

<b>REPORT TO EXECUTIVE</b>			
<b>PORTFOLIO AREA: HEALTH AND WELLBEING</b>			
<b>Date of Meeting:</b>	28/1/2002		
<b>Public</b>			
<b>Key Decision:</b>	Yes	<b>Recorded in Forward Plan:</b>	Yes
<b>Inside Policy Framework</b>			

**Title:** Food and Environmental Legislation

**Report of:** Director of Environment and Development

**Report reference:** EN.006/2002

**Summary:** The report seeks Members' approval for 2 enforcement policies and a service plan as required by external audit bodies.

**Recommendations:** Members are recommended to approve for adoption the attached policies and procedures.

**Contact Officer:** Richard Speirs

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## 1. BACKGROUND INFORMATION AND OPTIONS

## 2. CONSULTATION

### 1. Consultation to Date.

Undertaken with all Cumbria district councils.

2. Consultation proposed.

NIL.

### **3. STAFFING/RESOURCES COMMENTS**

NIL.

### **4. CITY TREASURER'S COMMENTS**

N/A

### **5. LEGAL COMMENTS**

N/A

### **6. CORPORATE COMMENTS**

N/A

### **7. RISK MANAGEMENT ASSESSMENT**

N/A

### **8. EQUALITY ISSUES**

N/A

### **9. ENVIRONMENTAL IMPLICATIONS**

NIL

### **10. CRIME AND DISORDER IMPLICATIONS**

NIL

### **11. RECOMMENDATIONS**

Members are recommended to approve for adoption the attached policies and procedures.

### **12. REASONS FOR RECOMMENDATIONS**

To comply with National legislative requirements.

### 1. Introduction

1. The Environmental Health functions of local authorities have come under increasing national scrutiny in recent years. In part this is a recognition of the importance of locally delivered services such as Food Safety and Health and Safety at Work enforcement. It is also part of a drive to produce national comparability for local authorities through the Best Value Performance Indicator process.
2. These processes have combined to require all local authority Environmental Health services to produce a range of service plans and enforcement policies and procedures. Within Cumbria however all the District Councils, working through the Cumbria Chief Environmental Health Officers Group, have agreed a common format for the various required standards and policies to ensure local conformity. The advantages with this approach being that Cumbrian employers, retailers and citizens will become aware that a common standard, and therefore equality of treatment, exists within the County. Secondly by combining resources to produce the documentation each authority does not have to research and develop policies and practices for itself. Also, it is hoped, that external auditors will be more supportive of procedures that have been jointly produced and adopted.
3. The purpose of this report is to seek Members' approval for the adoption of a number of plans and policies by the City Council. The respective policies are detailed as follows.

### 2. Food Service Plan

1. The Food Standards Agency, established in the wake of the Lanarkshire E.Coli outbreak, has the role of auditing local authority performance in undertaking its Food Safety enforcement role. In establishing the basic rules for such a process the Agency requires each local authority to formally adopt a service plan which sets out the aims and objectives, means of delivery, resource allocation and the quality assessments for food enforcement. A standard format has been developed and circulated by the Agency as part of its "Framework Agreement on Local Authority Food Law Enforcement".

2.2. Appendix 1 to this report contains the Cumbria produced service plan which is personalised for each authorities approval and adoption.

### 3. Health and Safety

1. The Health and Safety Commission (HSC) oversees all Health and Safety enforcement whether by the Health and Safety Executive or by local authorities through their Environmental Health Officers. The Commission has become increasingly concerned that workplace accidents are not reducing and that there is statistical evidence that many local authorities are devoting inadequate resources to this area of enforcement.
2. In order to counteract these trends the Commission issued guidance to local authorities in September 2001 which effectively requires all authorities "to make adequate arrangements for the enforcement of health and safety law --

--". The guidance, issued under Section 18 of the Health and Safety at Work etc. Act 1974, is mandatory and sets out the broad principles and framework in which local authorities should operate.

3. The guidance is extensive and contains requirements for a published statement of enforcement policy and practice; a system for prioritised, planned inspections; inclusion of specific details for enforcement in service plans, adequate arrangements for accident investigations, arrangements for performance benchmarking with peer authorities and monitoring of the competency of inspectors.
4. Although many of these requirements already exist in practice there is very little by way of auditable documented evidence. Therefore a County wide Health and Safety Enforcement policy has been drafted to satisfy this particular criteria.

#### 4. Best Value Performance Indicator 166

1. The Government has produced a specific Best Value Performance Indicator for enforcement best practice in Environmental Health. The Indicator is accompanied by extensive guidance which sets out what Environmental Services have to do to demonstrate effective enforcement. The guidance places great importance on the existence of clear enforcement policies, the planning of enforcement activities and the need to establish stakeholder consultation.
2. The Indicator represents an audited scoring against the various criteria in the guidance as from 31<sup>st</sup> March this year. Crucial to the process is the existence of an adopted enforcement policy by each authority for its Environmental Health function.
3. Appendix 3 contains the enforcement policy developed through the Cumbria Chief EHO's group for adoption throughout the County.

#### 5. Summary

1. The Service Plans and policies appended to this report have been developed to meet the requirements placed on the Council by the Government, the Health and Safety Commission and the Food Standards Agency. The documents have been developed for adoption by all districts within the County to help achieve uniformity and equality of service.
2. Members are recommended to approve the documents for adoption by the Council. Subsequently they will be publicised widely for the relevant trade organisations and the public who are likely to be affected by their operation.

M. BATTERSBY

Director of Environment and Development

## Appendix 1

### CARLISLE CITY COUNCIL

### FOOD SECTION SERVICE PLAN

# SERVICE AIMS AND OBJECTIVE

## Aims

To promote the highest levels of safety in the production, preparation, sale and consumption of food within the Authority.

To provide an effective, impartial and consistent approach to interpretation and implementation of Food, Health and Safety legislation and in the provision of advice.

To operate a risk based approach to food and health and safety based upon an assessment of the food/health and safety hazards at relevant food premises and the ability of the business proprietor to control the hazards.

To operate firm but fair enforcement by following the principles of proportionality in applying the law, securing compliance to be consistent in approach to enforcement action.

To operate in a transparent manner and in accordance with the principles of the Enforcement Concordat.

## 1.1.2 Objectives

To ensure the safety of foodstuffs which are manufactured, processed, stored or sold within the City and to ensure compliance with relevant legislation Codes of Practice, Industry Guides and good working practice for Food and Health and Safety matters.

To assure importers of production conditions through the provision of export certificates.

To sample on a pre planned basis in accordance with the local agreement with Public Health Laboratory Service (PHLS) and national sampling programmes.

To identify common sources of and prevent the spread of infectious disease

within the City

To prevent unfit/unsound food from reaching public through voluntary surrender/formal seizure/trade withdrawal of suspect food as per Code of Practice 16 (revised)

To respond to complaints in order to investigate the cause of food, health and safety and general complaints and to identify and remedy Statutory Nuisance

To ensure compliance with relevant legislation and avoidance of potential nuisance through the liaison with Planning and Building Control Services

To investigate notifiable accidents

To carry out inspections for the purpose of licensing and registration of activities, persons or premises, and where necessary to liaise with the licensing section of the Authority and/or Magistrates court

To undertake promotional activities through liaison with public and trade to raise awareness of food safety and health and safety matters.

## **1.2 Links to corporate objectives and plans**

The Council is committed to implementing the Best Value initiative and has adopted a schedule of Fundamental Performance Reviews covering all services over a five-year period.

The Fundamental Performance Reviews for the Environmental Services Division is currently scheduled for the financial year 2004/5

The Council has published a Performance Plan. This was based on the published community plan that is developed through consultation with Carlisle residents through the citizens panel and other interested organisations.

The Community Plan identifies key local objectives. Through specific local performance indicators the Food Service currently links into Key Objective "Improve social well being and education". The Section has developed a Business Plan (attached) which details how the sections identified Key Performance Tasks link into these key objectives.



## **SERVICE PLAN**

# **2. BACKGROUND**

### **2.1 Profile of the local authority**

The current boundaries of Carlisle City Council were formed in 1974 when the Border Rural Area was merged with the County Borough so giving the City the distinction of being England's largest City in terms of area, covering 1030 square kilometres and serving a population of 103,100.

The Authority stretches from the Scottish Borders in the North to within 4km of the Lake District National Park in the South and from the Solway Coast in the West to the North Pennines area of Northumbria in the East.

Carlisle's strategic position has ensured that transport, distribution and communications continue to feature in the economy as do agricultural services, food processing, packaging and retail, with catering hospitality and tourism becoming more prominent over recent years.

In tandem with this has been the development of higher education establishments such as the University of Northumbria Carlisle Campus, University of Lancaster Carlisle Campus, Cumbria College of Art & Design and Carlisle College.

## **2. Organisational structure**

Food issues are currently reported through the Council's "Health and Well Being" portfolio. Charts showing the Departmental and Divisional Structure are attached (Appendix 1)

### **2.3 Scope of the Food Service**



The Food Section of Carlisle City Council is responsible for a wide range of food related duties. The section is solely responsible for inspection, approval, licensing and registration as appropriate of premises where food is manufactured, processed, stored, handled or retailed.

The section also investigates food complaints referred directly to its officers by the public and via liaison with other Authorities through the Home Authority Principle. It should be noted that whilst Carlisle City Council is not a Home Authority for any company, several food premises with National and International Trade are located within the Authority. As such the Food Section undertakes food complaint investigations related to these premises on the basis of being the originating authority. The section also investigates complaints relating to the condition and practices within the City's food premises.

The section investigates sporadic cases and outbreaks of formally notified food poisoning and suspected food poisoning.

Removal from sale of unfit/unsound food is facilitated and co-ordinated by the section.

Microbiological sampling of a wide variety of foods is undertaken. Such sampling may be undertaken on a local pre-planned basis, in accordance with Cumbria wide programmes, in relation to Local Authority Co-ordinating Body on Food and Trading Standards (LACOTS) and/or PHL co-ordinated surveys or in respect of unplanned locally identified need.

The section provides an export certification service for local companies.

The section undertakes inspection of relevant food premises with respect to Health and Safety issues. The section also investigates complaints relating to Health and Safety issues in these premises. In addition the section investigates complaints of noise arising from food premises.

The section advises on proposed development of new food premises and on alterations to existing premises in liaison with the Planning and Building Control Sections of the City Council and the applicant direct.

Through liaison with the City Council Licensing section and/or the Magistrates Court the section advises on Public Entertainment Licenses, other Liquor Licenses, Occasional Licenses and Street Traders Licenses.

The section aims to promote public and trade awareness of Food Safety and Hygiene, and Health and Safety issues through local initiatives and involvement in National Campaigns.

## **2.4 Demands on the food service**

This section gives a brief outline of the premises profile of the authority.

Classification as per Food Safety Act Code of Practice 9

Classification Inspection No Premises

Frequency

A 6 months 120

B 12 months 260

C 18 months 392

D 2 years 187

E 3 years 118

F 5 years 35

Classification as per DEFRA Returns

Classification Description No Premises

A Producers 2

B Slaughterhouses 0

C Manufacturer/Processor 22

D Packers 0

E Importer/Exporter 0

F Distributor 27

G Retailer 236

H Restaurant/Caterer 811

I Material & Article Manufacturer/Supplier 0

J Manufacturer Mainly Retailing 14

Premises approved under 'product specific' legislation

Type of Licence No Premises

Minced Meat & Meat Products 3

Dairy Products 5

Fish Products 2

Licensed Premises

Type of Licence No Premises

Butchers Licence 20

Public Entertainment Licence 80

Total No Food Premises registered within the Authority 1115

Within the authority's area the following specialist/complex processes are being undertaken.

- Large scale manufacture of Dried Milk
- Large scale manufacture of ready meals/cook chill
- Large scale bakery
- Confectionery manufacturer
- Cook chill regeneration
- Small scale fish processing/smoking
- Small scale milk pasteurisation
- Small scale ice cream manufacture
- Water bottling plant
- Small scale cheese manufacture.

The Food Section Service is based at the Civic Centre, Carlisle CA3 8QG where officers are available between the hours of 9am – 5pm Monday – Thursday and 9am – 4.15pm Friday.

## **5. Enforcement Policy**

The Council recognises the importance of achieving and maintaining a balanced and consistent food safety enforcement service based upon commonly understood principles and designed to protect the public.

The Council has adopted the Enforcement Concordat and service specific enforcement policies, which reflect the Code for Crown Prosecutors. The section also pays due regard to the enforcement policy of the Cumbria Food Liaison group to ensure consistency across the County and also follows the requirements of Codes of Practice, Industry Guides and guidance from LACOTS and Central Government

## **2. SERVICE DELIVERY**

The Section has developed a Business plan showing the proposed work activities for the forthcoming year (Appendix 3)

### **3.1 Food Premises Inspection**

It is the policy of the Council to inspect approve, register and licence relevant premises within the authority in accordance with appropriate legislation, centrally issued guidance, Food Safety Codes of Practice and relevant Industry Guides to Good Hygiene Practice.

Further it is the policy of the Council to inspect food premises within the authority at a frequency not less than that determined using the inspection rating system set out in Food Safety Act Codes of Practice No 9 (revised)

For the forthcoming financial year 2002-2003 it is estimated that approximately 700 programmed inspections will be undertaken. Revisits have not been separately identified in statistical monitoring in the past, however such identification is now undertaken, and it is anticipated that ¼ of inspections carried out will require a revisit, adding 175 additional visits.

It is estimated that within existing resources it will be possible to achieve 85% of food premises inspections when due. It is estimated that a maximum of 4000 hours will be spent on food premises inspection over the forthcoming year. This function will be met from existing resources.

## **2. Food Complaints**

Food complaints will be investigated in accordance with the Council's documented procedure. Reference will be made to the Food Safety Act 1990, Code of Practice 1 (Enforcement), Code of Practice 2 (Legal matters) and LACOTS Guidance on Food Complaints 2<sup>nd</sup> Edition Nov 98.

Based on figures for 2000-2001, it is estimated that approximately 100 complaints will be received and that the requirements of this function (400hours) will be met within existing resources.

## **3. Home Authority Principle**

The Section is the 'Originating authority' for 6 manufacturers and Home Authority principles will be applied in dealing with these businesses without the application of formal partnerships

Reference will be made to the Food Safety Act 1990, Code of Practice 1 (Enforcement) Code of Practice 2 and LACOTS Guidance on the Home Authority Principle. The Council will provide advice to businesses on legal compliance where the Council is the Originating Authority.

The Council will initiate liaison with a Home Authority and/or Originating Authority in respect of complaints received. The Council will fully consult with the Home Authority and/or Originating Authority before requiring actions/works having policy implications for the company. The Council shall notify the authority in writing of the outcome of the investigation before commencing legal action.

#### **4. Advice to Business**

Requests for advice will be dealt with promptly and effectively in accordance with the Councils documented procedure regarding advice to businesses. The Council combines a proactive educational approach with a reactive response in respect of direct contact by companies. The Council has developed various advisory information sheets in house and uses these in combination with commercially produced leaflets sourced from appropriate bodies eg Central Government, Chartered Institute for Environmental Health (CIEH).

The Council has developed a working relationship with the local business forum and Licensed Victuallers Association that has proved useful in outlining and developing policies.

The number of contacts from businesses is not separately identified, however it is estimated that the requirements of this function will be met within existing resources.

### **3.5 Food Sampling**

The enforcement of food hygiene legislation within Carlisle City Council includes an element of food sampling to assist in the protection of public health and the food law enforcement functions of the authority. Food samples shall be procured and handled in accordance with Code of Practice No 7 of the Food Safety Act 1990 and the Councils procedural document on sampling. Due regard must be given to the Carlisle City Council Food Safety Enforcement Policy

It is the policy of Carlisle City Council to participate in the following food sampling activities with an emphasis on the sampling of locally produced high risk products: -

- Investigation of food contamination and food poisoning incidents;
- Food sampling defined by statute for on-farm pasteurised milk
- Complaints (where sampling is considered necessary);
- Participation in the LACOTS/PHLS voluntary co-ordinated sampling programme;
- Co-ordinated programmed surveillance in conjunction with the Cumbria Food Liaison Group;
- Participation in European Union (EU) co-ordinated control programmes.

In the event of sample results being returned which do not comply with statutory requirements, the Authority will consider whether informal or formal action is necessary and submit further laboratory samples as appropriate to identify where a problem may have occurred.

In the previous year 2 samples were submitted for further analysis in relation to complaint and it is estimated that a similar number will be submitted in the forthcoming year

The annual sampling programme formulated each financial year supports the sampling policy. The programme for 2002/2003 is attached as Appendix 2.

The appointed food examiner for the Carlisle City Council is: -

Carlisle (PHLS North West)

Public Health Laboratory

Cumberland Infirmary

CARLISLE

Cumbria

CA2 7HZ

The appointed food analyst (for foodstuffs not requiring microbiological examination such as chemical taint, foreign body analyst) is: -

Public Analyst Laboratory

Pedders Way

Riversway Dockland  
Ashton

Preston  
PR22TX

The food sampling policy and procedure will be reviewed on an annual basis and as required in the event of changes to advice on good practice, legislation and local circumstance. It is expected that the requirements of this function will be met within existing resources. It is estimated that 500 hours will be spent on this function in the forthcoming year.

### **3.6 Control of and investigation of outbreaks and Food Related Infectious Disease**

The Council has a documented procedure for the investigation of outbreaks of food related infectious disease and also refers to the document produced by the Consultant in Communicable Disease Control (CCDC) relating to sporadic cases. This has been developed by North Cumbria Health Authority, Public Health Laboratory and the four Local Authorities in North Cumbria.

There is also a relevant website, run by the CCDC ([www.ncbugs.com](http://www.ncbugs.com)) containing information on outbreak control relating to specific settings and diseases.

The Council investigated all food related infectious disease notification formally notified by North Cumbria Health authority and where appropriate, those of an informal nature.

Notifications are followed up either by visit, phone call or postal questionnaire depending on the organism concerned and the circumstances relating to the incident.

A questionnaire is completed for all formal notifications and the information forwarded to North Cumbria Health Authority.

Specific questionnaires are used for the various types of notifications that guide and prompt the investigating officer to make the appropriate enquiries and seek the necessary information relevant to each particular type of organism.

In addition a documented investigation procedure is available for certain less common types of infectious disease or those requiring an enhanced investigation.

A series of guidance notes and fact sheets are available for distribution to

cases or others requiring information about the prevention and control of infectious disease.

In 200-2001 the Section dealt with 188 notifications.

Based on these figures an estimated 1000 hours will be spent on investigating outbreaks and notification of food related infectious disease.

The requirements of this function will be met within the existing resources.

## **7. Food Safety Incidents**

It is this Council's policy to respond to Food Hazard Warnings and Food Safety Incidents received from the Food Standards Agency in accordance with the Food Safety Act 1990 Code of Practice No 16 (revised).

Further this Council will maintain a computer system capable of receiving food hazard warnings via Environmental Health Communication Network (EHC-net) and will utilise this system to obtain details of food hazard warnings issued.

The response of the Council to notification of food hazard warnings and food safety incidents will be in accordance with the instruction from the Food Standards Agency given on the food hazard warnings or food safety incidents issued.

The Council has a documented procedure for dealing with food hazard warnings and food safety incidents received.

The Council does operate an out of hours emergency response service in association with the Food Standards Agency (FSA).

It is estimated that the requirements of this function will be met within existing resources.

## **8. Liaison with other organisations**

The Council is represented in the Cumbria Food Liaison Group that provides a formal means of reviewing and implementing common approaches to enforcement throughout Cumbria. As members of this Liaison Group attendance is also made to the Lancashire Food Liaison Group which enables a broader basis from which to achieve consistency of approach. In addition the Council has well developed working relationships with neighbouring authorities. The Council is represented on the Cumbria Chief Environmental Health Officer Group who have similar links with Lancashire Chief Environmental Health Officers.

The Council has formal liaison with Health Authority via District Control of



Infection Committee and Nursing Home Inspectorate Committee and has well developed working relationships with the Communicable Disease Control Officers and Infection Control Nurses. As other North Cumbrian Local Authorities are represented on these groups consistency of approach can be maintained and further developed.

Through the District Control of Infection Committee, and PHLS/Environmental Health Liaison Group the Council has developed close working relationships with local PHLS staff

The Council is represented on the LACOTS Focus Group for sampling that requires comment and review of forthcoming sampling protocols and feedback on issues arising during LACOTS Sampling Programmes.

The Environmental Services Division is represented on the CIEH Lake District Branch Committee enabling direct contact with the CIEH to be developed and maintained.

Through the Licensing Forum the section has links with officers from other Authorities in the North West which allows for consistency in licensing issues and provides a training forum for members

The Environmental Services Division has a formalised liaison with the Council Planning Section, Building Control Section and Licensing Section. In addition where appropriate the Division will liase with Leisure and Economic Development Divisions and Cumbria County Council Education and Social Services Departments.

### **Food Safety Promotion.**

The Council intends to continue to promote food safety issues within the trade and with the public through involvement in local initiatives and National Campaigns.

The Council will support through direct involvement the following National Campaigns; National Food Safety Week, National Curry Chef of the Year; National No Smoking Day.

In addition the Council will continue its involvement with the Breathing Space Group which comprises representatives of many interested organisations and has produced a guide to smoke Free Eating in North Cumbria. The group is currently formulating future projects.

The Council will continue its local promotion of food safety through local publicity campaigns on safe barbecuing and Festive Food Hygiene and will continue to provide talks to local businesses, education establishments, voluntary groups and similar.

Evaluation of the promotional work will be via Citizens panels, press coverage achieved and feed back from participants where appropriate.

It is estimated that the requirements of this function will be met within existing resources.

## **4. Resources**

### **4.1 Financial Allocation**

See attached formally agreed Budget sheet (Appendix 4)

### **2. Staffing Allocation**

The Food Section staffing structure consists of a Principal Environmental Health Officer, an Assistant Principal Environmental Health Officer, four full-time Environmental Health Officers, one part-time Environmental Health

Officer, one full-time Technical Clerk and a part-time Clerical Assistant.

All Environmental Health Officers within the section have obtained Certificate of Registration of the Environmental Health Officers Registration Board (EHORB) or recognised equivalent.

In determining the level of competency of Officers regard is had to Code of Practice No 19.

### **3. Staff Development Plan**

The Council undertakes annual personal development interviews involving training needs analysis on an individual basis. Fulfilment of training identified will be via in-house and external providers as appropriate.

The Council currently identifies professional development within its budget and is committed to ensuring that officers authorised to carry out inspections and enforcement will receive structured, ongoing food related training of at least 10 hours per year based on the principles of continuing professional development.

The Personal Development Interviews (PDI) process is undertaken annually for all employees to determine their specific training needs and these are reviewed after 6months.

## **5. Quality Assessment**

### **1. Quality Assessment**

The effectiveness and consistency of the Councils Food Safety Service and its conformance with the service plan will be monitored and if necessary timely corrective action will be taken.

The Food Safety Principal Environmental Health Officer/Assistant Principal Environmental Health Officer will monitor inspection documentation and computer data to ensure consistency and compliance with the standard.

The Food Safety Principal Environmental Health Officer/Assistant Principal Environmental Health Officer will accompany each food team officer on at least two inspections each year to ensure consistency of approach, risk assessment and conformance with the standard.

The Food Safety Team will hold regular meetings on a pre-programmed basis to review performance discuss new publications, problems or new initiatives and identify and cascade training. Inter authority auditing will take place between the members of Cumbria Food Liaison Group at least once

every 3 years.

The role of the Cumbria Food Liaison Group in the interpretation of food safety issues and promotion of inter authority consistency is recognised and will be used.

The role of LACOTS as final arbiter is recognised and will be used.

The Council has achieved the Investors in People Award and Formal Team Improvement Reviews are undertaken twice a year.

In addition, on a bi-annual basis anonymous customer satisfaction questionnaires are distributed to all premises subject to inspection over a 1 month period. Data from the returned questionnaires is processed and the findings reported to the Head of Service and the Food Team, if necessary corrective action will be implemented.

## **6. Review**

### **1. Review against the Service Plan**

The performance of the Food Safety Team will be formally reported to Councillors on a quarterly basis. Reference will be made to the performance in respect of key local and national performance indicators

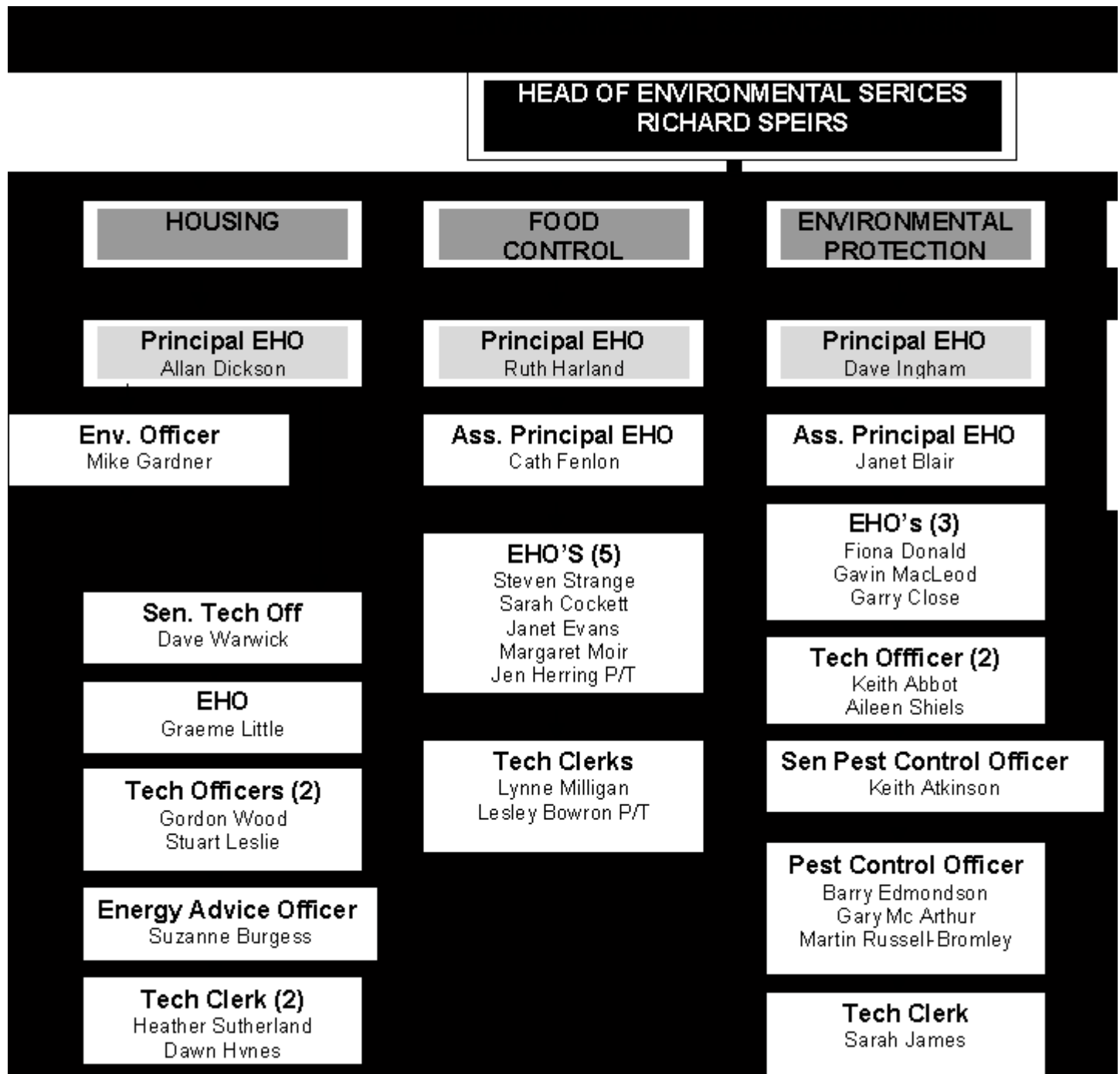
Continuing performance against the Service Plan is assessed and reported to the relevant Portfolio Holder and Overview and Scrutiny Committee.

### **2. Identification of any variation from the Service Plan**

A comparison between actual performance and that expected in relation to inspections showed a marked variance. Over the affected period the Food Section Staffing levels were reduced through long term sickness, and transfer of staff to the Environmental Protection Section. However since these staffing matters have been resolved there has been a return to the previous levels of compliance with the Service Plan.

### **3. Areas of improvement**

It is hoped that with a full complement of staff, most particularly a manager, will enable the Section to investigate ways in which performance of the Section can be enhanced.



## Appendix 2

### CARLISLE CITY COUNCIL



## HEALTH AND SAFETY ENFORCEMENT POLICY

In relation to health and safety it is the Council's aim to improve health, safety and welfare in workplaces within its area. It will achieve this by education, providing advice and by regulating the activities of others. An important part of this is to use enforcement powers to secure compliance with legal requirements.

### The purpose of enforcement is to:

- Prevent accidents and ill health;
- Deal immediately with serious risk;
- Promote and achieve sustained compliance with the law;
- Put flagrant breaches and serious or repeat offenders before the Courts; and
- Enable the Courts to uphold the law by punishing offenders and deterring others

Enforcement of criminal law is distinct from civil claims for compensation. Although enforcement action may not be taken civil claims may be appropriate. Enforcement is not intended to assist claims for compensation.

The term enforcement has a wide meaning and applies to all dealings between the Council and those on whom health and safety law places duties, employers, the self employed, employees and others.

Inspectors seek to secure compliance with the law informally by information, advice and support, both face to face and in writing, but where appropriate will issue written warnings, serve improvement and prohibition notices, issue formal cautions and prosecute.

Inspectors when judging compliance with the law take into account relevant codes and guidance, use sensible judgement about the extent of the risks and the effort that has been applied to counter them.

- The Council has a published Enforcement Policy.
- The Council has signed up to the Enforcement Concordat.

### ***The Principles of Enforcement***

The Council believes in firm but fair enforcement of health and safety law. We shall

follow the principle of **proportionality** in applying the law, securing compliance, and will be **consistent** in approach and **targeting** of enforcement action.

We operate in a **transparent** manner and are **accountable** for our actions.

## ***Proportionality***

Proportionality means relating enforcement action to the risks. We will minimise the costs of compliance for business by ensuring that any action we require is proportionate to the risk.

As far as the law allows, we will take account of the circumstances of the case and the attitude of the operator when considering action.

## ***Targeting***

We will ensure resources are targeted primarily on those whose activities give rise to the most serious risks or where the hazards are least well controlled; and that action is focused on the duty holders who are responsible for the risk and who are best placed to control it – whether employers, manufacturers, suppliers or others.

The Council follows a national priority rating system for inspections. Separate procedures are available for accident and complaint investigations.

## ***Consistency***

We will carry out our duties in a fair and equitable manner, by taking a similar approach in similar circumstances to achieve similar ends.

The Council has arrangements in place to promote consistency in the exercise of discretion, including effective arrangements for liaison with other enforcing authorities.

## ***Transparency***

We will be open and transparent by helping duty holders to understand what is expected of them and what they should expect from inspectors, including distinguishing between statutory requirements which are compulsory and advice or guidance which is desirable but not compulsory.

## ***Accountability***

Inspectors are accountable to members, citizens and Parliament for their actions. The Council has policies and procedures against which it can be judged, and an effective accessible mechanism for dealing with comments and complaints.

## ***Decision Making***

The Council authorises inspectors to carry out the duties it has decided they are competent to do.

## ***Prosecution***

The decision to prosecute should have regard to the evidential and public interest tests set down in England and Wales by the Director of Public Prosecutions in the Code for Crown Prosecutors.

Prosecutions will only be considered when there is sufficient evidence and that it is in the public interest.

Subject to these two tests the Council will normally prosecute where one or more of the following apply:

- Death was a result of a breach of the legislation.
- The alleged offence was extremely serious. This will take into account the seriousness of any actual or potential harm, and the general record and approach of the offender.
- There has been reckless disregard of health and safety requirements.
- There have been repeated breaches or persistent poor compliance.
- Work has been carried out without, or in serious breach of, an appropriate licence.
- There has been a failure to comply with an Improvement or Prohibition Notice.
- Inspectors have been intentionally obstructed in the lawful course of their duties.

Furthermore, the Council will consider prosecution where, following an investigation or other regulatory contact, the following apply.

- False information has been wilfully supplied, or there has been intent to deceive.
- There have been serious failures in the management of health and safety.
- The prosecution is a way to draw general attention to the need for compliance with the law and the maintenance of standards required by law, and conviction may deter others from similar failures to comply with the law.

If resources are limited the above have been placed in order of priority for action.

## ***Prosecution of Individual***

Subject to the above the Council will identify and prosecute individuals if they consider that a conviction is warranted and can be secured. We will consider the management chain and the role played by individual directors and managers and will take action against them where it can be shown that the offence was committed with their consent or connivance or to have been attributable to neglect on their part. Where appropriate, disqualification of directors will be sought under the Company Directors Disqualification Act 1986.

## ***Publicity***

The Council will normally issue a press statement following conviction.

## ***Encouraging Action by the Courts***

The Council when appropriate during a prosecution will draw the court's attention to the Court of Appeals guidance on the factors which should inform sentencing in health and safety cases, that is fines must be large enough to reflect the seriousness of the offence (**R v F Howe and Son (Engineers) Ltd [1999] 2 AU ER**).

Where the case is of sufficient seriousness, the Council will indicate to the magistrates that the offence is so serious that they may refer it to be heard or sentenced in the higher court where higher penalties can be imposed. See Appendix A for penalties.

## ***Overlapping Legislation***

The Council will not generally investigate or enforce under health and safety law where health and safety is adequately guaranteed by enforcement of more specific legislation by another authority.

## ***Accident Investigation***

The Council has a separate Accident Investigation Policy.

## ***Death at Work***

Where there has been a breach of the law leading to a work-related death. Liaison will take place with the Police, Coroner and Crown Prosecution Service (CPS) and where

there is evidence suggesting manslaughter this will be passed to the police or where appropriate the CPS. If the police or the CPS do not proceed with a manslaughter case the Council will bring a health and safety prosecution if appropriate. Regard will be had to 'Work-Related Deaths : a protocol for liaison' (HSE booklet MISC 114).

This protocol has been agreed between the Health and Safety Executive (HSE) the Association of Chief Police Officers (ACPO) and the Crown Prosecution Service (CPS). It sets out the principles for effective liaison between the Health and Safety Executive, Police Forces and the Crown Prosecution Service in relation to work related deaths, in particular if there is evidence that the crime of manslaughter or corporate manslaughter may have been committed.

The police will be informed immediately if there has been a serious accident that may result in the death of an individual.

## ***Working With Others***

- Lead Authority Partnership Schemes

If the premises is linked to a Local Authority by way of the Lead Authority Partnership Scheme, Inspectors when considering formal action shall, except in cases of immediate action, discuss the matters with the lead authority.

- Licensed Outdoor Activity Centres

Inspectors will liaise with the Adventure Activities Licensing Authority as detailed in Adventure Activities Licensing Regulations 1996 HELA LAC 47/10.

- Licensed Sports Grounds

Inspectors will liaise with the certifying authority as detailed in HELA LAC 63/2. The relationship between Safety of Sports Grounds Acts 1975 (as amended by Fire Safety and Safety of Places of Sport Act 1987) and Health and Safety at Work etc Act 1974.

- Liaison with Expert Bodies

Other specialist organisations and governing bodies will be consulted where appropriate.

## APPENDIX 'A'

### ***PENALTIES FOR HEALTH AND SAFETY OFFENCES\****

**The Health and Safety at Work etc Act 1974 (HSWA), Section 33** (as amended) sets out all of the offences and maximum penalties under health and safety legislation.

**Failing to comply with an Improvement or Prohibition Notice, or a Court Remedy Order** (issued under HSWA, Sections 21, 22 and 42 respectively):-

**Lower Court Maximum** £20,000 and/or 6 months imprisonment

**Higher Court Maximum** Unlimited fine and/or 2 years imprisonment

**Breach of Sections 2-6 of the HSWA**, which set out the general duties of employers, self employed persons, manufacturers and suppliers to safeguard the health and safety of workers and members of the public who may be affected by work activities:

**Lower Court Maximum** £20,000

**Higher Court Maximum** Unlimited fine

**Other breaches of the HSWA and breaches of 'relevant statutory provisions' under the Act**, which include all health and safety regulations. These impose both general and more specific requirements, such as requirements to carry out a suitable and sufficient risk assessment or to provide suitable personal protective equipment:

**Lower Court Maximum** £5,000

**Higher Court Maximum** Unlimited fine

\* As at June 2000

These penalties can change from time to time

**Contravening licence requirements or provisions relating to explosives.** Licensing requirements apply to nuclear installations, asbestos removal and storage and manufacture of explosives. All entail serious hazards which must be rigorously controlled.

**Lower Court Maximum** £5,000

**Higher Court Maximum** Unlimited fine and/or 2 years imprisonment

**On conviction of directors for indictable offences in connection with the management of a company** (all of the above, by virtue of HSWA Sections 36 and 37), the Courts may also make a disqualification order (Company Directors Disqualification Act 1986, Sections 1 & 2). The Courts have exercised this power following health and safety convictions. Health and safety inspectors draw this power to the Court's attention whenever appropriate.

**Lower Court Maximum** 5 years disqualification

**Higher Court Maximum** 15 years disqualification

The Council has published the following procedures:

### ***HEALTH AND SAFETY ENFORCEMENT PROCEDURE***

Officers will consider enforcement action during inspections or following incidents or complaints.

In line with the policy and having regard to the Enforcement Management Model the officer will use his judgement on what action to take that is namely-

- No action
- To give verbal and written warnings
- Serve improvement or prohibition notices

- Serve a formal caution
- To prosecute
- To seize an article or substance
- Any combination of the above

The officer will consult and notify employees on matters that affect their health and safety and welfare. This information shall be factual and detail the action taken by the officer. It will not divulge confidential matters or trade secrets.

Where such an arrangement exists Officers will contact the lead authority when there are shortcomings in a company's centrally agreed policies or procedures. Where formal enforcement action is considered this will be discussed with the lead authority unless the action is immediate then the lead authority will be contacted afterwards. A list of lead Authority contacts will be kept up to date and kept in the food and health and safety team office.

The officer will contact the Adventure Activities Licensing Authority when taking action against a licensed provider.

#### *Verbal and Written Warnings*

The circumstances when it is appropriate to use verbal and written warnings are:

- The risk gap is minor
- The act or omission is not serious enough to warrant formal action
- From the individuals/business compliance it can be reasonably expected that the warning will achieve compliance
- There is no deliberate economic advantage being sought
- Confidence in the management is high
- The consequence of non-compliance will not pose a significant risk to health and safety
- Even where some of the above criteria are not met, there may be circumstances in which a warning will be more effective than a formal approach

A record will be made on file of verbal warnings (or on the proforma left on site).



The inspector will tell the duty holder what to do to comply with the law, explain why and distinguish legal requirements from best practice. Inspectors will, on request, confirm any advice in writing detailing the above.

An inspector will not specify a lower standard than that prescribed by legislation.

The inspector will agree a timescale for compliance at the visit or will put a timescale for compliance in the letter.

### *Improvement Notice*

Served when an inspector is of the opinion that there is a contravention of the law at the time of the visit or that there had been a contravention and that it is likely that the contravention will continue or be repeated.

An inspector will consider:

- The risk gap assessment.
- The seriousness of the legal contravention.
- Whether the employer appears deliberately unwilling to recognise their responsibilities and those who may be affected by their actions.
- Whether the duty holder has a history of non-compliance with verbal and written warnings.
- Whether deliberate economic advantage has been sought.

The inspector will discuss the notice and if possible, resolve points of difference before serving it. The notice will say what needs to be done, why and by when. Timescales will be realistic.

Improvement notices will be served by authorised officers based on their opinion.

Failure to comply with the notice will generally result in court proceedings.

### *Prohibition Notices*

These can only be issued when the inspector is of the opinion that there is or will be a risk of serious personal injury, which includes risk to health.

In circumstances when a Prohibition Notice would be necessary but the person in control of the activity has assured the inspector that he will remove the risk, this will be sought in writing.

The inspector will, where practicable, discuss why he is serving the notice and take the employer's views into account. The legal implications of non-compliance will be explained. Where the notice is issued the inspector will provide a written explanation of the reasons for the action.

### *Appeals*

Every notice will have written information on how to appeal, explaining how, where and within what period an appeal may be brought, that action on an improvement notice is suspended while an appeal is pending, and that businesses can apply to an Employment Tribunal for a prohibition notice to be suspended pending the outcome of an appeal.

### *Public Register*

A public register will be kept and maintained by the Council of notices served which affect the public who are not employees of that workplace in accordance with the Environment and Safety Information Act 1988.

Entries will be made 14 days after the time limit for appeal of the notice has passed providing no appeals have been made or 14 days after an appeal that has determined that the notice should not be cancelled.

The register is kept at the Environmental Services Division, 7<sup>th</sup> floor Civic Centre, Carlisle.

### *Detaining/Taking Possession of Articles or Substances*

Articles or substances may be taken into possession or detained for as long as necessary if an inspector is of the opinion that it has caused or is likely to cause danger to health or safety, or is required for evidence for a prosecution.

When taking either:

- (a) any article which forms part of a batch of similar articles; or
- (b) any substance,

the inspector will, where it is practicable to do so, take a sample and give a portion of it marked in such a way as to identify it to a responsible person at the premises where it was found.

Where this is not practicable the inspector will leave with a responsible person at the premise a form giving particulars of that article or substance sufficient to identify it. If no person is present the form will be fixed in a conspicuous position on the premises.

After taking possession the inspector will serve a copy of the form on the person in control of the activity, if this was different to the above.

### *Formal Caution*

If there is sufficient evidence to prosecute, regard will be had to the Home Office Circular to determine if a formal caution will be more appropriate. 18/1994 states that the purpose of the formal caution is:

- to deal quickly and simply with less serious offences
- to divert less serious offences away from the courts
- to reduce the chances of repeat offences

To safeguard the suspected offender's interests, the following conditions must be fulfilled before a caution is administered:

- There must be evidence of the suspected offender's guilt sufficient to give a realistic prospect of conviction.
- The suspected offender must admit the offence.
- The suspected offender must understand the significance of a formal caution and give an informed consent to being cautioned.

## MONITORING PROTOCOL

<b>Type of Action</b>  Proforma/site visit  no letter	10%		<b>Monitoring Criteria</b>  <b>Inspector calls – leaflet left</b>  Advice clear	<b>Monitoring Method</b>  <b>Shadowed Visits</b>
Letters/site visit	Newly qualified officers all visits for first 3 months  For others 10% sample		Risk gap calculation  Priority risk rating calculation  Distinguishes between legal requirement and advice  Timescale for action  <b>Employees informed</b>  Consultation with employee and safety representative	Desk top exercise  Inter-authority peer review  Customer questionnaire
Notices			Risk gap calculation  Notice has unique	

	<p>%</p> <p>all for newly qualified in health and safety up to 2 years</p> <p>For others 10% sample</p>		<p>reference number</p> <p>Notice is clear, legally correct and in the correct form</p> <p>Service of notice – with appeals and how served</p> <p>Compliance assessment</p> <p>Employees informed</p>	
Major Incidents	<b>All</b>		Risk gap calculation	

## Appendix 3

### Enforcement Policy

One of the primary functions of the Environmental Services Division is to safeguard the public, the environment and bodies of people e.g. workers, consumers or residents.

By carrying out our enforcement activities in an equitable and consistent manner, we hope to promote a sustainable local economy and to maintain a safe & fair business and domestic environment.

We appreciate that most people want to comply with the law and we will always be willing to help traders and others meet their legal obligations without unnecessary costs.

However, those who flout the law or act irresponsibly will be dealt with firmly, by prosecution if appropriate.

This policy of improved information, choice, and safety will benefit all of Carlisle's citizens.

To facilitate this the Division has adopted the central and local government concordat on Good Enforcement. This demonstrates our commitment to the following policies and procedures, which aid best value and will provide information to show we are adhering to them.

## 1.0. INTRODUCTION

The purpose of this policy is to make clear the approach of the Environmental Services Division to its various enforcement roles (see Appendix 1). The policy is based around the general principles of the Government Enforcement Concordat, i.e.

- a. Standards of service provision
- b. Openness about the service
- c. Helpfulness to service users
- d. Complaints about the service
- e. Proportionality of the service response
- f. Targeting of enforcement action
- g. Consistency of the service.

### 1.1 Definitions

#### Service Complaint

A "Service Complaint" means a criticism of any aspect of the service provided by the Environmental Services Division.

#### *Enforcement*

Enforcement covers a wide range of actions and activities other than just simply prosecutions. Enforcement in this policy means any action taken about contravention of statutory requirements with the aim of: -

- a. securing compliance with statutory provisions; or
- b. imposing a sanction for contraventions.

## 2. GENERAL PRINCIPLES

### 2.1. *Standards*

We have established standards for the levels of service we aim to provide. Wherever possible these standards include measurable targets. We make details of these standards and targets freely available together with reports of our performance against the stated targets through the Council's Community

Plan. To this end each service area will;

- a. Produce written statements defining what level of service customers can expect. Where appropriate performance targets exist they will be clearly stated in the division's business plan.
- b. Each service will as necessary, and not less than annually review its performance with respect of (a) above and make changes as necessary.

## **2.2 Openness**

Within the restraints of the confidentiality our customers have a right to expect and the requirements of law, we will endeavour to be open about how we set about our work. To this end each service will:-

- a. Ensure that documents are produced in clear language, are readily available and in a format accessible to all our customers.
- b. If requested, provide a written account of its actions or proposed actions to persons or organisations affected by them.
- c. Always ensure a customer is aware of the existence of any appeals procedures or methods to review our actions/decisions where they are available.

## **2.3 Helpfulness**

We believe that prevention and co-operation are preferable to cure and confrontation. As such we will assist all customers in their efforts to understand and comply with the requirements placed on them. To this end each service will:

- a. Ensure staff deal with customers courteously and always identify themselves by name.
- b. Provide clear details of who is dealing with a case and how and when they may be contacted.
- c. Review at least annually all standard correspondence to ensure it is clear and contains all relevant information to the matter that it aims to address.
- d. Undertake customer satisfaction surveys to check our performance and identify areas for improvement.

We will, by arrangement, undertake visits and inspections outside of normal working hours where this is considered necessary to undertake our statutory enforcement role.

## **2.4 Service Complaints**

We accept that despite our best efforts customers will occasionally be

unhappy with the service we provide. We recognise the role service complaints can play in identifying areas for improvement. To this end each service area will:-

- a. Ensure that at the earliest opportunity all customers are made aware of the existence of and the method by which they may register a service complaint.
- b. Ensure that should an investigation reveal a defect in the service that defect will be rectified as soon as possible.

## **2.5. *Proportionality***

We will endeavour to ensure that the requirements imposed by us; the approaches we adopt and the action we take are proportionate to the seriousness of the matter/s in hand.

## **2.6 *Targeting***

We will ensure that our resources are targeted primarily towards those activities which give rise to the most serious risks or where the risks are least well controlled or against deliberate crime. Action will be primarily focused on lawbreakers or those directly responsible for the risk and who are best placed to control it.

## **2.7 *Consistency***

We will endeavour to promote consistency in both the level of service customers receive and the manner in which we respond i.e. taking a similar approach in similar circumstances to achieve similar ends. . To this end each service will:-

- a. ensure that any documents referred to in this policy are made known and are readily accessible to all staff.
- b. Review on at least an annual basis operational, supervisory and



management practices to identify and address issues of inconsistency.

- c. Compare and audit its practices and standards with other Councils.

## **2. ENFORCEMENT PROCEDURES**

1. We will consider enforcement action during inspections or following incidents or complaints where a contravention or potential contravention of statutory requirements has been identified. We will take either informal or formal action as detailed below having given consideration to all aspects of the incident or occurrence. The factors we will consider are detailed in the following paragraphs.
3. Where we and another enforcement body both have or share an enforcement role, we will liaise with that body to ensure effective co-ordination, to avoid inconsistencies and to ensure that enforcement action is appropriate to the circumstances of the incident. Other organisations with whom we share significant enforcement roles include
  - Cumbria Fire Authority (01900) 822503
  - Cumbria County Council Trading Standards (01228) 607447
  - Cumbria County Council Emergency Planning Unit (01228) 817500
  - Cumbria Police (01768) 891999
  - The Food Standards Agency
  - The Health and Safety Executive (01228) 539321
  - The Environment Agency (through a nationally agreed protocol)

(01768) 866666

## 1. INFORMAL ACTION

We will consider Informal action where:

- The contravention is minor in effect,
- There is no risk to health and safety; and
- From the offenders past history it can be reasonably expected that informal action will result in compliance.

Informal action will:

- Contain all the information necessary to understand what is required, why it is necessary, alternative courses of action and the timetable for completion.
- Clearly indicate the legislation contravened and any recommendations.
- Give a point of contact for the purpose of further clarification or query.

## FORMAL ACTION

Where the circumstances described above do not apply, formal action by service of statutory notice, fixed penalty or order will occur (where appropriate).

Statutory notices or orders will include the following information:

- The legislation which has to be complied with
- The works or other action needed to comply
- The time for compliance
- The time period for appeal (if appropriate) and who to appeal to

Where the law allows it, we will also charge administration costs for service.

Where notices or orders are not complied with within the time period allowed, we will consider undertaking the work in default and/or prosecution (see below)

Work in default means that we will undertake any work required by a statutory notice and charge the full cost, plus administrative charges and daily interest to the appropriate person(s). If this is not paid, it will be registered as a debt against the property and we will consider taking action through the Courts to secure recovery, where we are entitled to do so.

Immediate action without any prior notice will be considered in situations

where there is a risk of danger or a danger to public health.

Where the law allows the Council to act immediately, an explanation will be given at the time (if appropriate) and a written confirmation will be given within ten working days.

Cancellation or variation of an authorisation, order, licence or membership will include the following information

- The legislation which has not been complied with
- The time period for appeal (if appropriate)

Where the law allows the Council will also recover any grant monies.

We will also consider prosecution or formal caution.

## 4. PROSECUTION

4.1 A decision to prosecute is a serious matter which we will only take after full consideration of the implications and consequences. The decision will have regard to the evidential and public interest tests set down by the Director of Public Prosecutions in the Code for Crown Prosecutors.

2. Prosecutions will not be commenced or continued unless we are satisfied that there is sufficient, admissible and reliable evidence that the offence has been committed and that there is a reasonable prospect of conviction. Where a case does not pass this evidential test, it will not go ahead, no matter how important or serious it may be. Where there is sufficient evidence, a prosecution will not be commenced or continued unless it is in the public interest to do so. Public interest factors that can affect the decision to prosecute usually depend on the seriousness of the offence or the circumstances of the offender.
3. We will consider the following public interest factors in deciding whether or not to prosecute.
  - **effect** of the offence or action.
  - **foreseeability** of the offence or the circumstances leading to it
  - **intent** of the offender, individually and/or corporately
  - **history** of offending
  - **attitude** of the offender
  - **deterrent** effect of a prosecution, on the offender and others
  - **personal** circumstances of the offender

2. These factors are not exhaustive and those which apply will depend on the particular circumstances of each case.
3. Criminal proceedings will be taken against those persons responsible for the offence. Where the offence has resulted from the Company's activities we will usually prosecute the Company. We will also consider any part played by the officers of the Company and may take action against those officers as well as the Company. This will usually be where it can be shown that the offence was committed with their consent, due to their neglect or that they "turned a blind eye" to the offence or the circumstance leading to it.
4. Where there is sufficient evidence we will normally recommend prosecution in any of the following circumstances.
  - incidents which have significant consequences
  - failure to comply with fixed penalty payment requirements
  - carrying out operations without a relevant licence
  - excessive or persistent breaches of regulatory requirements
  - failure to comply or to comply adequately with formal remedial requirements
  - reckless disregard for management or quality standards
  - failure to supply information without reasonable excuse or knowingly or recklessly supplying false or misleading information
  - obstruction of officers in the course of their work

#### 4. Alternatives to Prosecution

1. In cases where a prosecution is not the most appropriate course of action the alternative of a caution will be considered, the choice depending on the factors referred to above.
2. A caution is the written acceptance by an offender that they have committed an offence and may only be used where a prosecution could properly have been brought. A caution will be brought to the attention of the Court if the offender is convicted of a subsequent similar offence.

## Appendix 1

The Division covers a significant range of functions most of which carry with them the potential for enforcement action either by service of notice, fixed penalty or order, or the institution of legal proceedings. This Appendix outlines the majority of areas which are subject to enforcement by the Division and which are covered by this enforcement policy.

ABANDONED VEHICLES

ANIMAL BOARDING AND BREEDING

CARAVAN AND CAMPING SITES

CONTAMINATED LAND REGISTRATION

CONTROL OF POLLUTION

DANGEROUS WILD ANIMALS

DOGS (FOULING OF LAND)

DRAINAGE NUISANCES

ENERGY ADVICE CENTRE

ENVIRONMENTAL PROTECTION ACT AUTHORISATIONS

ENVIRONMENTAL EDUCATION

FOOD SAFETY & HYGIENE

GRANTS FOR HOME REPAIR / IMPROVEMENT & PROVISION OF FACILITIES  
FOR THE DISABLED

HEALTH AND SAFETY AT WORK

INFECTIOUS DISEASE

NOISE NUISANCES

PET SHOPS

PREVENTION OF DAMAGE BY PESTS

PRIVATE HOUSING CONDITIONS

PRIVATE WATER SUPPLIES

PUBLIC CONVENIENCES

RECYCLING

REFUSE COLLECTION

RIDING ESTABLISHMENTS

STREET CLEANING

SWIMMING POOLS AND BATHING WATERS