

Introduction

1. The purpose of this survey is to capture information relating to food hygiene standards in the main types of food premises subject to Local Authority food hygiene inspections. It will provide information about the facilities and procedures to manage food safety based risks. It is proposed that the survey will be carried out at regular intervals so that trends can be analysed over time. Ultimately, this information should help to help inform decisions by the Agency and Local Authorities to improve and drive up standards.
2. The success of this initiative is heavily dependant on all Local Authority Environmental Health Departments taking part in the survey, so your support is important to us. It has been designed so that it can be undertaken as part of the normal programme of food premises inspection work and the survey questionnaire has been piloted by a selection of LAs to ensure that it is easy to use. However, if you have any questions, please do not hesitate to telephone Ruth Hodgson on 020 7276 8151 for help and advice. Your co-operation and participation is very much appreciated.

Time period for the survey

3. LAs are asked to carry out the survey within the 4 month survey period. The deadline for returns is 31 October 2005.

Number and type of premises to include in the survey

4. LAs are asked to complete a survey form for twenty premises. These should consist, where practically possible of:

Food Manufacturers (a total of 2)	One large
	One small
Caterers (a total of 12 premises from the following categories)	At least three restaurants
	One hotel or guest house
	One pub or club
	At least three takeaways
	One hospital or nursing home
	One college or school
	One mobile food unit
Retailers (a total of 6 premises from the following categories)	Three supermarkets / hypermarkets
	Three small retailers (including corner shops, bakers, butchers and fish mongers)

Do not include low risk premises i.e. category E or F in the old code or category E under the new code.

Some local authorities may not have all of the categories of premises within their area or they may not have sufficient numbers in a particular category. If this is the case, complete a smaller survey reflecting the type and number of premises in your area.

Random selection of premises

5. It is essential that the premises included in the survey are selected at random. The method by which you should select the premises needs to be consistent to allow meaningful results, so please follow the procedure outlined below. A date within the survey period should be chosen when your authority is to start work on the survey. A list of programmed inspections due from that date should then be produced. From that list the food team manager should select every 3rd premises for inclusion in the survey until one premises has been selected for each of the above types of premises. Where this process does not provide one premises of each, please complete a smaller survey reflecting the premises in your area. Finally, please note that premises rated as category E or F under the old Codes of Practice, and category E under the new Code should not be included in the survey as these premises may be subject to alternative enforcement strategies and therefore not subject to primary inspections.

Completion of the Survey Form

6. The survey form has been designed so that it can be completed as an integral part of a programmed food hygiene inspection. The forms may be completed by any number of officers from an LA. No additional visits to food premises will be needed.
7. The form can be divided into 3 parts:
 - details about the LA and Part A, requiring general information from file records. This should be completed prior to the inspection.
 - Part B, on information from the inspection, which should be completed at or shortly after the Inspection.
 - Part C, action following the inspection, which should be completed after the inspection.

8. Most questions on the form require a numerical score to be inserted into an answer box. Advice on the range of scores for each question and their meanings are given on the form in italicised text. Unless otherwise stated on the form, you should select one score only in response to each question.
9. Where possible, the range of scores for certain questions (No. 11, 21 and 22) have been linked to the assessments which will need to be made under the Code of Practice Inspection Rating Scheme.
10. Question 5 asks for the current inspection risk rating of the premises under Annex 5 of the Code of Practice. However, particularly in the first year of the survey, the current inspection risk rating may have been based on the old Codes. This should not generally be a problem and the appropriate box should be ticked. However, in the case of an approved product specific premises, please tick the "product specific premises" box only.
11. Questions 7 and 9 refer to the 'primary inspections' as defined in Section 4 of Code of Practice. Particularly in the first year of the Survey the last inspection of the premises may have been carried out under the old Code. Where this is the case, please refer back to the last programmed inspection of the premises in answering questions 7 and 9.

What will FSA do with the results?

12. The Agency will input information from the returns onto a database from which we will be able to produce summary reports of the findings for individual categories of food business and for all types of business covered in the survey. Summaries will also be produced on a UK basis for England, Scotland, Wales and Northern Ireland.
13. This summary information will be discussed with stakeholder groups and will be published along with any conclusions that can be drawn about hygiene standards within the random sample of food businesses on the Agency website: (www.food.gov.uk)
14. Given that the purpose of the Survey is to draw general conclusions about hygiene standards, the analysis and publication of survey data will be on an anonymous basis. There will be no assessment of individual premises, local authorities or officers.

Return of survey forms to the Agency

15. LAs are asked to return survey forms as they are completed or as a batch, to Ruth Hodgson, Enforcement Division, Food Standards Agency, Aviation House, 125 Kingsway, London, WC2B 6NH. LAs are asked to keep copies of the forms in case the Agency needs to clarify details on the survey. The latest deadline for return of the form is 31 October 2005.

Definitions of premises categories

For the purpose of this survey the premises categories are defined by the description below. Some premises may span two definitions, the definitions below allocate the premises to the category which represents the main source of income for the business.

Restaurant / Café / Canteen:

A premises offering to cook / prepare food for the customers to be consumed on the premises, with a seating area. This category includes work place canteens, cafés and self-service catering premises.

Hotel / Guest house:

Premises that provide catering only to customers to which they are also providing overnight accommodation. This category includes bed and breakfast establishments. Please note, hotels providing a restaurant service to a wider clientele than their guests, should be entered under the restaurants category.

Pub / Club:

A commercial premises whose primary business is to sell alcohol in a public bar, but which also provides catered meals on the premises. If the pub has separate restaurant facilities it should be allocated to the pub category.

Take-away:

An establishment that provides convenience food to customers primarily for consumption off the premises. Premises must be immobile and housed within a designated building. For example fish and chip shops, sandwich bars and Chinese or Indian takeaways.

Hospital / Nursing home:

Premises where catering services are being provided for customers who are in residence and are being provided with medical treatment or assistance. For example care homes and facilities for the elderly; hospitals and residential care facilities.

School / college:

A catering premises, located within a site providing educational instruction and formal qualifications. The premises should be associated with local education authority possibly through a catering contract.

Mobile food unit:

A food premises whose premises including the kitchen, is not housed in a permanent building structure. The entire catering facilities (kitchen etc) must be capable of moving geographic location. For example burger vans and mobile catering units.

Supermarket / Hypermarket:

A retail outlet providing a range of goods from more than one grocery sector and from a range of brands. The premises included in this sector should be a member of one of the large chains of retailers, such as Sainsburys, Tesco, Asda, Morrison, Co-op, Marks & Spencer, Waitrose and Budgens. Metro, Central or Extra, city centre derivatives of the larger super market groups should also be included in this category.

Small retailers:

Premise to be included in this category will be grocers and food shops that are a small-scale food business. For example butchers, bakers, fishmongers, village shops or grocers. Independent retailers such as Cost Cutter; One Stop, All Days and Premier are to be included in this category.