canteen	2
Off-Sales	2
Petrol Station with food	7
Post Office with food	3
Primary school kitchen	30
Private Leisure Centre	1
Public House - Full Catering	18
Public House – Snacks	24
Removals/Haulage	1
Restaurant	31
Retail – Baker	11
Retail – Butcher	2
Retail - Clothes Shop	1
Retail - Craft Shop	1
Retail – Fishmonger	1
Retail – Food	44
Retail - Freezer Shop	2
Retail – Greengrocer	4
Retail – Haberdashery	1
Retail – Miscellaneous	3
Retail - Newsagent, Confectionery	12
Retail - Pharmacy/Chemist	14
Retail - Record Shop/Video	1
Sheltered Housing with food	4
Sports Ground	2
Supermarket	12
Take-Away	23
Takeaway Asian style	6
Takeaway Chinese style	23
Takeaway Fish and Chips	3
Theatre, Museum, Galleries	1
Warehouse – Food	1
Grand Total at April 2012	691

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