

FSI/02: Local Authority Inspections

1.0 Responsibility of the local authority

1.1 Local authorities are required to maintain a register of all food businesses in its area, and implement a rolling program to ensure that all food businesses are inspected on a regular basis. Local authorities have a legal duty to carry out food safety inspections of food premises, such inspections are normally undertaken by a Food Safety Officer (FSO) working for the appropriate Environmental Health Department.

2.0 The National Food Hygiene Rating Scheme

2.1 The Food Hygiene Rating Scheme is a national six tier “scores on the doors” scheme which has been adopted by both Coventry City & Warwick District Councils as from 1st April 2012.

2.2 Each food outlet will be given a hygiene rating following a planned inspection by a FSO from the appropriate authority. Food outlets will be awarded one of six ratings, for example on a scale of ‘0’ at the bottom, which means that urgent improvement is required, to ‘5’ at the top, which means that the business has ‘very good’ standards of hygiene and is complying with legislative requirements.

2.3 The hygiene rating awarded will depend on standards of food hygiene at the time of the inspection, as follows:

- how hygienically food is handled: for example preparation, cooking, cooling, storage and control measures in place to prevent contamination of food;
- the condition of the premises; this includes the structure, cleanliness, layout, lighting, ventilation, equipment and other facilities; and
- confidence in management; how food safety is managed and what records are in place to ensure that food is safe.

3.0 Food safety inspections

3.1 Frequency of inspection will depend upon a number of factors that consider the potential risk to consumers. The higher the risk, the more frequently a food premise will be inspected.

3.2 The responsibility for ensuring the safety of food lies with the local manager of the food outlet.

3.3 The local manager of a food outlet that has been inspected should inform their immediate line-manager and/or General Commercial Manager and the Health & Safety Adviser; Health & Safety Services at the earliest possible convenience.

3.4 Wherever possible local managers must co-operate with FSOs’ and should accommodate any requests for inspection of documentation such as; due-diligence records, food safety manual, hazard analysis.

3.5 After an inspection the following information will be sent out by the appropriate local authority:

- a post-inspection report; and
- a window sticker both of which will reflect the hygiene rating awarded.

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- 3.6 Upon receipt of the post-inspection report the local manager must respond to each observation raised by way of identifying appropriate action to be taken for both the short-term and long-term resolve.
- 3.7 The local manager will ensure that the sticker are displayed in a prominent location within the food outlet in order that prospective customers can make an informed choice.
- 4.0 Right to appeal**
- 4.1 If the local manager believes that the hygiene rating is incorrect or unfair in as much that it does not reflect the hygiene standards found at the time of the inspection then they have the 'right to appeal'.
- 4.2 If the local manager wishes to exercise their 'right to appeal' then they should communicate this to the FH&SO in a timely manner, who in turn will justify whether or not it is appropriate to exercise that right.
- 4.3 If the 'right to appeal' is justified then the manager should put forward valid reasons as to why the 'right to appeal' should be lodged, the appropriate form will then be completed ready for submission.
- 4.4 Any such 'appeal' must be submitted to the leading officer acting on behalf of the appropriate local authority within 14 days (including weekends and bank holidays) from the date of receipt of the notification letter of any hygiene rating.
- 4.5 The appeal will be considered by the appropriate authority and a reply will be given within 7 days. The hygiene rating will not be posted on www.food.gov.uk/ratings until a resolve has been reached.
- 5.0 Right to reply**
- 5.1 If there has been an improvement in hygiene standards since the initial inspection, or if there were unusual circumstances at the time of the inspection the local manager can explain so to customers, if they so wish.
- 5.2 If the local manager wishes to exercise their 'right to reply' they should communicate this to the FH&SO, who in turn will justify whether or not it is appropriate to exercise that right
- 5.3 If the 'right to reply' is justified then the FH&SO and the local manager will complete the appropriate form which will then be submitted to the local authority and it will be published with the hygiene rating at www.food.gov.uk/ratings.
- 6.0 Right to request a re-visit**
- 6.1 If a local manager implements improvements to hygiene standards then they will have the right to 'request a re-visit'.
- 6.2 Any local manager wishing to exercise their right to 'request a revisit' should communicate this to the FH&SO, who in turn will justify whether or not it is appropriate to exercise that right.
- 6.3 If the right to 'request a re-visit' is justified the local manager will be asked to complete the appropriate form as provided in **DD/12: Request for a revisit following a Local Authority inspection** and must provide supportive evidence of improvements made such as; photographs, documented evidence etc. Upon receipt of satisfactory evidence the form will be and submitted along with evidence to the leading officer to the appropriate authority.

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- 6.4 If the local authority considers that sufficient evidence has been provided that required improvements have been made and provided that a 'three month' standstill period has passed since the date of the statutory inspection, then the local authority will make an unannounced visit within three months of the end of the three month 'standstill' period.
- 6.5 After the re-visit a new hygiene rating will be given based on the level of compliance that is found at the time of the re-visit ratings; however managers should be aware that ratings could go up, down or remain the same.
- 6.6 Only one request to re-visit can be made per each planned statutory inspection.

7.0 Appropriate authorities

- 7.1 The following authorities are responsible for carrying out inspections at the listed sites;

Coventry City Council

- Warwick Conference Park & Events (main campus)
- Warwick Retail (main campus)
- Arden

Warwick District Council

- Radcliffe
- Scarman
- The Slate
- Café WBS
- Sports Hub

Version	Date of issue	Author	Endorsed by
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