

Work Plan for Food, Health and Safety Enforcement

2025/2026



SOUTH
KESTEVEN
DISTRICT
COUNCIL

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For a simple overview of this Work Plan, take a look at our summary document by visiting:

www.southkesteven.gov.uk/food-health-safety-workplan



Foreword

I have the pleasure of endorsing this annual workplan, which covers all areas enforced by the Commercial Team within the Public Protection Service.

The document has been produced in accordance with the Food Law Code of Practice (June 2023) and associated practice guidance, and Section 18 of the Health & Safety at Work etc. Act 1974.

The vision of South Kesteven District Council is to have 'a thriving District to live in, work and visit' and this plan contributes to ensuring effective control of risks to the safety, health and wellbeing of our residents and visitors.

This workplan details how the Council delivers official controls and fulfils its duties under food safety, health and safety, public health and drinking water legislation. This plan identifies the proactive and reactive work the team undertakes, and the plan allows the targeting of resources to ensure an effective delivery of service.



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Head of Service, Public Protection*

1.0 Introduction

The purpose of the work plan is to set out how the Council delivers official controls and fulfils its duties under food safety, health and safety, public health and drinking water legislation. It is based on the elements required by the Food Standards Agency (FSA) Framework Agreement but covers all core areas of work undertaken by the Environmental Health, Commercial Team.

1.1 Service Aims and Objectives

The food and health and safety functions make an important contribution towards the Council's vision, which is making South Kesteven a thriving District to live in, work and visit. The work of the service:

- Supports the economy and business growth in South Kesteven
- Protects and enhances the local environment
- Ensures public protection, the effective control of risks to the safety, health and wellbeing of our residents
- Ensures a proportionate, risk-based, targeted approach to enforcement while supporting businesses.

1.2 Corporate Objectives and Strategies

The Council has a Corporate Plan setting out its vision and priorities. Five priorities are highlighted in the Corporate Plan, based on an analysis of the current performance of SKDC both as a District and as a Council, and emerging opportunities and challenges:

- Connecting Communities - To enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to.
- Sustainable South Kesteven - To meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations.
- Enabling Economic Opportunity - To enable and support a dynamic, resilient and growing local economy, which benefits all our communities.
- Housing - To ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
- Effective Council - To deliver trusted, high quality and value-for-money services that fulfil the needs and expectations of all our residents.

The work of the team links in several ways to the corporate plan, including supporting economic growth, delivering effective services and enhancing communities and their well-being.

1.3 Links to Other Council Functions

The work of the Environmental Health Commercial Team, that sits within the Public Protection Service area, links with other services. Some key areas include:

1.4 Development Management and Planning Policy, and Economic Development

Economic growth and the success of businesses is vital for our thriving District. Working with new businesses in the early planning stages can help to avoid potential future problems, giving the business the best possible start. Support is also given to stimulate growth locally, nationally and internationally, including business grant referrals and food export approvals. The team also represents the Council on the Kesteven Safety Advisory Group (KSAG), supporting and guiding event organisers attracting important tourism and visitors to the area, helping ensure events take place in a safe manner.

1.5 Licensing

The Council licenses premises for late night refreshment (serving hot food and drinks between 11pm and 5am). The Commercial team supports this work during inspections and commenting on license applications, particularly in respect of public safety, one of the objectives of the Licensing Act 2003.

2.0 Review of 2024/25 and Estimated Work for 2025/26

2.1 Food Hygiene

PROGRAMMED WORK		Actual 2024/25	Estimated 2025/26
Food interventions	High risk (Cat A-C)	209	176
	Medium risk (Cat D)	199	246
	Low risk (E and outside)	132	192
Outstanding interventions	Total	540	614
	High risk (Cat A-C)	0	0
	Medium risk (Cat D)	9	0
	Low risk (E and outside)	14	10
	Total	23	10
Food and environmental samples		54	40
Export audit visits		0	0

NON-PROGRAMMED WORK		Actual 2024/25	Estimated 2025/26
General	Export certificates	6	5
	Revisits	110	55
	Advice (paid for)	0	5
	Business advice visit	3	10
	Complaints	112	130
	Other requests	223	200
	New registration	162	125
Food hygiene rating scheme (FHRS)	Enquiries	1	5
	Re-score re-inspections	26	10
	Appeal requests	3	1
	Right to reply	0	1

2.2 Infectious Disease Investigation

NON-PROGRAMMED WORK		Actual 2024/25	Estimated 2025/26
Official notifications		99	40
Investigations & enquiries		37	10

2.3 Health and Safety

Health and safety work is now primarily reactive (no longer programmed), responding to incidents and accidents. In accordance with HSE guidance the council plans targeted work using local and national intelligence (more detail is included below).

NON-PROGRAMMED WORK		Actual 2024/25	Estimated 2025/26
General	H&S inspections	26	6
	Revisits	4	5
	Advice/events	3	5
	Complaints	36	25
	Other requests	17	25
	Smoke free	0	3
Skin Piercers	Enquiries	40	30
	Complaints	3	1
	New skin piercing registrations	38	30
Accidents	Reported	51	70
	Investigated (No visit)	9	20
	Investigated (Visit)	2	10

2.4 Private Water Supplies (PWS)

	Actual 2024/25	Estimated 2025/26
PROGRAMMED WORK		
Risk assessment visits	2	5
Sampling visits	15	14
NON-PROGRAMMED WORK		
Service requests (all water queries)	24	20

2.5 Enforcement 2024/25

Work Area	Improvement Notice	Voluntary Closure	Prohibition Notice	Simple Caution	Prosecution completed
Food	11	1	0	0	0
H&S	1	N/A	2	0	0
PWS	0	N/A	0	0	0

The two prohibition notices were served following serious gas safety failures presenting an imminent risk to staff and the public. The two takeaway food outlets remained closed until safety improvements and compliance were achieved.

2.6 Prosecutions

One serious health and safety case is due to conclude in Summer 2025. The defendants have pleaded guilty, and the case is being finalised with sentencing taking place in the Crown Court. This case and investigation have been significant, requiring some adjustment in workload planning, without affecting delivery of statutory functions.

2.7 Performance Indicator (PI) 2024/25

PI Description	Target (%)	Achieved (%)
Number of new food businesses achieving a '3' rating ('broadly compliant') or higher at first inspection	95	100

2.8 Key Performance Indicators (KPI) 2024/25

KPI Description	Target (%)	Achieved (%)
% of Regulatory Services service requests with an initial response within a defined timescale (5 working days)	95	100
Attendance at partnership meetings	75	100

3.0 Variations from the 2024/25 Work Plan

3.1 Staffing Allocation

During this period the team has remained fully staffed with no need for contractor support. The team continues to develop and maintain the expected high level of expertise. All team members are deemed competent and authorised across a range of work areas.

3.2 Fatal Accident Investigations

No fatal workplace accidents occurred during 2024/25 at workplaces which are local authority enforced.

3.3 Funeral Directors – National Response to Hull and East Yorkshire Incident

During April 2024 the Ministry of Justice and The Department for Levelling Up, Housing and Communities wrote to all Local Authority Leaders and Chief Executives following the distressing funeral director incident and ongoing police investigation in Hull and East Riding. As part of this work 11 funeral homes received spot checks, assessing the level of care of the deceased and professional standards generally. The spot checks found no evident matters of concern at all homes visited.

3.4 Private Water Supplies

The Council are required to complete a statutory return each year to the Drinking Water Inspectorate (DWI) detailing the sampling, risk assessment and enforcement actions taken. There has been a team focus and a 3-year project plan to ensure our statutory duties are being met ensuring the public have safe and potable water to drink and use. In March 2024 an inspector from the DWI visited the Council which also included a site visit. A subsequent letter from the Inspectorate recognised the team's time and investment in this area of work and noted his assurance regarding the Council fulfilling its statutory obligations.

This area of work continues to be onerous and challenging as described in previous workplans. In October 2024 the team manager delivered a presentation at a national water conference following a blog which can be read at [Private water supplies: Is the current regulatory framework overly and unnecessarily burdensome on stretched council resources? - CIEH](#) This Blog has stimulated debate within the Chartered Institute of Environmental Health (CIEH) to try and influence the regulatory framework and demands on the service. An example of the regulatory burden is a requirement for officers taking samples to be trained and qualified, which is disproportionate both in terms of time and cost. During 2024/25 one additional officer did complete this training, with a total of four officers now qualified.

4.0 Service Overview

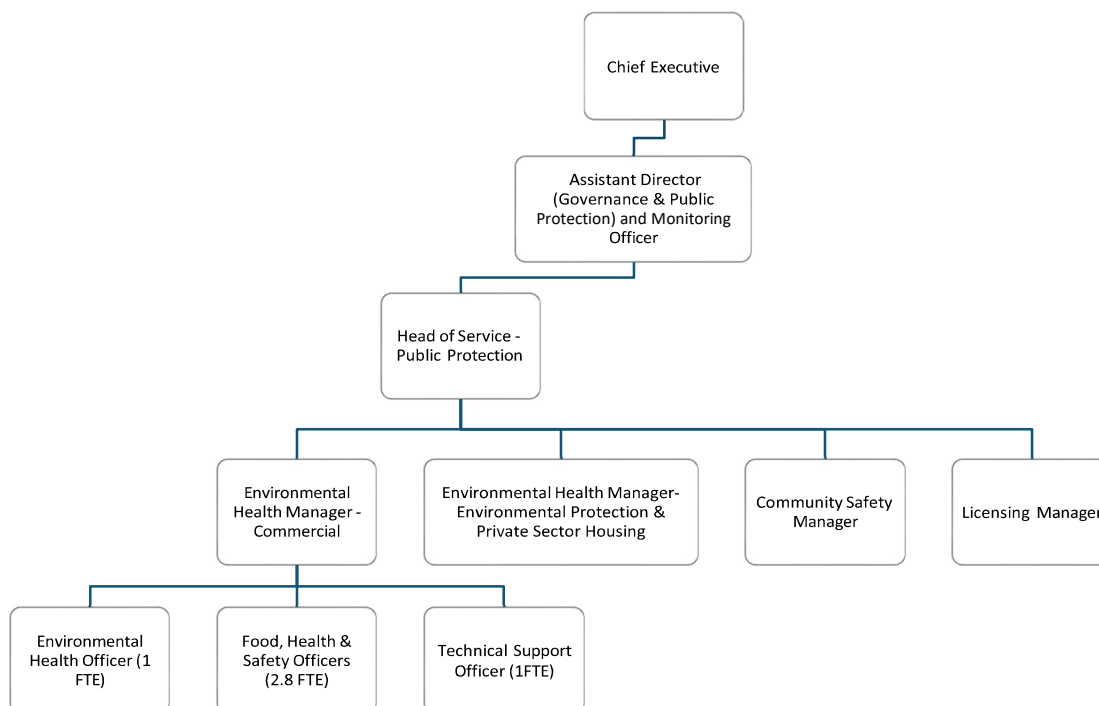
4.1 Authority Profile

South Kesteven encompasses an area of 365 square miles with four main towns of Grantham, Stamford, Bourne and Market Deeping, alongside over 80 villages.

The population of the District is currently estimated at 145,758 (ONS 2023 mid-year population estimates). The overall population size is projected to increase to 156,674 by the year 2041. 95.8% of the population is described as white ethnic, compared to 81.7% of the population nationally (2021 Census). Of this group 94% identify themselves as White English, Welsh, Scottish, Northern Irish or British (90% of the districts total population).

A 2021/22 benchmarking exercise highlighted that, by comparison to other Lincolnshire councils, the demands on the service are increased due to growth, range of demands, District makeup/demographics and that South Kesteven is home to four towns which are all very different.

4.2 Organisational Structure:



4.3 Scope of the Service

The remit of the Commercial Team within the Environmental Health Services includes food hygiene, health and safety enforcement, infectious disease investigation and the regulation of private water supplies.

The service also covers certain skin piercing activities such as registering/regulating tattooists and cosmetic piercers. Additionally, the Chartered Institute of Environmental Health and other professional bodies have lobbied the government for increased regulation in an area where many people suffer adverse health issues when receiving treatments. Following the first stage of public consultation in September 2023 it is now likely that a new licensing regime will become law, although this is at the early stages of the law-making process. This could require all persons offering non-surgical cosmetic procedures to become licensed with more stringent regulation. It is very likely this area of work will be part of the Commercial team's duties, with work already being done as much as possible regarding known high-risk treatments such as fillers/Botox, Brazilian Butt Lifts (BBL) and other trends in this challenging area of work.

It should be noted that new laws in relation to the Protect Duty, known as "Martyn's Law" became part of the Security Industry Association's (SIA) remit, rather than Environmental Health Teams. These laws will keep the public safe from terrorism threats through enhanced protection at public buildings and venues. SKDC will work with the SIA and importantly support event organisers to comply with the requirements as part of the event planning process and the safety advisory group's work.

4.4 Sampling – Food, Water and Environmental

In respect of sampling undertaken, provision is made for external specialist laboratory services:

Provision	Laboratory
Food Examiner	UKHSA (formerly known as Public Health England) Food, Water and Environmental Microbiology Laboratory, York
Public Analyst	Eurofins, Public Analyst Scientific Services, Wolverhampton
Private water supply testing	Northumbrian Water Scientific Services, Northumberland Dock Road, Wallsend, Tyne & Wear NE28 0QD or ALS Environmental Ltd, Coventry

4.5 Accessing the Service

The Commercial Team is based in Grantham. Customers may also visit Customer Services at area offices in Bourne, detailed below. We also operate an emergency out-of-hours service.

Office	Opening Times
Grantham Address: The Picture House St Catherines Road Grantham Lincolnshire NG31 6TT	Monday – Friday. By appointment only or online transaction support 9am-3pm
Bourne Address: 3 Abbey Road Bourne Lincolnshire PE10 9EF	Monday 9am-5pm Weds 9am-6pm Friday 9am-1pm. By appointment only

Contact Details	
 Office hours	01476 406080
 Out of hours emergencies	01476 406040
 E-mail	healthy@southkesteven.gov.uk
 Website	www.southkesteven.gov.uk

4.6 Enforcement Policy

The Council is committed to the Principles of Good Enforcement and the Regulators' Code. Enforcement will be undertaken in accordance with the Council's Corporate Enforcement and Environmental Services Enforcement Policies. The policy was updated in February 2017 and is published on the Council's website at www.southkesteven.gov.uk/policies - this is currently being reviewed.

5.0 Service Delivery

Programmed Work

5.1 Food Hygiene

Whilst it is primarily the responsibility of the food business to control risks and identify food hazards, food premises inspections aim to establish whether food is being handled and produced hygienically, assess the effectiveness of controls and identify contraventions.

All programmed food safety interventions are undertaken in accordance with the Food Law Code of Practice. Previous proposals from the FSA which suggested significant changes to food regulation have been reduced. Changes will now have much less impact with the possibility of the introduction of 'remote' inspections attracting the most interest. This will likely only be effective for the lowest risk visits.

Food premises will be visited during normal trading hours. Due to the nature of some businesses this may be outside of normal office hours. Prior notice of inspections is not normally given, although exceptions may be made for some manufacturing and domestic premises in order that key personnel may be available.

A range of interventions may be utilised in accordance with the Code of Practice. These can be either official or unofficial controls.

Official controls include:

- Inspections
- Monitoring
- Surveillance
- Verification
- Audits
- Sampling

Unofficial controls include:

- Education
- Advice
- Coaching
- Information and intelligence gathering

The Council participates in the national food hygiene rating scheme in accordance with the FSA Brand Standard and ratings are displayed on the FSA website.

Details of the programmed work for 2025/2026 are outlined in Appendix 1.

5.2 Registered Food Businesses

In accordance with assimilated EC Regulation 852/2004 all businesses that handle food must be registered with their local authority. Premises in South Kesteven are categorised as follows:

NB: The number of registered food businesses has stayed the same as the previous year.

Food Premises Type	Number 2023/24	Number 2024/25
Primary producers	21	21
Manufacturers and packers	34	32
Importers and exporters	2	2
Distributors and transporters	42	41
Retailers	279	287
Restaurants and caterers	920	915
Total	1298	1298

5.3 Food Hygiene Rating Scheme (FHRS)

The Food Hygiene Rating Scheme (FHRS) extends to businesses supplying food directly to consumers. This includes restaurants, cafes, retailers, and other places where people eat food outside of the home. The overall aim of the scheme is to reduce the incidence of food borne illness and the associated costs of this to the economy.

From a local perspective, the scheme helps consumers to make informed choices about places they wish to eat or shop for food, and through this encourages businesses to improve hygiene standards. All ratings are displayed on the Food Standards Agency website and businesses are provided with a window sticker should they choose to display and promote their rating. Whilst it is mandatory to display the rating in Wales it isn't currently in England.

In South Kesteven, 75% of food businesses are inside the scope of the scheme. The rating depends on the overall level of compliance across three elements: food hygiene procedures, cleanliness and structural compliance and confidence in management. There is currently a high level of compliance in the district, with 81% of food businesses reaching the maximum food hygiene rating of 5, achieving full compliance with food hygiene law.

FHRS Rating	Description	Number	%
5	Very good	856	81
4	Good	117	11
3	Generally satisfactory	52	4.9
2	Improvement necessary	18	1.7
1	Major improvement necessary	9	0.9
0	Urgent improvement necessary	0	0
	Total	1052	

5.4 Approved Food Premises

Certain food premises involved in the production, handling, and storage of products of animal origin must be approved under Assimilated EC Regulation 853/2004. This legislation requires compliance with more detailed hygiene requirements than for registered premises.

Approved premises within the district are categorised as follows:

Food Premises Type	Number
School caterer	4
Cold store	5
Poultry manufacturer	1
Mechanically separated meat manufacturer	1
Milk and Dairy Processor	1
Total	12

In addition, there are 6 further manufacturing premises which do not require 'products of animal origin' approval.

5.5 Food Sampling

Food sampling is an important element of food safety enforcement, providing information about the microbiological safety of food which is available within the district.

Sampling is undertaken in accordance with relevant guidance and may be taken during a routine inspection, in response to a complaint or as part of a national sampling program. Officers are expected to undertake a minimum of one sampling exercise per year to maintain competency. The service has an annual sampling plan outlining aspects in more detail. The team has recently focused on taking environmental swabs from premises deemed higher risk in terms of *Listeria Monocytogenes*, as bacterium which can be fatal in certain groups of people including the elderly and those in care homes. A serious national incident highlighted this with the team responding urgently to remove frozen products from NHS and care home sites

5.6 Health and Safety

The Council is responsible for enforcing health and safety in approximately 2130 premises in the following categories:

- Hotels, campsites and short stay accommodation
- Residential care homes (in conjunction with the Care Quality Commission)
- Catering, restaurants and bars
- Leisure and cultural (e.g. cinemas, places of worship)

- Offices
- Retail shops
- Warehouses
- Consumer services (e.g. hairdressers, tattooists)

Inspections and proactive work is targeted and carried out in accordance with the Health and Safety Executive's circular LAC 67/2 (Rev 2025/2026) and National Priority Plans. This is in addition to risk-based interventions in response to reported accidents, complaints, dangerous occurrences and work- related diseases. Estimated work for 2025/26 is detailed in section 2.3.

5.7 Registered Skin Piercing Establishments and Piercers

Both premises and individuals that carry out tattooing and body piercing are registered as follows:

Premises Type	Number
Semi-permanent make-up	57
Cosmetic piercing	11
Electrolysis	17
Acupuncture	33
Ear piercing	25
Tattooist	19
Total skin piercing premises registrations*	162

*Some premises carry out more than one skin piercing activity

Individual Piercer Type	Number
Semi-permanent make-up artist	74
Cosmetic piercer	39
Electrolysis practitioner	43
Acupuncturist	55
Ear piercer	71
Tattooist	98
Total	380

As part of the team's sampling program 27 swabs/samples were taken from tattoo studios to check compliance with key aspects therefore reducing the risk of infections and blood borne diseases. 3 samples were unsatisfactory which required follow-up work in relation to green soap, a skin cleansing solution used prior and during tattooing.

5.8 Private Water Supply Regulation

Private water supplies may come from a variety of sources, including wells, springs, boreholes and streams. Samples of the water are taken and analysed by an accredited laboratory against a range of parameters to determine the wholesomeness. Supplies are risk assessed to determine contributory factors that may affect water safety such as the proximity of farm animals to the supply or type of treatment system.

Supply Type	Number	%
Single domestic	39	52
Multiple domestic (Reg 10)	12	16
Commercial (Reg 9)	24	32
Total Supplies	75	

In addition to the minimum legal sampling requirements, sampling on request is also undertaken. Charges are made in accordance with the fees in Private Water Supplies (England) (Amendment) Regulations 2018.

Non-Programmed Work

5.9 Re-visits

Following an inspection, it may be necessary to carry out a re-visit after an appropriate time to check that matters have been attended to or check compliance with any enforcement notices. Reasons for re-visits include:

- The nature of the contravention is deemed so serious that if it was not addressed, formal action would need to be taken
- The number of minor contraventions is excessive and indicative of poor management and/or little confidence in the management addressing the matters

110 food hygiene revisits were undertaken during 2024/25, a significant increase from 53 the previous year.

5.10 Service Requests

We aim to respond to all complaints and requests for service as soon as possible, but in any case, requests will be acknowledged and triaged within five working days. Complainants and service users will be kept informed and advised of the outcome of complaints.

Anonymous complaints will not usually be investigated unless there is concern about the nature of the complaint and/or premises history.

Business owners/managers will be contacted about complaints relating to their premises and/or practices, usually by an unannounced visit.

5.11 Business Advice

We acknowledge that most businesses want to comply with the law and the Commercial Team will provide advice and encourage best practice. Free basic advice is provided to assist businesses in complying with the law.

A package of support aimed at both new business start-ups and existing businesses who want to improve their food hygiene rating is available alongside the Council's statutory functions.

This support is chargeable on a cost recovery basis. There has been a notable increase in the number of food hygiene re-inspections which the business operator needs to pay for. Re-inspections are requested when a business wishes to attain a higher food hygiene rating and provides supporting evidence that work has been completed. This is partly driven by online food delivery platforms who require a minimum rating so that the business can operate within their system.

5.12 Food Safety Incidents

Food safety alerts notify the public and food authorities of incidents concerning food which does not meet food safety or composition standards. Alerts from the FSA are received by e-mail which is monitored during office hours. Any alert marked "for action" is referred to the Team Manager to determine the most appropriate course of action.

Avian influenza has meant another challenging year for the poultry industry. The team continue to receive requests from the FSA to ensure applicable restricted movements of poultry products originating from protected zones take place, including necessary controls and product markings.

Other significant localised and national incidents have included:

- Listeriosis outbreak relating to chilled/frozen desserts
- A suspected outbreak of illness at an activity centre
- The closure of two businesses following significant rodent activity in food preparation areas
- An investigation following a national outbreak relating to a national plant-based milk producer

5.13 Health and Safety Incidents

Health and safety accidents and complaints are investigated in accordance with the Incident Selection Criteria Guidance LAC 22/13 (Rev1).

5.14 Investigation of Outbreaks and Infectious Disease

The team work closely with colleagues at the UK Health Security Agency (UKHSA) to control and prevent the spread of infectious diseases.

Notifications of infectious disease are investigated using the East Midlands Health Protection Team's Response to Gastrointestinal and Legionnaires' disease Matrix.

Complaints about suspected food poisoning are investigated in accordance with the infectious disease procedure for multiple cases and outbreaks.

5.15 Primary/Home/Lead Authority

South Kesteven does not currently have any Primary, Home or Lead authority arrangements with businesses.

However, as required by the Regulatory Enforcement and Sanctions Act 2008 (as amended) and s.67 and 68 of The Enterprise and Regulatory Reform Act 2013, regard is given to the Primary Authority Principle when carrying out inspections, investigations and enforcement action for food safety and health and safety.

Businesses with a Primary Authority partnership are identified on the Environmental Health premises database and/or from the web portal.

5.16 Liaison with Other Authorities

In addition to working with other teams within the Council, officers liaise with other local authorities, agencies and organisations to facilitate consistent enforcement, share good practice and reduce duplication of effort. These include:

- Lincolnshire Food Officers Group & Health and Safety Officers Group (meets quarterly).
- Kesteven Safety Advisory Group (meets monthly)
- Food Standards Agency (Midlands Region)
- Health and Safety Executive (Nottingham Region)
- UK Health Security Agency
 - o East Midlands Health Protection Team
 - o Food Water and Environmental Laboratories York
 - o Public Health Laboratory, Birmingham

- Lincolnshire County Council
 - o Trading Standards
 - o Fire and Rescue
 - o Highways and Planning
 - o Public Health
- Drinking Water Inspectorate
- Anglian Water
- Lincolnshire Police

An example of this partnership working included working with the police on Operation AMBIT, an operation targeting illegal immigration in food businesses and associated criminal activity.

5.17 Promotional Activities

Education and awareness are key methods of encouraging high standards in businesses across the district and informing the public.

We support FSA media campaigns promoting messages through press releases, our website, social media and newsletters where resources allow.

We continue to provide information to assist businesses to comply with legislation and ensure the Council's website is maintained with relevant information.

Press releases are issued following successful prosecutions to act as a deterrent to others and inform the public.

During 2024/25 the team manager participated within an FSA competency framework task group along with a study into 'charged for services'. This has evidently helped build our working relationship with the FSA who are the Central Competent Authority (CCA) and undertake audits of council's food regulatory services. Additionally, team members delivered an expert talk to students at Middlesex University including careers advice.

6.0 Looking Forward – 2025/26

6.1 Additional Services

A range of products and services are offered which are discretionary and charged on a cost recovery basis. These include:

- Food safety organisers
- Safer Food Better Business packs
- New food business advice consultations

- Food hygiene check-up for existing business
- Onsite staff training
- Food export certification

Businesses can access free information on the Council's website and receive basic advice to ensure they comply with the law.

6.2 Health and Safety

Proactive health and safety interventions will be undertaken in accordance with the Health and Safety Executive's National Priority Inspection Areas priority inspection areas as detailed in LAC67/2. This includes using local intelligence to target interventions.

The team will continue to look at known problem areas regarding gas safety. Such issues will be primarily raised during food hygiene visits at relevant premises although it is planned that a desktop exercise will be used to triage potential work and detect possible non-compliance, therefore using resources more effectively and in a targeted way.

Event safety work will continue, including visits to events where planning indicates the event may be high risk due to the nature of the event or the level of planning and confidence of the enforcement agencies.

The team continue to participate within the Lincolnshire Water Safety Partnership with the aim of reducing the risk of drowning by identifying hotspots. This group is led by the Lincolnshire Resilience Forum.

In accordance with LAC 67/2 guidance, the team will plan to contribute to the national priority regarding the risk of physical harm from violence and aggression at work. Aside from the physical harm, employees affected may suffer increased stress and suffer mental health issues. This is considered the most relevant area of work in LAC 67/2, especially in relation to the sales and gambling sectors. Other national priorities have been considered but are currently less relevant within South Kesteven, such as trampoline parks, or legionella arising from hot tubs in the holiday sector.

Certificates of examination which have failed inspection by a 'competent person' under LOLER & PSSR (Lifting equipment and pressure systems) will continue to be assessed.

6.3 EU Exit

Appropriately qualified Officers were previously registered as Food Competent Certifying Officers (FCCOs) to issue Export Health Certificates (EHC) for certain products of animal origin exported to the EU. Our experience has found that the learning and knowledge required to maintain this level of competency far outweighs demand. We have therefore surrendered the certification. Private companies and official veterinary surgeons appear best placed to offer this service.

Officers will continue to use their other powers and authority to control imported and export food issues relevant to an inland authority.

7.0 Resources

7.1 Financial

The cost of providing the Commercial Service is detailed by area:

Discipline	Budget 2024/2025	Budget 2025/2026
Food safety	278,085	300,460
Health and Safety	132,024	137,418
Water quality	38,299	40,653
Infectious Diseases	48,959	53,351
Total	497,367	531,882

The service is resourced sufficiently to operate in the absence of exceptional events or demands.

7.2 Staffing Allocation

	Areas of Work				
	FTE	Food	H&S	Infectious diseases	Drinking water
Team Manager	1	✓	✓	✓	✓
Environmental Health Officers (EHO)	1	✓	✓	✓	✗
Food Health & Safety Officers	2.8	✓	✓	✓	✓
Technical Support Officer (TSO)	1	✓	✓	✓	✓

The Lead Officer function required by the Food Law Code of Practice is undertaken by the Environmental Health Manager - Commercial.

EHOs hold the BSc or MSc Environmental Health and are Authorised Officers, competent to carry out all levels of official and non-official controls, enforcement for food safety and undertake inspections of all approved food premises, dependent upon competency.

Food, Health & Safety Officers hold the Higher Certificate in Food Premises Inspection and Food Control and are Authorised Officers with possible restrictions relating to premises closure and seizure and detention of foodstuffs, dependent upon competency.

The TSO acts as a Regulatory Support Officer, supporting the work of the Authorised Officers.

EHOs and Food, Health & Safety Officers are competent to undertake the full range of health and safety enforcement activities (dependent upon qualifications/experience and competency) and infectious disease investigation and enforcement.

On the 1st July 2025 one Food Health and Safety Officer will be reducing their hours from 37 (full-time) to 22 hours each week. Consideration will be made during Q3/Q4 as to how best replace this staffing resource.

7.3 Staff Training and Development

All officers are trained to a level commensurate with the work they undertake. They receive an annual Personal Development Review and regular one-to-one meetings. During this process consideration is given to Continual Professional Development (CPD) requirements for each area of work. The Food Law Code of Practice requires that local authorities ensure that authorised officers receive relevant structured ongoing training. The minimum requirement is 20 hours CPD per year, of which 10 hours must be on core food matters. Training is provided through short courses, e-learning, in-house training, cascade training, team meetings and self-learning.

From September 2025 an apprentice EHO will start within Environmental Health Services, this will be a 4-year program, with a view to building future resilience. In addition, 2 further members of SKDC staff are working through the part-time Environmental Health degree program, shortly commencing their final years, demonstrating a commitment to 'growing our own'.

7.4 Quality Assessment

The Manager undertakes random checks of post inspection risk scores and database entries and authorises alterations to risk ratings or FHRS scores where they have increased/decreased. Officers are accompanied on selected visits including assessment and feedback and participate in national and local consistency exercises.

In December 2023 an audit of the food safety service element was undertaken by RSM UK. The report identified 3 low priority action points, 0 medium or high priority action points. Actions have been implemented and continue to be maintained.

A data cleansing exercise is undertaken annually to comply with the Data Protection Act 2018 and the Council's data retention policy as well as the General Data Protection Regulations.

Appendix 1 – Programmed Food Safety Intervention Work for 2025/26

Risk category	Intervention frequency (months)	Minimum intervention permitted	OFFICIAL CONTROLS Inspections (High/medium risk)	ALTERNATIVE INTERVENTIONS Enforcement interventions (Low risk)	Comments
A	6	Official controls	2	N/A	High risk premises Many of these businesses will be “broadly uncompliant” and require additional officer time to rectify. May have intrinsic high risks associated with the type of food activity and/or poor compliance
B	12	Official controls	43	N/A	
C	18	Official controls	131	N/A	
D	24	Alternates between official controls and alternative interventions	246		Medium risk premises Premises that prepare, cook, or handle open high-risk food or manufacture or re-wrap high risk foods will be visited each time. All others receive alternate interventions
E	36	Alternative interventions	192	TBC	Low risk premises Premises that are low or minimal risk. Selling low risk food or not handling open food. Business with significant changes or subject to complaints will be visited
Outside	36	Alternative interventions	N/A	N/A	
Not yet rated	Within 28 days of registration	Official controls	UNKNOWN	N/A	Initial inspections of new food establishments which should normally take place within 28 days of registration or from when aware in operation
Outstanding Inspections from 2023/2024	Varies	Official controls and/or alternative interventions dependent on business type	0 (Cat A) 0 (Cat B) 1 (Cat C) 15 (Cat D) 18 (Cat E)		As above – dependent upon category

Contact Details

Alternative formats are available on request:
audio, large print and Braille

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HYGIENE RAT

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