

East Herts

Environmental Health
Service Plan
2023 - 2024

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Unless stated otherwise, all inspection figures relate to data extracted from our information management system (Uniform) on the 7 September 2023.

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SECTION 1.0 - INTRODUCTION

1.1 Service Plan Overview

East Herts Council is required to produce an annual service plan detailing how it intends to use its resources to ensure that a programme of proactive and reactive enforcement activity is carried out to ensure compliance within local businesses with regards to both food safety legislation and occupational health and safety legislation.

To help provide public confidence with the service, the service plan will be published on the council's website and subject to member scrutiny on an annual basis.

The service plan covers the period 1 April 2023 to 31 March 2024.

1.2 Purpose of this Service Plan

The council's duties to enforce both occupational health and safety and food safety legislation in local businesses within East Herts come from the following legislation:

- [Health and Safety at Work etc Act 1974^{\[1\]}](#);
- [Food Safety Act 1990^{\[2\]}](#); and
- [Food Safety and Hygiene \(England\) Regulations 2013^{\[3\]}](#).

In addition to the legislation, the Health and Safety Executive and Food Standards Agency publish codes of practice which provide local authorities with further guidance on how to meet their legislated duties. These are:

- [National LA Enforcement Code^{\[14\]}](#)
- [Local Authority Circular 67/2^{\[15\]}](#)
- [Food Law Code of Practice^{\[16\]}](#)

This service plan sets out how the council plans to use its resources during the financial year to achieve its legal duties and ensure national priorities and standards are addressed and delivered locally.

1.3 Accountability

To help ensure local transparency and accountability, this service plan is formally approved and adopted each year in line with the council's Constitution.

Performance against the service plan is monitored by the Service Manager – Environmental Health and reported to the corporate Leadership Team and elected members on a regular basis.

1.4 Who are the Environmental Health team?

Environmental Health is the branch of public health concerned with aspects of the natural and built environment affecting human health and wellbeing. This ranges from the air you breathe, the food you eat and the water you drink, to the home you live in to name a few examples.

Poor health often results from poor environments and by helping to improve the conditions in which

people live and work, the Environmental Health team makes a huge difference to the public's health and wellbeing.

Within East Herts, the Environmental Health team is split into three core disciplines; commercial, environment and residential. Each of these disciplines covers a range of specialisms as detailed in paragraphs 1.4.1 to 1.4.3 below.

In this service plan, references to the Environmental Health team refer only to the officers undertaking the food hygiene and health and safety functions on behalf of the council.



1.4.1 Commercial:

- food hygiene and safety (including importing and exporting foods)
- occupational health and safety

- private water supplies
- animal licensing (including dangerous wild animals and zoos)
- infectious diseases / outbreak investigations
- skin piercing registration
- caravan site licensing
- smoke-free

1.4.2 **Environmental:**

- statutory nuisances
- consultation on planning applications
- contaminated land
- permits to control emissions to air
- air quality and monitoring
- exhumations & public health burials
- private drainage

1.4.3 **Residential:**

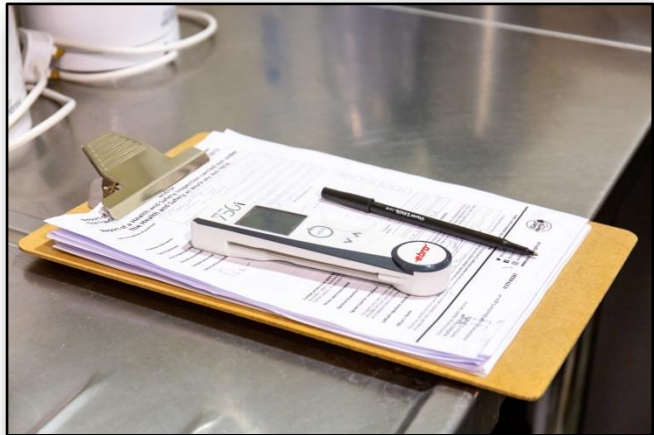
- housing standards
- HMO licensing
- filthy & verminous properties
- hoarding
- housing grants/loans.

SECTION 2.0 - SERVICE AIMS AND OBJECTIVES

2.1 Aims and Objectives

2.1.1 Ensuring Compliance

The Environmental Health team aims to secure the health, safety and welfare of employees, the self-employed and members of the public in commercial premises and to ensure that food and drink sold within the district is safe to eat, free from contamination and is supplied to the consumer in a hygienic manner from premises that are clean and well-maintained. It aims to achieve this by:



- using a risk-based approach to inspecting businesses and by using appropriate, risk-based, enforcement;
- using a risk-based approach to investigate complaints, accidents and incidents to prevent further recurrences and where appropriate to hold businesses to account; and
- taking and analysing samples of food produced within the district in accordance with local and national sampling programmes.

2.1.2 Providing Advice and Support

To increase the knowledge and awareness of owners, managers, supervisors, and employees about their legal responsibilities for the maintenance of a safe, healthy and hygienic working environment, the Environmental Health team will:

- undertake advice visits to the business at the request of business owners;
- during interventions, provide advice on how to comply with the minimum requirements of the law; and
- provide advice on good practice where appropriate.

2.1.3 **Customer Focused Service**

To provide a helpful, professional and customer focused service the Environmental Health team's work will be undertaken in line with all relevant guidance while ensuring the Environmental Health [Enforcement Policy](#)^[4] is adhered to. Additionally the council will:

- ensure all of the Environmental Health team are appropriately qualified and competent to undertake the required work;
- provide training to the Environmental Health team in line with the Chartered Institute of Environmental Health's Continuing Professional Development and relevant codes of practice requirements; and
- provide service users with the opportunity to provide feedback on the service they have received through an on-line [customer survey](#)^[5] and the council's corporate [complaints procedure](#)^[6].

2.2 **Links to Corporate Objectives and Plans**

2.2.1 **East Herts Council's Vision and Corporate Priorities**

The Environmental Health team is committed to the [council's vision](#)^[7] "East Herts: A place to grow" and the work of the team is underpinned by procedures and policies which are aligned to the vision and priorities.

The programme of work set out within this service plan works towards the following corporate priorities:

- Sustainability at the heart of everything we do
- Enabling our communities
- Encouraging economic growth
- Digital by default.

2.2.2 **Housing and Health Service Plan**

The corporate service planning process is currently under review. When completed, this service plan will link into the Housing and Health Service Plan.

2.2.3 **Links to Other Council Strategies**

The work within this service plan also supports the aims of the following council strategies:

- [Economic Development Vision For East Hertfordshire](#)^[8]

- [Sustainable Community Strategy \(2009-2024\)](#)^[9]
- [Health and Wellbeing Strategy \(2019-2023\)](#)^[10].

2.2.4 **Performance Indicators**

Key performance indicators which are relevant for this service plan are detailed in Appendix A. The indicators are monitored on a monthly basis by the Service Manager – Environmental Health and the Head of Housing and Health.

SECTION 3.0 - BACKGROUND TO EAST HERTS

3.1 East Herts Council's Profile

East Herts Council is the largest in area of the ten districts in Hertfordshire, covering 480 square miles (approximately a third of the county). The population of the district is estimated to be over 151,800 ([nomis^{\[11\]}](#)), about half of which live in the five main towns of Bishop's Stortford, Buntingford, Hertford, Sawbridgeworth and Ware. The remainder live in over 100 villages and hamlets.

East Herts Council is not a unitary authority and therefore food standards enforcement is the responsibility of [Hertfordshire County Council's Trading Standards team^{\[12\]}](#).

Information from the [Office of National Statistics^{\[13\]}](#) as detailed in the two tables below show that the local economy consists predominantly of micro and small businesses (fewer than 10 employees), which make up 88% of the businesses within East Herts.

Table 1 - Breakdown of the number of business units within East Hertfordshire based on the number of employees

Business Size (Number of Employees)	Number of Business Units	Percentage of Business Units
0 - 4	6,770	77%
5 - 9	815	11%
10 - 19	395	6%
20 - 49	195	4%
50 - 99	75	1%
100 - 249	45	1%
250 +	20	0%
Total	8,315	100%

Table 2 - Breakdown of the percentage of business units within different industry sectors within East Hertfordshire

Industry	Number of Business Units	Percentage of Business Units
Professional, scientific & technical	1650	19.84%
Construction	1250	15.03%
Business administration and support services	850	10.22%
Retail	735	8.84%
Information & communication	620	7.46%
Art, entertainment, recreation, other services	485	5.83%
Production	475	5.71%
Property	360	4.33%
Accommodation & food services	325	3.91%
Wholesale	320	3.85%
Motor trades	235	2.83%
Agriculture, forestry & fishing	225	2.71%
Health	220	2.65%
Transport & storage (inc. postal)	215	2.59%
Finance & insurance	165	1.98%
Education	155	1.86%
Public administration and defence	30	0.36%
Total	8,315	100%

3.2 Organisational Structure

East Herts Council operates a 'Leader with Executive' decision-making system. The council's Constitution outlines the rules and processes by which this system works. Most meetings are open to the public and are listed in the Calendar of meetings on our website.

All councillors meet together as the Council. It is the Council which determines the overall policies and budgets.

The Executive is responsible for most day-to-day decisions. There are a number of matters on which the Executive is not allowed, by law, to take decisions. For example, decisions on planning applications cannot be taken by the Executive.

Responsibility for the functions which form part of this service plan are part of the portfolio of the Executive Member for Wellbeing.

The Environmental Health team forms part of the Housing and Health service and operates under the overall direction of the Head of Housing and Health.

3.2.1 Directly Employed Officers

The officers delivering this service plan consist of a Senior Environmental Health Practitioner, Senior Technical Officer, Environmental Health Practitioners and Technical Officers.

The Environmental Health Practitioners (EHPs) within the team are responsible for all disciplines of Environmental Health work within the district including housing and environmental pollution issues in addition to food safety and occupational health and safety. The estimated breakdown of the officers' time allocated to delivering this service plan is detailed in Table 3 below.

Table 3 - Breakdown of the staffing resource allocated to deliver this service plan

Environmental Health Team Member	Estimated Full Time Equivalent	
	Food Safety	Health & Safety
Senior Environmental Health Practitioner	0.3	0.08
Senior Technical Officer	0.5	0.08
Environmental Health Practitioners	0.9	0.08
Technical Officers	0.6	0.2
Total	2.3	0.44

The figures in Table 3 above represent allocations based on the team's base budget and therefore do not reflect any vacancies which may arise.

The current full departmental structure can be found in Appendix B.

3.2.2 **Key Partner Organisations**

In addition to the team of officers directly employed by the council, use is made of external organisations and private contractors to provide specialist advice and assistance, including;

- Health and Safety Executive (HSE)
- Food Standards Agency (FSA)
- UK Health Security Agency (formally Public Health England)
- Consultant in Communicable Disease Control (CCDC)
- Public Analysts/Food Examiners
- Better Business for All (BBfA).

3.2.3 **Use of Contractors**

It is the general practice of the Environmental Health team to only engage the services of outside contractors to assist with the inspection of food premises if:

- there is a backlog of inspections which cannot be completed with the existing staffing resources; and
- the cost of the work can be met from within existing budgets; namely:
 - £4,000 in the team's base budget for this purpose and/or
 - salary underspend arising from vacancies.

3.3 **Scope of the Service**

For the purposes of this service plan, the Environmental Health team has responsibility for the following occupational health and safety and food safety issues within the district:

- risk-based interventions, revisits and advisory visits to local businesses;
- issuing formal notices, taking prosecutions, issuing simple cautions and other enforcement actions as needed;
- maintaining a database of local authority enforced businesses;
- registration, licensing or approval of appropriate premises;

- consulting and make representations on planning applications;
- dealing with enquiries and investigating complaints from businesses and members of the public;
- investigating near-misses, accidents and fatalities which occur in premises where local authority enforce health and safety;
- responding to food alerts issued by the Food Standards Agency;
- infectious disease and food poisoning investigations (including COVID related work);
- food sampling (both proactive and reactive);
- co-ordinating the voluntary surrender and disposal of unfit food;
- inland imported food control and issuing of food export certificates; and
- liaising with Health and Safety Executive (HSE), Food Standards Agency (FSA), Department for Environment, Food and Rural Affairs (DEFRA), the County council's Trading Standards Officers and any other agencies, including other councils for the enforcement of legislation.

In order to support this area of work, the following activities must routinely be undertaken:

- review and updating of policies and procedures;
- in-house quality monitoring of the services delivered;
- statutory returns to the Food Standards Agency, Health and Safety Executive, Chartered Institute of Environmental Health and the like;
- training of new staff and continual update training for existing staff and dissemination of necessary information to officers;
- attendance at county-wide and regional liaison groups;
- budget review and monitoring; and
- publishing of free advice on our website.

3.4 Demands on the Service

3.4.1 Overview of the Risk-Based Approach to Inspections

The Health and Safety Executive in the [National LA Enforcement Code](#)^[14] and [Local Authority Circular 67/2](#)^[15] set out inspection priorities based on national statistics and trends.

The Food Standards Agency, in the [Food Law Code of Practice](#)^[16], categorises businesses into different intervention frequencies, determined by the potential risk posed by the business. Businesses are scored after every primary intervention or audit visit and thereafter may move up or down the risk rating system as the businesses improve or deteriorate and the risk changes.

3.4.2 **Breakdown of Businesses within East Herts**

As of September 2023, the council had 1,997 premises on its database where it was responsible for enforcing health and safety and 1,448 registered food premises. These figures will fluctuate each month as businesses open or close. The two tables below show a breakdown of these premises.

Table 4 - Breakdown of premises' health and safety categories

Type of Business	Number of Businesses
Retail Shop	473
Leisure and Cultural Services	449
Office	435
Catering Service	340
Consumer Services	149
Wholesale Shop etc	52
Other Premises	43
Residential Care Homes	29
Hotels, camp sites etc	27
Total	1,997

Table 5 - Breakdown of premises' food hygiene risk ratings

Type of Business	Inspection Risk Category					
	A	B	C	D	E	U
Primary Producer	0	0	1	4	9	1
Manufacturers & Packers	1	2	12	3	21	5
Importers / Exporters	0	0	0	0	5	1
Distributors / Transporters	0	0	0	0	21	2
Retailers	0	1	11	47	187	42
Restaurant / Catering	2	26	214	348	382	100
Total	3	29	238	402	625	151

3.4.3 Approved Food Premises

In addition to the food premises in Table 5 above, the council has four “approved” premises within the district. These are covered in more detail in section 4.2 below.

3.4.4 High Risk and Complex Food Processes

High risk or complex food processes can only be inspected by officers who can demonstrate the necessary competencies set out in the Food Standards Agency's [Competency Framework](#)^[17]. The following processes are considered to be high risk or complex and will only be allocated to officers with the appropriate competencies:

- canning
- aseptic packing
- pasteurisation and sterilisation
- cook-chill
- vacuum packing and modified atmosphere packing
- sous vide
- air drying
- freeze drying
- cold smoking
- depuration.

3.4.5 **Seasonal Businesses, Festivals, Fayres and Similar Events**

East Herts is host to many festivals and fayres each year. The Environmental Health team, through the council's Safety Advisory Group (SAG), work closely with event organisers to reduce the risk to the public. These events have a significant impact on officers' available time. More details can be found in section 6.5 below.

3.4.6 **Access to the Commercial Team's Services**

The Environmental Health team is based at the council's offices, Wallfields, Pegs Lane, Hertford, which operates traditional office hours, though the main service delivery point for the service would be people's homes or businesses.

Inspections and related visits to premises that do not generally operate during normal office hours are accommodated within the council's existing flexi-time scheme.

Service users may contact officers in the following ways:

- by telephone between 9.00am – 5.00pm , Monday to Friday;
- by e-mail (environmental.health@eastherts.gov.uk);
- through our website (www.eastherts.gov.uk); or
- by letter.

3.5 **Enforcement Policy**

The current version of the Environmental Health Enforcement Policy was agreed by the council's Executive at its meeting on the 8 March 2011 and by the council at its meeting on the 18 May 2011.

The council is currently reviewing enforcement policies across the council with the aim of having a single consolidated policy.

SECTION 4.0 - FOOD SAFETY SERVICE DELIVERY

4.1 Inspections and Interventions

4.1.1 Risk-Based Food Safety Interventions



It is the council's practice to ensure that inspection activity is focused on the higher risk premises as a priority and inspections are carried out in accordance with the appropriate code of practice.

Revisits and follow-up action are carried for all food businesses which are not 'broadly compliant', that is, those receiving a food hygiene rating of two or lower. In addition, revisits are undertaken where significant contraventions are noted or where

statutory notices are served. Table 6 below shows a breakdown of broadly compliant and failing businesses.

Table 6 - Broadly compliant food businesses

Food Hygiene Rating	Failing			Broadly Compliant		
	0	1	2	3	4	5
Primary Producers					1	4
Manufacturers & Packers				1	3	10
Importers / Exporters						1
Distributors / Transporters						5
Retailers		2	1	8	34	155
Restaurant / Catering		6	13	65	167	678
Total	0	8	14	74	205	853

4.1.2 Food premises due for an intervention

For higher and medium risk food businesses (category A to D) we aim to inspect existing food businesses no later than 28 days after their programmed due date as required by the Food Law Code of Practice.

Table 7 - Food premises due for an intervention

Business Risk Category	Brought forward into 2022/23	Visits due in 2023/24	Total visits due in 2023/24
A (every 6-months)	0	3	3
B (every 12-months)	1	26	27
C (every 18-months)	38	96	134
D (every 24-months)	132	113	245
E	473	64	737
Unrated	143	9	152
Total	787	311	1,098

It should be noted that the above figures are guides to the work that needs to be done this year; each inspection has the potential to significantly change these requirements. For example, Category A premises may generate two further inspections and Category B premises may generate a further inspection within the period when inspected.

4.1.3 New Food Businesses

We aim to inspect new food premises within 28 days of receipt of their food premises registration form, as required by the Food Law Code of Practice. This is, however, dependant on resources and other demands upon the service.

We currently have 152 unrated new food premises that we are working through, prioritising those which involve higher risk activities such as catering.

4.1.4 Alternative Enforcement Strategy

Very low risk premises will fall outside of the routine risk-based inspection/ intervention programme but must still be assessed as part of an alternative enforcement strategy. The aim of the alternative

enforcement strategy is to allow the council to focus attention on those businesses who present the greatest risk and/or who are failing to meet their legal obligations. Appendix H at the end of this document provides more detail on the council's approach.

During 2023-2024, the Environmental Health Team will be working to clear the backlog of higher and medium risk premises as detailed in paragraph **Error! Reference source not found.**. This means that unless there are items of imminent concern, we will not be undertaking the alternative enforcement strategy this year.

Table 8 - Planned Intervention Programme for Lower Risk Food Premises

Intervention / Project	Estimated Number of Premises
Questionnaires for category E premises	0
Intelligence gathering for category E premises selling alcohol	0

4.2 Approved Food Premises

The council is required to assess certain food businesses which handle food of animal origin, for approval under Regulation (EC) No 853/2004. Approval inspections generally take longer than a normal food hygiene inspection because of the considerable amount of work needed on the part of the business operator and Environmental Health team.



East Herts currently has four approved businesses:

- EO / 001 – Keloglan Dairy Limited
- EO / 003 – Dawlicious Jersey Ice Cream

- EO / 004 – Brandon Cooked Meats Ltd
- EO / 006 – Wild Hill Kitchen Limited.

4.3 Outbreaks and Infectious Diseases

The Environmental Health team will investigate food or water related infectious diseases and outbreaks in accordance with procedures agreed with the Consultant in Communicable Disease Control (CCDC) and other published guidance.

Food related outbreak investigations will usually involve an in-depth inspection of the premises concerned, taking samples from the business and/or ill persons. Any samples taken will be analysed in approved laboratories.

In the event of a large outbreak, the staffing resource will be significantly higher than estimated due to the intensive staffing demands in dealing with such eventualities.

4.4 Food Alerts

[Food alerts](#)^[18] are issued by the Food Standards Agency detailing product withdrawals and recalls to let consumers and local authorities know about problems associated with food.

A Product Withdrawal Information Notice or a Product Recall Information Notice is issued where a solution to the problem has been put in place – the product has been, or is being, withdrawn from sale or recalled from consumers, for example. A Food Alert for Action is issued where intervention by enforcement authorities is required. These notices and alerts are often issued in conjunction with a product withdrawal or recall by a manufacturer, retailer or distributor.

The Environmental Health team will, on receipt of any food alerts, respond as appropriate and in accordance with the [Food Law Code of Practice](#)^[16].

4.5 Food Sampling

4.5.1 Overview

The Environmental Health team will use a risk-based approach to target its sampling programme. We will take account of the number, type and

risk ratings of food businesses within the district, including statutory sampling responsibilities for approved premises.

Wherever possible the sampling programme will be scheduled to work in collaboration with any national, regional and local sampling surveys, co-ordinating with Food Group sampling programmes.

4.5.2 **Areas of Focus**

Areas which will be considered for sampling include:

- manufacturers in the district;
- business engaged in the handling or preparation of high-risk foods;
- businesses identified for sampling as part of nationwide or regional sampling schemes;
- businesses subject to consumer complaints; and
- imported food;

4.5.3 **Qualifications**

Food sampling will be undertaken in accordance with the Food Standards Agency's Code of Practice and Practice Guidance and the Food Safety (Sampling and Qualifications) (England) Regulations 2013.

All food samples will be taken by authorised officers of the council being suitably trained, experienced and qualified in accordance with the council's documented procedures.

4.5.4 **Food Examiners and Food Analysts**

Where appropriate, samples will be analysed and/or examined by the laboratories authorised by the council, in accordance with established guidelines and the [Food Law Code of Practice](#)^[16].

4.6 **Imported Food Control**

East Herts Council is not classed as a border inspection post; we do not have a sea or airport, so do not have any port health duties. In addition, there are no Enhanced Remote Transit Sheds (ERTS) within East Herts. There are, however, several importing and exporting businesses within the district and residents together with other local food businesses may import food.

It is the intention of the Commercial Team to continue surveying and inspecting for imported food activity while undertaking routine inspections or interventions.

Where the Environmental Health team finds a business has products of animal and/or non-animal origin that have been incorrectly introduced into the country they will take appropriate action in relation to the illegally introduced products in accordance with national guidance and our documented procedure.

4.7 National Food Hygiene Rating Scheme

At the beginning of April 2012, East Herts Council launched the Food Standards Agency's national [Food Hygiene Rating Scheme](#)^[19]. The scheme helps consumers choose where to eat out or shop for food by giving them information about the hygiene standards in restaurants, cafés, takeaways, hotels and food shops. The overarching aim of the scheme is to reduce the incidence of food-borne illness and help encourage businesses to improve hygiene standards.

Table 5 above shows a snapshot of the premises hygiene ratings. The ratings for East Herts are available via the Food Standards Agency's [website](#)^[20].

SECTION 5.0 - HEALTH AND SAFETY SERVICE DELIVERY

5.1 Inspections and Interventions

5.1.1 Risk-Based Health and Safety Interventions

The National Local Authority Enforcement Code requires local authorities to target interventions on those activities that give rise to the most serious risk or where the hazards are least well controlled. This is to be achieved by:

- having risk-based intervention plans focussed on tackling specific risks;
- considering the risks that need to be addressed and use the whole range of interventions to target these specific risks;
- reserve unannounced proactive inspection only for the activities and sectors published by the Health and Safety Executive (HSE) or where intelligence suggests risks are not being effectively managed; and
- using national and local intelligence to inform priorities.

5.1.2 National Priorities

From the national priorities listed in Local Authority Circular 67/2, the Environmental Health team will be focused on the following activities during this financial year:

- Electrical safety in hospitality settings
 - Targeting 30 premises
- Gas safety in commercial catering premises
 - Targeting 30 premises
- Spa pools and hot tubs on display
 - Targeting 5 premises
- Raising awareness of the need to prevent injury to members of the public from accessing large commercial waste and recycling bins
 - Targeting 30 premises
- Visitor attractions to prevent ill-health arising from animal contact
 - Targeting 10 premises.

Further details on these interventions can be found in Appendix G.

5.2 Accident Investigations

The council can be notified of work-related accidents or near-misses within local businesses by either telephone or via the [HSE website](#). The type of accident or near-miss could include, [fatalities, major injuries, injuries requiring more than 7 days absence from work, occupational diseases and dangerous occurrences](#)^[21].

All accidents will be risk-assessed and investigated in accordance with the department's documented procedures and national guidelines. In cases where we believe a business has failed in its duty to protect its employees or the public, the case will be dealt with in line with our published enforcement policy and the [Enforcement Management Model](#)^[22] (EMM).

5.3 Sampling

The Environmental Health team will use a risk-based approach to target its sampling (including environmental swabbing). Areas which will be considered for sampling include:

- businesses identified for sampling as part of nationwide or regional sampling schemes;
- businesses subject to consumer complaints; and
- swimming pools and spas.

5.4 The Independent Regulatory Challenge Panel

The Independent Regulatory Challenge Panel was set up to look into complaints regarding advice given by either HSE or local authority inspectors about health and safety. Where a business owner believes the information they have been given is incorrect or goes beyond what is required to control the risk adequately, they can raise the issue through the HSE's website, <https://www.hse.gov.uk/contact/challenge-panel.htm>

The panel consists of independent members who will have the competence and experience to assess advice that has been given on regulatory matters.

Before the business owner raises an issue with the panel, they should have first tried to resolve the matter with the relevant officer who inspected the premises and the Service Manager for Environmental Health.

SECTION 6.0 - GENERAL SERVICE DELIVERY

6.1 Complaints about Local Businesses

The Environmental Health team will apply a risk-based approach to complaints about local businesses, which may mean some complaints will not be investigated but used as intelligence to build up a picture of the business for future inspections or interventions. The team will investigate complaints where there is a medium-to-high risk of harm to the general public or members of staff.



The purposes for investigating complaints include:

- identifying the cause of the risk and those people affected, removing the risk and ensuring, by advice or enforcement, that it does not reoccur;
- the provision of information and advice to industry in order to raise and maintain standards;
- to fulfil the duty of enforcement; and
- to inform future inspection priorities, both nationally and locally.

Complaints are investigated in accordance with the department's documented procedures and are responded to within five working days; where an imminent serious risk is indicated, the response will be quicker.

6.2 Primary Authority Principles

The council supports the [Primary Authority](#)^[23] scheme. Instances where the Environmental Health team would liaise with the relevant local authority include:

- before taking formal enforcement action, other than prohibition;
- after serving a prohibition notice; or
- where shortcomings are identified in a participating organisation's agreed policies or procedures which may require challenge at national level.

Where the business has a primary authority agreement and a published inspection plan, the Environmental Health team will use it as the basis of the inspection or intervention.

At present, East Herts Council does not have any formal partnerships with local businesses, however, there are a number of food manufacturing premises within East Hertfordshire for which the council acts as the Originating Authority, these including:

- Allinson Flour Mill
- Breading and Coating
- Crossip Drinks
- Dawliscious Ice Cream
- Dorringtons Bakery
- Gu
- Keloglan Yogurt Company
- The Hertford Brewery
- Wildhill Kitchen.

6.3 Advice to Businesses

East Herts Council will advise and work with businesses to help them comply with the law. In particular, we will provide education, information and advice to prospective and existing businesses on matters relating to health and safety and/or food hygiene.

The following activities will be undertaken to assist local businesses:

- on-the-spot advice during routine interventions;
- updating the council's website with useful information;
- sign-posting businesses to relevant information; and
- responding to health and safety and food hygiene enquiries.

6.4 Liaison with Other Organisations

The council is committed to ensuring the enforcement approach it takes is consistent with other local authorities. Accordingly, regular dialogue and updating on enforcement matters takes place through the following forums:

- Herts and Beds topic groups and regional group meetings;

- Local Government Regulation updates (formally LACORS); and
- regular contact with the HSE and Food Standards Agency.

6.5 Large Public Events

The council's [Safety Advisory Group](#)^[24] (SAG) advises on safety at public events. The SAG in East Herts is a multi-agency group that has been established to enable event organisers to seek help and guidance from one central body.

The events held within East Herts can range from 50 attendees to 10,000.

It is therefore important that these events, particularly the larger events, are appropriately supported. Members of

the Environmental Health team will attend the SAG to advise on any food hygiene or health and safety issues. In addition, the Environmental Health team will work directly with event organisers to provide advice on controls and checks that need to be in place to ensure the event is run safely and that any food is produced hygienically.

The larger events take a considerable amount of staffing resource and are generally clustered around the summer period.

Larger events will often use caterers from outside East Herts and are therefore unknown to the council. To help reduce the burden to businesses and the council, the Environmental Health team will gather intelligence on any potential food vendors from other local authorities and use this information to target higher risk food outlets at all major events.



SECTION 7.0 - RESOURCES

7.1 Environmental Health Budgets

The budgets for the Environmental Health team are contained with the Housing and Health Service's budgets which for this financial year were agreed by the Council on [1st March 2023](#) ^[25].

If legal action needs to be taken by the Environmental Health team, costs have to be met, where possible, from within the overall approved budget. For large food related incidents, the council can also apply to the Food Standards Agency for special funding.

7.2 Staffing Resources

The predicted staffing profile for all of the Environmental Health team, with respect to this service plan, is set in Table 3 above. The food competency profile of the Environmental Health team is given in Appendix C. The figures for competency are given in terms of numbers of authorised officers rather than full time equivalents (FTE).

By monitoring trends, inspection data, using time recording data and horizon scanning for likely demands on the service, it is possible to predict the likely staffing resources needed to deliver this service plan.

A comparison of the predicted staffing resources needed to deliver this service plan compared with the predicted available staffing resources can be found in Appendix E and Appendix F.

7.3 Staff Development

The Service Manager – Environmental Health will ensure that the Environmental Health team officers are appropriately qualified and receive regular training to maintain and improve their level of competency, including adherence to written working procedures and policies.

Staff development is monitored as part of the council's internal performance and development review scheme.

SECTION 8.0 - QUALITY ASSESSMENT

8.1 In-house Quality Assessment

In addition to the training and development arrangements already mentioned in section 7.3 above, the following monitoring arrangements are in place to assist in the consistency and quality assessment of the work carried out by the Commercial Team:

- review by the Senior Environmental Health Practitioner (Commercial) and/or Service Manger – Environmental Health of selected post-inspection paperwork;
- meetings with the Service Manger – Environmental Health where any legal action is anticipated;
- inspection audits by peer review and by the Senior Environmental Health Practitioner (Commercial) and/or Service Manger – Environmental Health;
- review of feedback from the council's [corporate complaints procedure](#)^[6];
- regular team meetings to update the Environmental Health team and share experiences; and
- regular Performance and Development Review meetings with line managers and subsequent one-to-one meetings.

8.2 External Quality Assessment

8.2.1 Inter-authority Audits

The Environmental Health team will participate in any inter-authority audits organised by the Herts and Beds topic groups. Currently there are none planned.

8.2.2 Food Standards Agency Audit

In June 2013, the Food Standards Agency undertook a “Delivery and Compliance” audit of East Herts Council. The audit focused on the council’s arrangements for the management of the food premises database, food premises interventions, and internal monitoring. This included a reality check at a food business to assess the effectiveness of official controls implemented by the Authority at the food business

premises and, more specifically, the checks carried out by the Authority's officers, to verify food business operator (FBO) compliance with legislative requirements. The scope of the audit also included an assessment of the Authority's overall organisation and management, and the internal monitoring of food hygiene law enforcement activities.

Full details of the Food Standards Agency's findings can be found in their [report](#)^[26] which is published on the National Achieves Website.

SECTION 9.0 - REVIEW

9.1 Review against this Service Plan

Review of the activities covered by the Environmental Health team will take place on an annual basis by the Service Manager – Environmental Health. In addition, ad-hoc reviews may take place as a result of:

- changes to legislation and guidance;
- observations during joint visits;
- post-inspection checks on officer's paperwork; or
- feedback from businesses, customers, staff and partners.

The outcome of the review(s) will be recorded and considered each year as part of the service planning process.

9.2 Review against Key Performance Indicators

Information about the council's performance indicators which are relevant to the work of the Environmental Health team is listed in Appendix A.

These performance indicators are reviewed on a monthly basis by the Service Manager – Environmental Health; any deviation from the council's agreed target are accounted for and reported formally via the council's corporate software solution, "Pentana" to which elected members have full access and receive regular reports detailing the council's performance.

9.3 Areas of Improvement

Any service issues identified during the annual reviews, from customer feedback, staff reviews or by monthly routine performance monitoring will be recorded and where appropriate an action plan produced to address those service issues.

SECTION 10.0 - CONCLUSION

10.1 Staffing Resource (Food Hygiene)

Given potential demands and current work processes, it is estimated that the optimum staffing complement would be 3.71 FTE (full-time equivalent). See Appendix E for details.

The current Environmental Health team has 2.3 FTE officers specifically focused on food hygiene work, including a 0.6 FTE vacancy. There is thus a degree of pressure on the service.

There is a continuing need to address this service pressure via service redesign in terms of officer deployment, process re-engineering and automation.

Wherever possible, impacts resulting from the differences between the optimum staffing complement and current staffing commitment will be limited to lower risk activities and raised with the Head of Housing and Health and Executive Member for Wellbeing.

10.2 Staffing Resource (Health and Safety)

Given potential demands and current work processes, it is estimated that the optimum staffing complement would be 0.47 FTE. See Appendix F for details.

The current Environmental Health team has 0.44 FTE specifically focused on Health and Safety. The small shortfall is being handled through work prioritisation and careful officer deployment.

Wherever possible, impacts resulting from the differences between the optimum staffing complement and current staffing commitment will be limited to lower risk activities and raised with the Head of Housing and Health and Executive Member for Wellbeing.

SECTION 11.0 - APPENDICES

- Appendix A - Key Performance Indicators
- Appendix B - Environmental Health Structure Chart
- Appendix C - Current Food Officer Competency Profile
- Appendix D - Distribution of Food Hygiene Ratings
- Appendix E - Staffing Resources (Food Hygiene)
- Appendix F - Staffing Resource (Health and Safety)
- Appendix G - Health and Safety Intervention Plan
- Appendix H - Food Hygiene Alternative Enforcement Strategy
- Appendix I - Service Improvements
- Appendix J - References

Appendix A - Key Performance Indicators

* Performance indicators are currently being reviewed across the council.

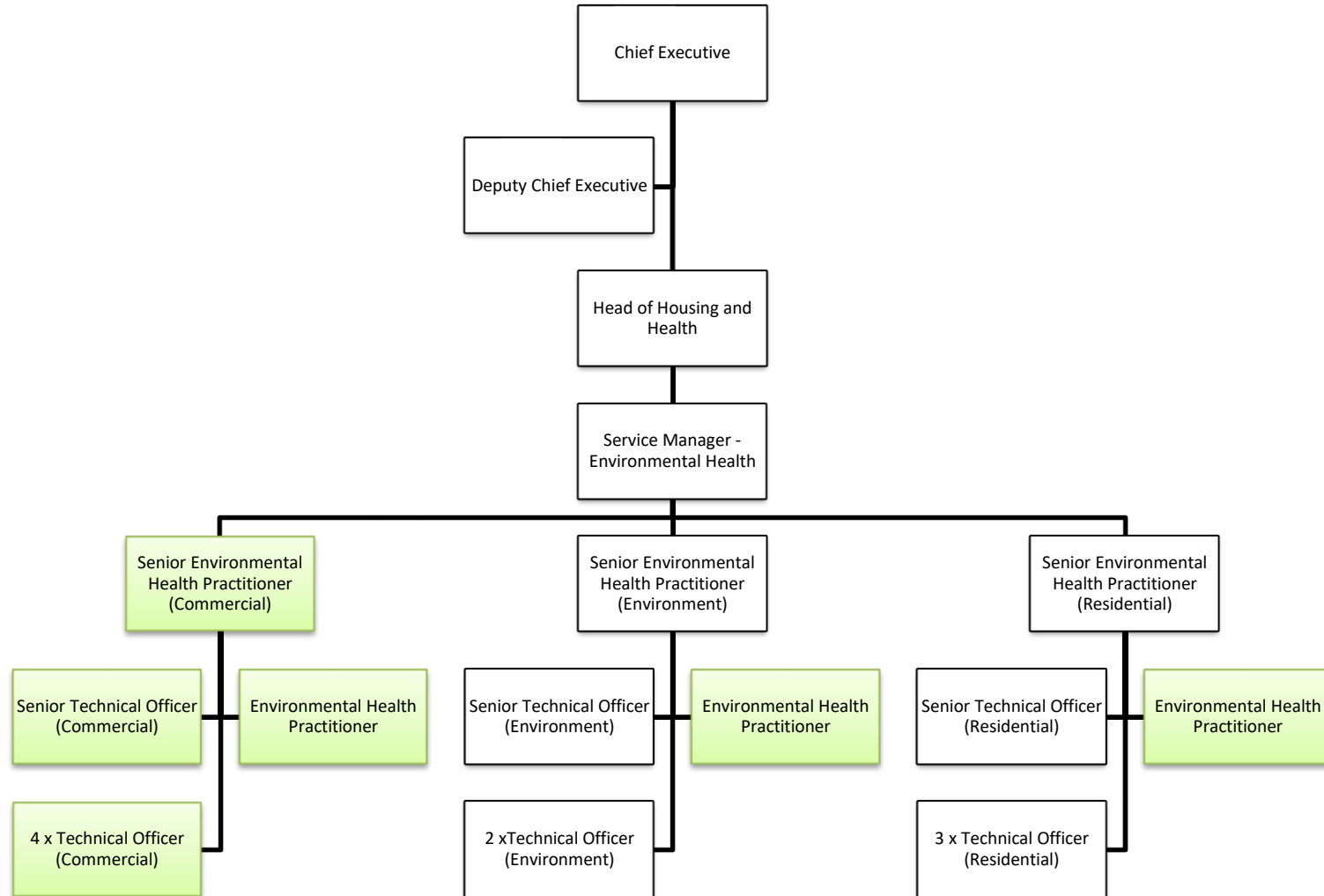
Indicator Description	2020/21		2020/21		2022/23		2023/24
	Target	Achievement	Target	Achievement	Target	Achievement	Target
QC HH 184 – Food establishments in the area which are broadly compliant with food hygiene law	85%	N/A	85%	N/A	85%	83%	85%
Q HH 2.12 – Percentage of responses to environmental health requests for services actioned within target times	98%	N/A	98%	89%	98%	74%	98%
Q HH 2.13 – Percentage of food business interventions that were carried out for category A and B risk-rated food premises	85%	N/A	85%	N/A	85%	N/A	100%

Please note that a number of figures above are not available from 2020 until 2022 due to work to tackle the COVID pandemic being prioritised.

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Appendix B - Environmental Health Structure Chart

Highlighted posts indicate those who undertake food hygiene and health and safety work



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Appendix C - Current Food Officer Competency Profile

Level of Authorisation (April 2023)	SEHP	STO	EHP 1	EHP 2	EHP 3	TO 1	TO 2	TO 3	TO 4
Powers of Entry, Examination and Investigation	X	X	X	X	X	X		X	
Inspection, Detention and Seizure of Food Stuffs	X	X	X	X	X	X			
Informal procurement and analysis of samples	X	X	X	X	X	X		X	
Medium/lower risk premises (Category C to E):									
• Inspection of medium / lower risk premises	X	X	X	X	X	X			
• Service of hygiene improvement notices	X	X	X	X	X	X			
• Formal procurement and analysis of samples	X	X	X	X	X	X			
Higher risk premises (Category A and B):									
• Inspection of higher risk premises	X	X	X		X				
• Service of hygiene improvement notices	X	X	X		X				
• Formal procurement and analysis of samples	X	X	X		X				
Service of emergency prohibition notices	X	X	X		X				
Service of remedial action / detention notices	X	X	X		X				
Inspection of approved premises	X	X	X		X				

Level of Authorisation (April 2023)	SEHP	STO	EHP 1	EHP 2	EHP 3	TO 1	TO 2	TO 3	TO 4
High-risk and/or complex processes:									
• Canning *									
• Aseptic packing *									
• Pasteurisation and sterilisation	x	x	x						
• Cook-chill	x	x							
• Vacuum or modified atmosphere packing	x	x							
• Sous vide	x	x							
• Air drying *									
• Freeze drying *									
• Cold smoking	x	x							
• Depuration *									

* Indicates high-risk and/or complex processes which are not known to take place in East Herts.

Key:

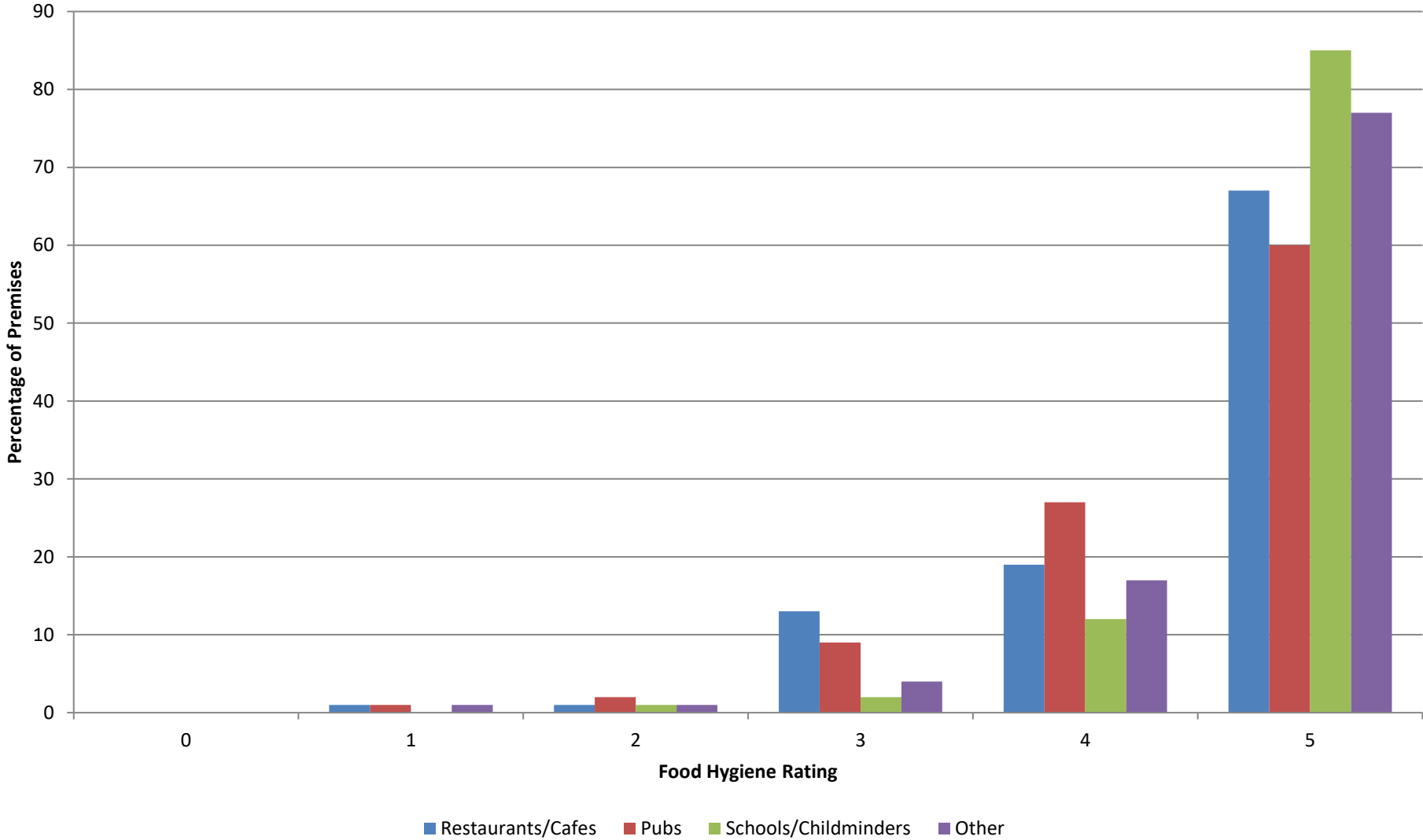
SEHP – Senior Environmental Health Practitioner

EHP - Environmental Health Practitioner

STO – Senior Technical Officer

TO – Technical Officer

Appendix D - Distribution of Food Hygiene Ratings



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Appendix E - Staffing Resources (Food Hygiene)

Area of Work	Predicted Volume for 2023/2024 ^[1]	Estimated Hours per Activity ^[2]	Estimated FTE Required for 2023/2024
Primary interventions/inspections (100% higher risk / 100% medium risk)	508	3.38	1.18
Primary interventions/inspections (100% higher risk / 80% medium risk)	413	3.38	0.96
Alternative enforcement strategy	0	0	0
New premises interventions/inspection (including inspections brought forward)	374	3.38	0.87
Revisits	51	1.1	0.04
Advice visits	4	3.2	0.01
Sampling visits	30	0.4	0.01

¹ Based on the average case work undertaken by the team over the past three years (excluding COVID period)

² Based on time recording undertaken by officers when undertaking these activities.

Area of Work	Predicted Volume for 2023/2024 ^[1]	Estimated Hours per Activity ^[2]	Estimated FTE Required for 2023/2024
Requests for service (including complaints)	354	4.5	1.09
ID investigations	9	2.0	0.01
Food poisoning / outbreak investigations	38	5.7	0.15
Dealing with large events	10	25.0	0.17
Enforcement (excluding prosecutions)	2	6.0	0.1
Training and other back office functions	9	12.0	0.08
Total (assuming primary interventions/inspections target of 100% higher risk / 100% medium risk:			3.71
Total (assuming primary interventions/inspections target of 100% higher risk / 80% medium risk:			3.49

Appendix F - Staffing Resource (Health and Safety)

Area of Work	Predicted Volume for 2023/2024 ^[3]	Estimated Hours per Activity ^[4]	Estimated FTE Required for 2023/2024
Intervention programme as detailed in section 5.1.1 above	105	2.2	0.16
Revisits	11	1.1	0.01
Advice visits	0	0	0
Sampling visits	18	2.0	0.03
Requests for service (including complaints)	24	5.8	0.1
Accident reports and investigations	56	3	0.12
Enforcement (excluding prosecutions)	2	6.0	0.01

³ Based on the average case work undertaken by the team over the past three years (excluding COVID period)

⁴ Based on time recording undertaken by officers when undertaking these activities.

Area of Work	Predicted Volume for 2023/2024 ^[3]	Estimated Hours per Activity ^[4]	Estimated FTE Required for 2023/2024
Management, training and other back office functions including enforcement	9	6.0	0.04
			0.47

Appendix G - Health and Safety Intervention Plans

Electrical safety in hospitality settings	
Intervention Details	<p>The Electricity at Work Regulation 1989 requires that any electrical equipment which has the potential to cause injury is maintained in a safe condition.</p> <p>Officers are asked to increase awareness to improve standards of compliance. They are asked to remind duty-holders to ensure both the fixed installation and electrical appliances are inspected by a competent person at appropriate intervals.</p>
Supporting Evidence	<p>National Priority – see LAC 67/2</p> <p>The pandemic has meant that many hospitality venues have extended their space to make the most of outdoor areas. Pubs, restaurants and cafés are urged to ensure outdoor electrical equipment such as lights and heaters are specifically designed for outdoor use, installed by a competent person and checked regularly for damage or water ingress.</p>
Sectors and Activities to be Targeted	Hospitality venues, particularly public houses.
Planned Intervention	Initially raising awareness with duty holder of their legal obligations, unless there are causes for imminent concern.

Gas safety in commercial premises	
Intervention Details	The proper installation, maintenance and inspection by a competent Gas Safe registered engineer is essential to ensuring that staff and customers at commercial catering premises are protected from exposure to carbon monoxide gas.
Supporting Evidence	National Priority – see LAC 67/2 HSE has obtained information from Gas Safe Register which suggests that commercial caterers are not fully aware of their duties under the Gas Safety (Installation and Use) Regulations 1998 and this can lead to appliances being unsafe. These appliances include boilers, cooking ranges and more specialised equipment such as tandoori ovens and chapatti flammers.
Sectors and Activities to be Targeted	Catering establishment which use gas appliances.
Planned Intervention	Initially raising awareness with duty holder of their legal obligations, unless there are causes for imminent concern.

Spa pools and hot tubs on display	
Intervention Details	<p>There has been a number of cases and outbreaks of Legionnaires' disease associated with display or demonstration spa pools and hot tubs.</p> <p>Most spa pools and hot tubs in a retail, exhibition or trade show setting will not be filled with water (and will not therefore present any risk), however, when filled with water and in operation, these systems present an underappreciated infection risk.</p>
Supporting Evidence	<p>National Priority – see LAC 67/2</p> <p>Increase number of cases and outbreaks of Legionnaires' disease associated with display or demonstration spa pools and hot tubs.</p>
Sectors and Activities to be Targeted	Large garden centres and specialised retail centres.
Planned Intervention	Initially raising awareness with duty holder of their legal obligations, unless there are causes for imminent concern.

Raising awareness of the need to prevent injury to members of the public from accessing large commercial waste and recycling bins

Intervention Details	HSE's Waste & Recycling sector supports the strategic industry initiative to prevent people being injured or killed after entering large commercial bins (typically 660 litres capacity and above).
Supporting Evidence	National Priority – see LAC 67/2 There have been numerous cases where members of the public have gained access to commercial bins for shelter and then been injured or killed when those bins were emptied into collection and compaction vehicles.
Sectors and Activities to be Targeted	Retail premises that use commercial waste bins.
Planned Intervention	Initially raising awareness with duty holder of their legal obligations, unless there are causes for imminent concern.

Intervention: Visitor attractions to prevent or control ill health arising from animal contact	
Intervention Details	<p>All animals naturally carry a range of microorganisms, some of which can be transmitted to humans. Diseases passed from animals to humans are known as zoonoses. Some zoonotic diseases are more serious than others.</p> <p>There are a range of zoonotic diseases that could be acquired from animal contact at visitor attractions including E. coli O157 and Cryptosporidium parvum.</p>
Supporting Evidence	<p>National Priority – see LAC 67/2</p> <p>Increase cases of zoonotic illnesses.</p>
Sectors and Activities to be Targeted	Zoos, open farms and other similar premises.
Planned Intervention	Initially raising awareness with duty holder of their legal obligations, unless there are causes for imminent concern.

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Appendix H – Food Hygiene Alternative Enforcement Strategy

H.1.0 Introduction

The Code of Practice on Food Law (CoP) issued by the Food Standards Agency provides the option for local authorities to use an Alternative Enforcement Strategy for low-risk food businesses to ensure their compliance with the law. It outlines a range of interventions as an alternative to inspections for local authorities to implement. The strategy targets low-risk food businesses assessed as such where inherent hazards are not significant by virtue of their trading activities or the number of consumers they supply.

H.2.0 Aim

The Alternative Enforcement Strategy will allow the council to focus on the businesses that pose the highest risk to consumer safety and those who are failing to meet their statutory obligations. This will enable the council to provide information and advice to low-risk businesses where appropriate while ensuring they are subject to official controls. The strategy will allow the council to maintain regular contact with low-risk businesses while focusing resources on higher-risk businesses.

H.3.0 Low Risk Definition

All new food businesses will receive a food hygiene inspection and will subsequently be given a risk rating. The risk rating will determine how frequently the business will need to be inspected. Low risk businesses are businesses that receive an inspection rating of 30 or less (category E). Businesses may move in or out of this category as a result of the information gathered and any changes to the activities undertaken.

Low risk businesses can be excluded from the planned inspection programme as long as they are subject to an alternative enforcement strategy every three years. This does not include unrated premises.

H.4.0 Strategy

All businesses must have been subject to an initial formal inspection and risk rated before being included in the Alternative Enforcement Strategy. A list of priorities has been identified for East Herts. Category E businesses falling under these categories will be part of the strategy.

These businesses will be allocated to an officer. The business team will send out letters and self-assessment questionnaires for the business'

completion. When the questionnaire is completed and returned, the case officer will evaluate the response and risk rate the business accordingly. It is likely that the business will remain a category E and therefore, in most cases, there will be no need for further contact for another three years.

In some cases the response to the questionnaire may indicate an increase in the risk to customer safety. Where the business receives an increased risk rating they will usually fall within the proactive inspection plan. In these cases further action will be required to inspect and ensure appropriate measures are in place. Uniform must be maintained to accurately record the actions undertaken.

H.5.0 Priorities

A number of industries usually fall under the low-risk category. The following priorities will be the target of the Alternative Enforcement Strategy:

- Childminders
- Public Houses that only sell drinks and confectionary
- Newsagents that only sell low risk foods – sweets, and wrapped food items
- Food businesses operating from domestic premises
- Sports and Social Clubs that only sell drinks and confectionary
- Village/Church halls where only occasional catering takes place.

H.6.0 Questionnaires

Our main approach will be to use self-assessment questionnaires. The questionnaires will be sent out to all low-risk (Category E) businesses that are in the list of priority industries as detailed above.

Low-risk business will be sent a letter together with a low risk self-assessment questionnaire to complete every three years. Some questionnaires will be industry-specific to allow clearer assessment of the business activities.

From time to time, targeted interventions or project-based interventions for lower-risk premises may be initiated by the council themselves or form part of joint-working initiatives with other local authorities.

The council will also embrace the principles of 'Better Business for All' by combing food surveillance visits with alcohol licencing visits for lower-risk

food premises, instead of using questionnaires. Where significant issues are identified as a result of these surveillance visits, a suitably qualified member of the Environmental Health team will undertake further investigations.

H.7.0 Follow up

If the questionnaire has not been returned within the following 28 days, the case officer will telephone the outstanding business. Officers will issue a reminder or where appropriate carry the questionnaire out over the phone. If the questionnaire has not been received within a further 14 days the business will be subject to a food hygiene inspection. This will be arranged within the following 28 days.

A number of verification visits may be undertaken by a qualified officer to check the information supplied. This approach will help maintain the accuracy of the council's records by identifying where businesses have closed, changed ownership or nature of the premises.

H.8.0 Inspections

Although the strategy aims to minimise the number of visits made to low-risk food businesses, intelligence may identify issues that require further intervention. There are a number of cases where officers may carry out an inspection:

- where the response received indicates a change of trading activity and poses an increased risk to customer safety
- change in the number of consumers the business supplies
- where the business fails to return the self-assessment questionnaire
- to investigate complaints relating to the business
- where a questionnaire is received indicating a change in ownership
- as part of an investigation into a food poisoning outbreak
- in response to actions requested by Food Alert
- at the request of the proprietor/manager.

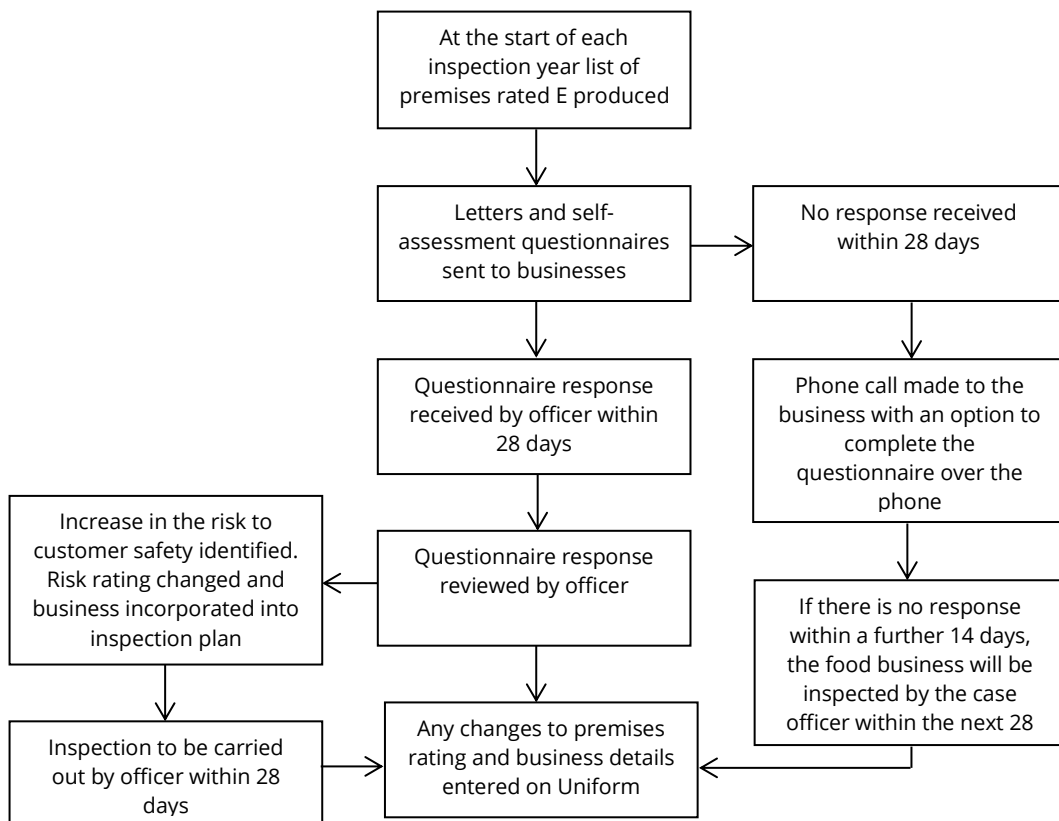
It is recognised that the strategy largely relies on the honesty of the business. Therefore, these inspections will help the council assess the adequacy of the scheme and the validity of the responses received.

H.9.0 Performance Indicators

The overall objective of the strategy is to maintain a rolling Alternative Enforcement Strategy for food hygiene standards for low-risk category businesses. Performance will be measured against the following indicators:

- Number of businesses receiving a low risk questionnaire each year
- The number of questionnaires returned each year
- The number of low-risk businesses inspected each year
- The number of businesses moving out of the low-risk strategy each year due to a change in the level of risk presented.

H.10.0 Flowchart of AES Procedure



Appendix I - Service Improvements

As detailed in Section 8 of this report, the Service Manager - Environmental Health will undertake regular reviews of the work of the Environmental Health team. Any significant service improvements which come about as a result of this process will be reported in this Appendix.

I.1.0 Service Improvements During 2022/2023

- Procedures updated to reflect best practice.
- Work started on streamlining online complaints with the introduction of new report forms for service users.

Appendix J - References

This service plan has a number of hyperlinks to different web pages which are embedded into the text. If you are viewing this document electronically, you simply need to click on the blue text to access the referenced document or website. If you are viewing this in paper format, then the main website addresses are listed below for your convenience.

Please note, external links were selected and reviewed when this service plan was produced. However, East Herts Council is not responsible for the content of external websites; therefore the link and/or content could change without the council's knowledge or agreement.

- ¹ Health and Safety at Work etc Act 1974
www.legislation.gov.uk/ukpga/1974/37
- ² Food Safety Act 1990
www.legislation.gov.uk/ukpga/1990/16
- ³ Food Safety and Hygiene (England) Regulations 2013
www.legislation.gov.uk/uksi/2013/2996/made
- ⁴ Environmental Health's Enforcement Policy
<https://www.eastherts.gov.uk/environmental-health/environmental-health-enforcement-policy>
- ⁵ Environmental Health's Customer Satisfaction Survey
<https://www.eastherts.gov.uk/environmental-health/environmental-health-customer-survey>
- ⁶ East Herts Council's Complaints Procedure
<https://www.eastherts.gov.uk/contactus/make-formal-complaint>
- ⁷ East Herts Council's Vision and Corporate Priorities
<https://www.eastherts.gov.uk/about-east-herts-0/vision-and-corporate-priorities>
- ⁸ East Herts Council's Economic Development Vision for East Hertfordshire
<https://www.eastherts.gov.uk/planning-building/east-herts-district-plan/evidence-library/economy-employment-and-retail-eeer>
- ⁹ East Herts Council's Sustainable Community Strategy
<https://www.eastherts.gov.uk/about-east-herts-0/sustainable-community-strategy-2009-2024>

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- ¹⁰ Health and Wellbeing Strategy
<https://www.eastherts.gov.uk/about-east-herts-0/health-and-wellbeing-strategy-2019-23>
- ¹¹ nomis
<https://www.nomisweb.co.uk/reports/lmp/la/1946157224/report.aspx?town=east%20hertfordshire>
- ¹² Hertfordshire Trading Standards
www.hertfordshire.gov.uk/business/tradingstandards/
- ¹³ Office of National Statistics – UK Business Activity, Size and Location 2016
www.ons.gov.uk/businessindustryandtrade/business/activitysizeandlocation/datasets/ukbusinessactivitysizeandlocation
- ¹⁴ National Local Authority Enforcement Code
<https://www.hse.gov.uk/lau/la-enforcement-code.htm>
- ¹⁵ Setting Priorities and Targeting Interventions
<https://www.hse.gov.uk/lau/lacs/67-2.htm>
- ¹⁶ FSA – Food Law Code of Practice
<https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>
- ¹⁷ Food Standards Agency Competency Framework
<https://www.food.gov.uk/sites/default/files/media/document/competency-framework.pdf>
- ¹⁸ FSA – Food Alerts
<http://www.food.gov.uk/enforcement/alerts/>
- ¹⁹ FSA – Information on the Food Hygiene Rating Scheme
<http://www.food.gov.uk/policy-advice/hygieneratings/>
- ²⁰ FSA – National Food Hygiene Ratings Scheme Website
<http://ratings.food.gov.uk/>
- ²¹ HSE – Reporting of Injuries, Diseases and Dangerous Occurrences
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- ²² HSE – Enforcement Management Model
<http://www.hse.gov.uk/enforce/emm.pdf>
- ²³ Primary Authority Scheme
<https://www.gov.uk/government/publications/primary-authority-overview>

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- ²⁴ East Herts Council – Safety Advisory Group Information
<https://www.eastherts.gov.uk/community-and-health/community-event-guidance>
- ²⁵ East Herts Council – Minutes from the adoption of council budgets
<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=158&MId=4040&Ver=4&J=8>
- ²⁶ Food Standards Agency's 2013 Audit of East Herts Council
https://webarchive.nationalarchives.gov.uk/ukgwa/20171207145729/https://www.food.gov.uk/enforcement/auditandmonitoring/auditreports?f%5B0%5D=i_m_field_nation%3A17