

Action Plan for Trafford Council

Audit date: 25-26 March 2014

Closed: 17th February 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.5 Include an accurate and clear breakdown and comparison of the resources required to carry out the full range of statutory food law enforcement activities against a reasoned estimate of the resources available to the Service, in order to identify any shortfall which may prevent all of the work set out in the service delivery plan being delivered. [The Standard – 3.1 and 5.3]	Completed	The Environmental Health Service Plan for 2014/15 to be amended to include a breakdown and comparison of the resources required to carry out the full range of statutory food law enforcement activities against a reasoned estimate of the resources available to the Service. This will identify a shortfall in resources, the main consequence of which is that not all food establishments will be inspected at the minimum frequencies set out in the Food Law Code of Practice. This impact has been partially mitigated by a risk-based approach to food inspections and the use of alternative interventions where appropriate.	The Service Plan has been amended to reflect the planned improvements and recommendation.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.1.15 Ensure that authorisation documents specify the extent of authorisation and duties of officers consistent with their qualifications, training and experience and the Food Law Code of Practice. This includes reference to the specific enforcement powers in the Food Safety and Hygiene Regulations 2013 and other imported food legislation that may need to be enforced by officers. [The Standard - 5.3]</p>	<p>Completed</p>	<p>Existing authorisation documents specified the extent of authorisation and duties of officers, consistent with their qualifications, training and experience and the Food Law Code of Practice, with respect to the Food Safety Act 1990. This has now been extended to specific enforcement powers in the Food Safety and Hygiene Regulations 2013.</p> <p>Officers have now also been authorised specifically under the Plastic Kitchenware (Conditions on Imports from China) Regulations 2011.</p>	<p>Authorisation documents updated to reflect the planned improvements and recommendation.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.1.19 Ensure that all officers receive the necessary refresher training to maintain their competence to deliver and enforce imported food requirements. [The Standard - 5.4]</p>	<p>Completed and ongoing</p>	<p>Trafford Council arranged for the FSA's 'Effective Imported Food Control for Inland Authorities' course to be held at Altrincham Town Hall on 16th October 2014. Three officers attended from Trafford, including one officer who had not previously attended the FSA's imported food training in the past.</p> <p>Cascade training was held on 21st January 2015 for those Trafford officers who did not attend the course.</p> <p>All officers will continue to receive the necessary refresher training to maintain their competence to deliver and enforce imported food requirements, as and when import requirements change.</p>	<p>Imported food update and cascade training now complete. Appropriate refresher training to be undertaken periodically.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.2.11 Maintain comprehensive, accurate and up to date records on all food establishments. These records shall include reports of all interventions/inspections, the determination of compliance with legal requirements made by the authorised officer and all relevant checks on imported food. [The Standard - 16.1]</p>	<p>Completed and ongoing</p>	<p>We have reviewed a larger number of inspection records and we are satisfied that, in the majority of cases, comprehensive, accurate and up to date records are kept of food establishments in Trafford, through the food premises database.</p> <p>All officers have been reminded of the requirement to ensure that they are consistently recording comprehensive records in relation to inspection findings, in accordance with the Food Law Code of Practice (England), and a new aide memoires has been introduced to assist with this, including a space to record details of any imported food.</p> <p>Internal monitoring checks to be undertaken to ensure that planned improvements are working.</p>	<p>Amended aides memoire introduced which simplifies the process of recording and retrieving officer inspection findings.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.2.17 Ensure that appropriate follow-up action is taken in accordance with the Authority's enforcement policy on any unsatisfactory food sample results. [The Standard - 12.7]	Completed and Ongoing	<p>The Authority's Food Sampling work instruction is to be amended to describe the appropriate action to be taken following receipt of an unsatisfactory result in respect of samples taken for the purposes of a) enforcement / investigation and b) surveillance / monitoring surveys. Officers will be updated on the changes to the work instruction.</p> <p>Internal monitoring checks to be undertaken to ensure that planned improvements are working.</p>	Sampling work instruction updated to reflect the planned improvements and recommendation.
3.2.20 Review the existing, limited liaison arrangements with relevant bodies and commercial operators at all the points of entry with the aim of identifying any imported food consignments and to help facilitate efficient, effective and consistent enforcement in accordance with the Food Law Code of Practice and other centrally issued guidance. [The Standard - 18.1]	Completed	<p>It has been decided that all commercial operators at the points of entry will be visited or contacted on a quarterly basis to establish if any consignments of imported food are being received, and to ensure that the operators are kept up to date with any changes in legislation or controls on restricted imports.</p> <p>Since the audit, three emails to this effect have been sent to all the operators on a quarterly basis (30/06/14, 02/10/14 and 08/01/15). Follow-up checks have also taken place with those operators who did not reply to these emails. Records of any contacts and visits will be recorded on the Food Premises database.</p>	<p>The Manchester International Freight Terminal (MIFT) operator has agreed to MIFT being de-listed as a Designated Point of Import (DPI) and First Point of Introduction (FPI), and this has been notified to the FSA's Imported Food Branch.</p> <p>Each point of entry and all Importers in the borough have been contacted on a quarterly basis. Follow up visits have been undertaken where necessary. These checks are recorded on the premises database.</p>