

**Environment
Department**



Food Law Enforcement Plan (2003 / 2004 Update)



Awarded for excellence

BRACKNELL FOREST BOROUGH COUNCIL
ENVIRONMENT DEPARTMENT
FOOD LAW ENFORCEMENT PLAN 2003/2004

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1. Food Service Aims and Objectives

1.1 Aims and Objectives

The relevant aims of the Environment Department are:

- To contribute to health promotion within the community
- To encourage and promote high standards in retail premises
- Promoting an equitable and mixed trading environment
- Working with the community to promote healthy and sustainable lifestyles
- To promote quality of life throughout all sectors of the community
- To maintain and improve the visual and living environment
- To aid movement of people and goods in the Borough
- Making service more accessible to the public through an integrated Customer Service Centre

Food law enforcement is a function of the Environmental Health and Trading Standards sections.

To be effective, officers are required to allocate a risk rating to all food premises in accordance with the Food Safety Act 1990 and statutory codes of practice to ensure that all relevant premises are inspected according to risk to meet the requirements of the Food Standards Agency's 5-year inspection programme.

To assist in the process of achieving this, a number of operational objectives have been set.

For Trading Standards these are:

- To seek to ensure that all food and drink produced, imported or sold within the Borough is of appropriate quality and composition, and in conformance with its description.
- To plan and carry out a programme of food sampling, to determine by analysis, whether or not food and drink produced, imported or sold within the Borough is of appropriate quality and composition, and in accordance with its description. Priority will be given to locally controlled or produced foods.
- To promote awareness of food safety issues, especially in relation to information contained on food labels.

For Environmental Health these are:

- To seek to ensure that all food and drink produced, imported or sold within the Borough is fit for human consumption and free from contamination.
- To undertake a bacteriological sampling programme with special emphasis on foodstuffs or ingredients produced or distributed from within the Borough.
- To enhance public and trade awareness through education and publicity of the need to maintain high standards of food hygiene/control.

Progress against all these objectives is measured monthly and reported in detail to the Executive quarterly. Resources are allocated where appropriate to ensure that targets

are achieved. The Borough Council is committed to the concepts and process of Best Value. The Council has a robust Performance Review system in place. Service delivery is constantly reviewed to ensure that new initiatives and proposals can be put forward to further improve the service for customers and to highlight efficiencies where these can be made.

1.2 Links to Corporate objectives and plans

The annual Environment Department Service Plan together with the Environmental Health and Trading Standards Food Law Plan complement the Community Plan to deliver those priorities. The Community Plan sets out the Councils Vision and identifies the Councils priorities The Vision is to:

“To make Bracknell Forest a place where people can thrive; living, learning and working in a clean, safe and healthy environment.”

2. **Background**

2.1 Profile of the local authority

The Borough of Bracknell Forest is in a prime location, at the very centre of the Thames Valley, some 25 miles from London. This location of the Borough and the development of Bracknell new town have meant that the Borough has traditionally enjoyed high employment growth and low levels of unemployment.

ABOUT BRACKNELL FOREST

More than one Community

This area is know as Britain’s “silicon valley” and rightly so. The area is home to head offices of major IT companies and many household names such as Waitrose, BMW, Fujitsu, Dell and Hewlett-Packard.

But this does not make us complacent. Bracknell Forest has much to be proud of, and we are sure that there is more we can do.

We know that the population is growing here and that we need to provide more homes and opportunities for young families to stay in the area and prosper.

The Borough comprises Crowthorne and Sandhurst town in the south, the semi-rural communities of Binfield, Warfield and Winkfield in the north and the former new town of Bracknell in the centre of the Borough, which contains the majority of the Borough’s commercial and industrial areas.

What this means for community planning is that there is no one single community in Bracknell Forest.

with many voices

Several towns and communities in Bracknell Forest mean that many views need to be heard and the Partnership will do its best to recognise and respect all of them.

But Bracknell town needs attention to make it fit for the 21st Century. There is more detail on what we plan to do throughout this document and hopefully that emphasis shows what an important issue the character and development of the area is.

During the 1990s Bracknell Forest experienced a greater percentage increase in population than neighbouring Berkshire authorities and this growth is predicted to continue over the next 20 years.

One of the main reasons for this is the high economic profile of the area, which is due to the unique geographical location of the Borough and the good road and rail links with London, Heathrow Airport, the west and south west of England. Over half the Borough's population are economically active, which is significantly higher than the national average. In terms of ethnicity, the population is predominantly white, with around 3% representing other ethnic groups. The Borough has a higher than average percentage of 20-40 year olds, and some wards show significantly large proportions of older people. Almost 40% of the population own two or more cars, compared to 19% nationally.

The Borough Council became a Unitary Authority on 1 April 1998. A restructuring programme in 2002 resulted in the creation of the Environment Department by merging the former Public and Environmental Services Department and the Planning and Transportation Department. This means the Authority now consists of 5 Directorates and now employees in excess of 3,500 staff.

2.2 Organisation Structure - Food Safety

The Borough Council works to the Executive model with the Environment Department having two Executive Members to report to. Some functions of the Department report to specialist committees. The Licensing and Safety Committee, for example, deals with food registration and licensing of food premises.

Trading Standards and Environmental Health form part of the Sustainability Division of the Environment Department. This Division is made up of four service areas: Trading Standards and Services, Environmental Health and Safety, and Planning and Building Control and Planning and Transport Policy.

The Trading Standards and Environmental Health sections are part of high profile front-line services of the Borough Council. A team within both sections fulfils the Food Safety function. Both Teams have a manager who reports to a Head of Service who in turn reports to the Assistant Director of Sustainability. In total 7 FTEs are involved in issues relating to food safety as part of their day-to-day duties.

The department is responsible for the promotion and maintenance of a safe, fair and equitable trading environment to benefit local residents, businesses and visitors to the area.

Both sections core business has a legislative basis, much of which is mandatory and may result in enforcement action. The staff are, however, committed to achieving their objectives in the most effective and efficient manner possible. This includes developing partnerships, both within the community and the business sector. 'Self-help' is encouraged wherever possible to generate a sense of community involvement and to find the most appropriate solution to the particular issue. There is a strong commitment to customer care and staff remain focused on the provision of services that reflect the expectations of its service users.

2.3 Scope of the food service

This Food Law Enforcement Plan establishes the principles for ensuring local compliance with both food standards and food hygiene under the Food Safety Act provisions.

The plan embraces the following functions, all of which are the responsibility of the department.

Food Safety	Health and Safety at Work
Infectious Diseases	Health Promotion
Food Standards	Trade Descriptions and Fair Trading
Product Safety	Consumer Credit
Animal Health & Welfare	Licensing
Metrology	Taxi and Private Hire Licensing

Officers will carry out inspections of businesses located within Bracknell Forest in accordance with appropriate risk assessment procedures. They will provide advice and assistance to businesses on compliance with existing or new legislative requirements by means of a range of options including visits, advice sheets, talks, presentations, training courses and the Borough Council's website. The officers also seek to ensure consumers are informed members of the community in order to help maintain standards. This is achieved by providing relevant information by means of advice sheets, talks, and presentations to specific groups or highlighting possible areas of concern by utilising an Exhibition Trailer (Out and About in Bracknell Forest) to take the message to various public locations within the Borough.

Establishing effective partnerships with others in government offices, voluntary organisations and business are seen as vital to deliver the service in an effective and comprehensive manner. The officers seek to develop existing arrangements and establish new ones where service provision within existing resources can be improved.

2.4 Demands on the food service

The Borough of Bracknell Forest has a statutory responsibility to keep a register of food business premises located in the Borough. The number of food businesses in the Borough changes from year to year. Appendix 1 summarises the following:

- The total number of food premises in the Borough by type (Table 1).
- A Food Standards risk assessment breakdown (Table 2).
- A Food Safety risk assessment breakdown (Table 3).

Procedures have been written to cover all aspects of service in line with the requirements within the Framework Agreement.

All information relating to the inspection of premises is contained upon a common database system, which is accessible by all officers.

Factors that may effect changes upon delivery of this plan include:

- The Department is pursuing a policy of flexible working to include, hot-desking, remote working and flexible hours, which is gradually being extended to all officers within the Department.
- New and changing legislation resulting in additional responsibilities.
- Major incidents such as another Foot and Mouth Outbreak.

- Increased consumer awareness, interest and concern in respect of issues relating to matters of food safety such as food allergies, genetic modification, animal feeding stuffs, and weight control.
- Government priorities such as a new Consumer Bill.
- Developments in the areas of e-commerce and e-government.
- The transfer of the current functions of the Public Health Laboratory Service (PHLS) to the new Health Protection Agency.

2.5 Enforcement policy

The Departmental Enforcement Policy has been developed to demonstrate that the officer's approach is to use enforcement powers sympathetically and relative to the seriousness of the situation. All staff are required to take a fair but firm view to enforcement and this is reflected in the Enforcement Policy. The Policy was produced in line with the Enforcement Concordat and with reference to other appropriate guidance. The Enforcement Policy is made freely available to businesses in the Borough.

Officers are required to give full regard to the Code for Crown Prosecutors and Food Safety Act Code of Practice 2, before making a recommendation to instigate legal action.

3. **Service Delivery**

3.1 Inspection for Food Standards and Safety

Food Safety visits are carried out according to the risk based plan as shown in Tables 1 and 2 of Appendix 3. Wherever possible the officers also carry out a programmed inspection for other work either Trading Standards or Health and Safety. The purpose of such inspections is to ensure that food supplied is of the nature, substance, quality demanded, and complies with any description. Other activities carried out during inspections include the investigation of complaints, purchasing of samples for analysis or testing, or referrals from other authorities.

In addition to scheduled risk based inspections, officers carry out revisits to check on compliance with legal requirements, visits to new businesses and visits to investigate food complaints. The total number of all food related inspections (scheduled risk based inspections plus other, non routine visits) is detailed in Appendix 1, Table 5.

A number of items of equipment that are suitable for screen-testing purposes have been acquired for use by officers conducting food standards work. These can be utilised on business premises or within department's the laboratory. This equipment is seen as a vital tool in providing value for money, in the checking of compositional and descriptive requirements.

The Borough Council target for achieving the minimum inspection frequency targets for food hygiene inspections is 100% completion. This target has been achieved for the past 5 years.

The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000 require retail businesses, which sell or handle raw and cooked meats in the same part of the premises to have a butchers' shop licence. Businesses that require a licence must make an application and pay a licensing fee of £100. Officers inspect businesses that apply for licences and will only issue a licence if the business satisfactorily complies with the food safety requirements as specified in the regulations. A licence must be renewed on an annual basis but a renewal can be refused or a licence can be revoked at any time should an officer consider that there have been serious breaches of the

regulations. The current number of butchers who are licensed by the Council is shown in Table 1 of Appendix 5.

3.2 Inspections of feeding stuffs premises

Funding from DEFRA has been obtained which has enabled the employment of a Bio-Security Officer through a partnership arrangement with Wokingham and Windsor & Maidenhead Councils. This officer has conducted inspections of farms within Bracknell to ascertain the current position. [This information will be used to form an inspection and sampling programme for feeding stuffs.]

3.3 Farm visit medicine record checks

The Bio-Security Officer will advise farmers on compliance with legislation whilst conducting farm visits. Visits will be undertaken with DEFRA vets where appropriate and where enforcement action is necessary this will be referred to one of the enforcement staff.

3.4 Food and Feeding Stuffs Complaints

Complaints concerning food are allocated to Officers according to the nature of the complaint. Generally, food hygiene and any matters that impact on public health will be dealt with by Environmental Health, whereas other matters that do not immediately have this impact are referred through to Trading Standards. Where urgent action must be taken, food qualified officers from either Team, as available, are called upon. Where appropriate, samples are taken for analysis. Audits are to be carried out, sometimes in conjunction with neighbouring authorities, where intelligence from complaints or other sources indicate that problems may exist.

In relation to food complaints and food hygiene complaints, the target for an initial response is one day.

3.5 Home Authority Principle

This is a national scheme whereby businesses' head offices located within a local authority agree to work with the local authority in two main ways. The first is that issues are referred to Bracknell Forest officers from other authorities for appropriate action. This reduces the burden on business by establishing one national point of contact. The second is part of the business partnership advice initiative. Advice on compliance issues should enable a proactive approach to adherence of legislation. This reduces costly problems afterwards.

In relation to food matters Bracknell Forest has the head office of Waitrose, a major supermarket retailer. Both teams have a designated officer to liaise with the company on these issues, which is facilitated through monthly meetings and other regular communications.

Table 1 in Appendix 5 shows the number of Home Authority enquiries received by the department during the year.

3.6 Advice to business

The department expects to receive a number of requests for trader advice both from companies signed up to the Home Authority Principle and those unaware of it. In each case officers use this information to maintain the accuracy of the database, to further

advise the business on other matters and add them to the inspection programme where appropriate. Consumer complaints are also used as a trigger for visits and inspections.

A business pack has been produced and is given out on inspections to traders explaining various pieces of legislation. It has been noticed that a problem often found is the lack of a business name's notice at premises. To address this minor issue, a form is included with the other leaflets that once returned ensures our database is correct and a business name's sign is automatically generated.

The Department has developed a range of other Trader Advice Leaflets to aid business to meet legal requirements. These are available by request through the Department's Customer Service Centre or from officers at the time of visits. In addition a range of these leaflets is accessible through the Trading Standards website at www.tradingstandards.gov.uk/bracknell-forest. Businesses are also able to e-mail enquiries and requests for assistance to the Department.

Table 1 in Appendix 5 shows the number of requests received.

3.7 Managing diversity

The Department is aware of the need to recognise the diverse nature of the food industry. In response we have available a range of leaflets and guidance which explains what the law says in clear and simple language. We also have access to leaflets and posters in several foreign languages, which reflect diverse nature of food businesses in the Borough. The Department has developed contacts with trainers in foreign languages, which are made available to businesses during visits, and on the Council's website.

3.8 Food and Feeding Stuffs inspection and sampling

Money is allocated for sampling of goods for Food Standards purposes. Samples are purchased according to the sampling plan (Appendix 6). The sampling plan is divided into the four quarters. The second and fourth quarters are for local sampling projects and the remaining determined through the partnership arrangement with the Thames Valley Food Focus Group.

Local sampling projects concentrate upon products manufactured, produced or exclusively marketed within Bracknell Forest. Priority will also be given to products that have undergone some significant change within the Borough in the form of processing, re-packaging or re-labelling.

The animal feeding stuffs plan will concentrate upon local mixing on farm of products as currently there is no producer of feeding stuffs within Bracknell Forest.

Informal samples are taken except where follow-up samples cannot be easily repeated or if they are taken as part of complaint, previous failure, or as a result of a screen testing failure. Formal samples are taken in accordance with Code of Practice 7, Food Safety Act.

The authority has appointed the following Public Analysts for the purposes of testing products under the Food Safety Act and Agriculture Act:

Mr R A and Mrs C R Stevens
Worcestershire County Council Scientific Services
County Buildings
St Mary's Street
Worcester
WR1 1TN

Eurofin Scientific
445 New Cross Road
London
SE14 6JA

Mr P Berryman
Hampshire Scientific Services
Hyde Park Road
Southsea

3.9 Control and investigation of outbreaks and food-related infectious disease

The Council subscribes to the joint Infectious Disease Incident Plan for Berkshire, which is produced jointly with the local Health Authority. Outbreak investigations are carried out in close liaison with the Consultant in Communicable Disease Control (CCDC). From April 2003, the CCDC will be appointed by the new Health Protection Agency.

The method of investigation of all possible food poisoning incidents is detailed in a departmental Practice Note that is reviewed every year and also where new practices are developed. The Table in Annex 4 details the number of infectious disease notifications received for the past 4 years.

The target time for response is one day and this has been achieved for all cases to date. Resources are allocated to notifications as appropriate with numbers of officers being involved where the outbreak may involve multiple cases. The (two) most recent multiple case outbreaks were confirmed as being caused by Norovirus which is also known as Norwalk-like virus (NLV) or small round structured virus (SRSV).

National statistics produced by PHLS demonstrate that the incidence of Norovirus is far greater than other enteric illness such as campylobacter and salmonella. The disease spreads readily among groups of people and symptoms include diarrhoea and projectile vomiting lasting between 24 and 48 hours. It is estimated that there are between 600,000 and 1000,000 cases per year in the UK and they are concentrated during the winter months. Given that food can act as a vehicle in the transmission of the disease and symptoms are similar to those of food poisoning, it is important that all such outbreaks are thoroughly investigated. In the recent outbreaks that have occurred within the Borough, investigations suggested that food hygiene practices were not implicated (during the investigation.).

The Food Standards Agency has a target to reduce incidents of food poisoning in the UK by 20% by 2006. The Department can contribute locally to meeting this target by the use of effective food hygiene enforcement, thorough investigation of food poisoning incidents and in the promotion of food hygiene issues to the public.

3.10 Food safety incidents

Food hazard warnings are issued to local authorities by the Food Standards Agency are acted upon as required by the Food Safety Act 1990, Code of Practice No 16. There are four categories of notification (A to D), which require different levels of action. The action required ranges from category A notifications which must be dealt with immediately to category D notifications that are for information only. Such warnings are stored electronically and all officers involved in food safety are kept up-to-date of developments using e-mails to ensure that all are aware of the situation and that appropriate action is initiated. Appendix 5 shows the number of food hazard warnings that the Council has responded to during the last two years.

3.11 Liaison with other organisations

Ensuring consistency of enforcement is seen as vital and the Council has in place arrangements to liaise with other organisations.

- Thames Valley Managers Group in relation to Food via LACORS and its panels
- Thames Valley Trading Standards Authorities Food Focus Group
- Berkshire Food Safety Liaison Group
- Berkshire Communicable Disease Liaison Group
- Professional bodies such as Trading Standards Institute, and Chartered Institute of Environmental Health
- Arrangements have also been made with other enforcement agencies such as FSA, Wine Standards Board, Egg Marketing Inspectorate, etc.

3.12 Food hygiene and standards promotion

Arrangements have been made to enable a newsletter to be sent from time to time to all food businesses in the Borough, which advises on new food safety legislation, current trends, new initiatives and also on the availability of food hygiene and health and safety courses. Currently 6 food hygiene courses are scheduled each year with additional courses run on demand. Also, a food hygiene refresher course is to be offered in addition to the standard courses.

The Council supports Food Safety Week. In recent years the Council's contribution has involved visits to a number of schools and also displays on tips for good food hygiene at various locations around the Borough. A competition is usually run in association with the campaign with prizes given by local businesses.

A comprehensive list of food-related leaflets has been developed and these are made available at the Borough Council receptions, the Town/Parish Council offices and at all outside events. Feedback is encouraged from all that receive them.

At Christmas a campaign is usually organised to promote hygienic practices and raise awareness of safety issues in the home. Again, competitions with prizes donated by local businesses usually form part of this initiative.

The Council also organises an annual Environment Fair, which is attended by in excess of 8000 residents. A specific topic area is "Lifestyles", and there is ample opportunity to contribute. Last year environmental health officers used an interactive display aimed primarily at children to promote the important issue of effective hand washing.

A Food Hygiene Award scheme has been introduced which is run alongside the programme of premises inspections. A written hazard analysis is required together with

no smoking areas if seating is provided. This gives added value to the process and has been very well received by local businesses. The table in Appendix 5 shows the number of food awards those local food businesses received during the last two years. Officers also work in partnership with Berkshire Health Authority. Appendix 5 shows the current projects that are in progress.

4. Resources

4.1 Financial allocation

Under current financial arrangements it is difficult to accurately assess the resources specifically allocated to food law enforcement. A new corporate financial management system came on line in April 2003. This will aid budget monitoring

4.2 Staffing allocation

There are now 3 appropriately qualified officers within Trading Standards and 4 within environmental health who can perform food law enforcement.

4.3 Staff development plan

The Council has in place a formal appraisal scheme involving a full staff appraisal every 12 months with a 6-monthly review in between. The area of staff development is vital to that scheme and staff contribute to the identification of a personal development and action plan.

Corporate Training opportunities are circulated to all staff and are freely accessible on the Council Intranet site.

Details of other organisations offering training and development are circulated to all staff and posted on notice boards.

Arrangements have been made with other authorities within the Thames Valley to have regular training updates on new legislative provisions or good practice. Membership of the Southern Branch of the Trading Standards Institute is encouraged. They also facilitate training courses for staff to maintain competencies.

5. Quality assessment

Environmental Health attained a Charter Mark in 1995 and again in 1999. Trading Standards gained their Award in 2000. This reflects the Department's approach to customer service quality and delivery.

Officers work in partnership with other Berkshire Councils on Benchmarking exercises. Bracknell's performance has reflected well against the other Berkshire local authorities over the years

A number of customer consultation surveys are undertaken throughout the year in order to monitor customer satisfaction. The feedback is reported to Committee quarterly and services amended as appropriate.

6. Review

6.1 Review against the Service Plan

Performance standards have been set and the resources needed to achieve those standards have been assessed using available historical data from the Sections and also data made available from other local authorities. Performance standards and resources are kept under review.

With the concept of 'flexible working' now fully incorporated into the working culture, performance management has become a crucial tool in the monitoring of officers' workload, outputs and service quality. A formal system is in place where officers meet with their line managers every two weeks, when topics such as workload, complaints against service, training needs, problematic issues, etc are discussed. Notes are taken at these meetings and learning identified. The use of technology has been developed to the full to provide officers with the right tools to allow them to undertake their tasks, whilst also providing management with quick and comprehensive data around officer performance and evolving workloads.

6.2 Identification of any variation from the Service Plan

Monitoring procedures are in place to assist in evaluating the effectiveness of the services as a whole. Performance reports are presented quarterly to Committee with comments where performance exceeds or fails to meet targets. This information is then fed back into the development of other service plans.

6.3 Areas of improvement

- (a) Implement measures to improve record keeping for the retrieval of information on service requests, complaints and food standards inspections.
- (b) Develop further the awareness training of staff from both sections.
- (c) Identify additional training needs and budget requirements to ensure that enforcement staff remain competent to enforce food safety legislation.
- (d) Publish plan and performance on website to improve transparency and openness.
- (e) Work within the Thames Valley Trading Standards Authorities to develop a benchmarking model for food standards.
- (f) As part of the Benchmarking arrangements, third party reviews and audits will take place.
- (g) All Food Standards enforcement staff will undergo training to pass the Intermediate Food Hygiene Certificate. This will enable them to provide a more comprehensive food safety visit.

APPENDIX 1

The Borough of Bracknell Forest has 835 registered food business premises. The summarised total number of food premises located in the Borough is detailed below:

TYPE OF PREMISES	NUMBER OF PREMISES
Producers	5
Slaughterhouse	0
Manufacturers	4
Packers	0
Importers	2
Distributors	21
Retailers	239
Restaurants	593
Materials and Articles	9
Manufacturers selling by retail	0
TOTAL	873

Table 1: Types of Food Businesses

Table 1 shows the classification of the type of food businesses in the Borough. The classification is a national one and the table shows that restaurants represent the highest type of premises in the Borough. The classification is broad and includes take-aways, office restaurants and school kitchens.

In relation to Food Standards, the food safety risk assessment breaks down as follows:

Risk	Frequency of Inspection	2002/3	2003/4
High	12 months	24	40
Medium	2 years	690	614
Low	5 years	76	133
Non-inspectable	-	109	82
Unrated		0	4
Total		899	873

Table 2: Food Standards Risk Rating System

Premises have been risked according to the Food Safety Act Code of Practice No 7 as well as taking into account the draft new code of practice. During the year 2002/3 it is anticipated that a consolidation of the codes will occur and LACORS will also introduce a new risk-rating scheme that may cover food activities. The new scheme will be prescriptive in setting a national risk rating to premises based upon use. A local variable enables a particular trader to have a higher risk if necessary.

Non-inspectable premises are those that have a minimal food standards risk if at all but are classified as food premises.

In relation to food hygiene, the food safety risk assessment breaks down as follows:

Category	Frequency of Inspection	Number of Premises
Category A	6 months	7
Category B	12 months	78
Category C	18 months	340
Category D	2 years	117
Category E	3 years	124
Category F	5 years	182
Unrated		25
TOTAL		873

Table 3: Inspection Risk Rating System

Table 3 shows the total number of premises broken down according to risk. Category A premises are the highest risk and are inspected every 6 months and Category F premises are the lowest risk and are inspected every 5 years.

Unrated premises includes new premises outside the programme waiting risk assessment and premises not selling food, but selling materials and articles which come into contact with food which are inspected for food standards purposes.

	1999/2000	2000/2001	2001/2002	2002/2003
Food complaints	121	115	102	118
Food hygiene	153	120	112	116

Table 1: Food Complaints and Food Hygiene Complaints

Table 1 shows the breakdown of the food complaints and complaints of poor hygiene in the Borough's food premises. In relation to the number of food premises in the Borough, the total is low. The purpose of the Environment Department's food inspection programme each year is to be proactive and inspect premises at the minimum frequency to prevent serious food complaints and failures in food hygiene.

APPENDIX 3

The inspection programmes for food safety are shown in Tables 1 and 2 as follows:

	A	B	C	D	E	F	TOTAL
Targeted 2002/2003	32	127	157	36	56	79	487
Targeted 2003/2004	7	81	205	39	35	50	417

Table 1: Food Hygiene Inspection Programme 2003/4

Table 1 shows the completed programme for 2002/2003. For the coming year the number of premises that require a food hygiene inspection according to the risk rating system is 417 out of a total of 874. As can be seen from the table, as well as the highest risk premises, some of the Borough's lowest risk rated premises that have not been inspected for five years will be included this year.

	High	Medium	Low	TOTAL
Targeted 2002/2003	24	345	15	384
Targeted 2003/2004	40	307	27	374

Table 2: Food Standards Inspection Programme 2003/4

Table 2 shows the targets for last year and this year in relation to premises requiring food standards inspections. The risks are determined by applying the risk-rating scheme during comprehensive visits and can therefore change depending on contraventions identified.

1999/2000	2000/2001	2001/2002	2002/2003
394	374	368	333

Table 1: Infectious Disease Notifications

From the Table the notifications of infectious disease to the Environment Department have remained stable for the past four years. This compares favourably with the rest of Berkshire where the notifications reported to the five other Berkshire local authorities range between 200-480.

Food poisoning statistics for England and Wales demonstrate that reported cases of food poisoning peaked at 93,932 cases in 1998 and declined slightly to 85,468 in 2001, which is the most recent year for which figures are available. The numbers of reported cases within Bracknell Forest Borough have reflected this trend.

Service	2001/2002	2002/2003
Home Authority Enquiries	80	126
Food Hazard Warnings	34	31
Inspections – TS	n/a	421
Inspections – EH	801	696
Food Complaint Response – one day	85%	82%
Food Hygiene Awards	n/a	15
Butchers Shops	13	11
Game Dealers	13	13

Table 1: Food Safety return data

SAMPLING PLANS FOR FOOD SAFETY

Food Hygiene Plan

A comprehensive departmental Practice Note details the work to be undertaken on food sampling. A budget of £4,000 is provided each year by the PHLS at Reading. The sampling programme is based on guidance from LACORS and the Berkshire Food Liaison Group and in response to complaints/food poisoning outbreaks.

Food Standards Plan

The food safety-sampling programme for 2003/2004 will total around 100 samples dependant on the complexity and costs associated with testing the product. £9500 is allocated for sampling according to the plan as well as other samples that arise throughout the year. These other samples arise through consumer/trader complaints as well as officer initiated whilst on inspection.

Regional Sampling surveys			
Topic	Timescale	Why and what	Report
Sandwiches	Q1	Previous problems Descriptions of fillings	July
Spirit substitution	Q2	Request for help from brand holders Whisky and cognac	July
School meals and lunchbox foods	Q3	Nutrition and healthy eating agenda Infant schools	Jan
Shellfish	Q2	Links with national Lacors micro survey Check irradiated and/or heavy metals	September

Education/information			
Topic	Timescale	Why and what	Report
Food poverty	Q2	Access to healthy food links with Lacors food vision project	Nov
Meat products	Q3	Business advice	Feb

Local Sampling surveys			
Topic	Timescale	Why and what	Report
Prepared Meals	Qtr 1	Descriptions applied to food after preparation. Quality	July
Durability marking	Qtr 4	Accuracy of life of products	March