



**RIVER TEES PORT  
HEALTH AUTHORITY**

**SERVICE PLAN**

**2018 – 2019**

**Approved June 2018**

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## 1. INTRODUCTION

The River Tees Port Health Authority Service Plan covers the elements of food safety and hygiene for which the authority has statutory enforcement responsibility. The Service Plan also covers objectives relating to non-enforcement activity including the mosquito surveillance programme and jetty water sampling programme.

The Service Plan is an expression of this authority's' commitment to the development of the Port Health Service, and is a requirement of the Food Standards Agency as the body that monitors and audits local authorities' activities on food enforcement.

The Food Standards Agency's' (FSA's) Framework Agreement issued in April 2010 sets out the planning and delivery requirements for feed and food official controls, based on the statutory Codes of Practice. It ensures that national priorities and standards are addressed and delivered locally.

The River Tees Port Health Authority Service Plan has been drawn up in accordance with the guidance in the Framework Agreement and follows the Service Plan template. This is to enable the FSA to assess the Authority's delivery of its service and to allow local authorities to compare service plans written in the common format for any fundamental performance reviews under the local government Best Value agenda. This Service Plan also takes into account the Food Law Code of Practice and Practice Guidance.

The FSA requires the Service Plan to be submitted to members for approval to ensure local transparency and accountability. This is done annually through Board Member Briefing.

The Authority operates the food hygiene rating scheme where food premise receive a score of between 0 and 5.

River Tees Port Health Authority sits within the Environmental Health (Commercial) Team at Redcar and Cleveland Council and is managed by the Principal Environmental Health Officer (Commercial). The Environmental Health (Commercial) Team is part of the Health Protection and Health Care Quality Service in the Public Health Directorate.

Port Health Officers are trained to high levels of competency consistent with the competency framework in the Food Law code of practice, including ongoing staff training and support systems in place.

This plan details the delivery of the performance of the port health service during 2017/18, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.

The plan goes on to explain how we intend to deliver the service through 2018/19. Also included are the potential impacts to service, which is the exit from the European Union.

Effective partnerships with stakeholders, including Public Health England (PHE) – Consultant in Health Protection / Port Medical Officer and Food Examiner, the appointed Public Analyst and Agricultural Analyst and the Food Standards Agency (the Agency), are important in the achievement of the aims and objectives of the plan.

## 2. SERVICE AIMS AND OBJECTIVES

### Aims

- To ensure that food and feed entering the UK through Tees Port has been legally imported and complies with relevant food and feed laws.
- To ensure that the port maintains its status as a Designated Point of Entry (DPE), Designated Point of Import (DPI) and First Point of Introduction(FPI).
- That conditions on ships entering Tees Port comply with the International Health Regulations 2005.
- Risks to health from communicable diseases are effectively managed and controlled.
- Ensure that food hygiene and standards legislation is enforced in food premises at the port.
- To ensure that environmental protection legislation is enforced within the port.

### Objectives

- To carry out manifest and documentary checks relating to third country food, feed and other relevant products.
- To ensure that all imported products are subject to the required legislative requirements.
- To ensure importers and shipping agents are kept informed of import restrictions, changes in legislation, emergency control measures and new guidance.
- To carry out a risk-based approach to the inspection of ships and respond to all requests for ship sanitation certificates.
- To investigate the incidence of food poisoning and food-borne disease at the port and on ships entering the port.
- To monitor the wholesomeness and sufficiency of water supplies at the port and on-board ships entering the port.
- To carry out appropriate food hygiene and standards interventions at the food premises at the port.
- To operate the national Food Hygiene Rating Scheme for food premises at the port to improve and maintain good hygiene standards.
- To ensure the prescribed processes at the port comply with environmental protection legislation and permits are issued accordingly.

## 4. BACKGROUND

### 4.1. Profile of the Port Health Authority

River Tees Port Health Authority (the Authority) represents the four riparian authorities of Redcar and Cleveland Borough Council, Stockton-on-Tees Borough Council, Middlesbrough Borough Council and Hartlepool Borough Council. The Authority is managed by Redcar and Cleveland Borough Council and is based at offices in Guisborough.

The River Tees Port Sanitary Authority was first constituted by an Order of the Local Government Board in 1886. The present Authority was established by The River Tees Port Health Authority Order 1982, which defines the port health district over which the joint board has jurisdiction. The Order was further amended in 2016 to reflect changes in legislation.

The Port Health area consists of those parts of the Port of Tees and Hartlepool together with such land and water as is specified in the Order, including;

- a) the part of the Port of Tees and Hartlepool which lies upstream of a line drawn from the most northerly point of the North Gare Breakwater (reference point NZ5442 2843) and the South Gare Buzzer House (reference point NZ5580 2840), including those waters of the River Tees as far as the tide flows up stream to the Tees Barrage (reference point NZ4624 1903);
- b) any wharf, dock, jetty or similar structure on the riverside of, or projecting into, that part of the Port of Tees and Hartlepool and the River Tees; and
- c) any structures and buildings on areas within the gates of any wharf, dock, jetty or similar structure within the districts of the relevant riparian authorities.

### 4.2. Organisational Structure

The relevant riparian authorities must appoint members to the joint board at meetings to be held in May of each year. The members of the joint board must be appointed by the relevant riparian authorities from the members of their respective councils as follows;

- a) five members from Redcar and Cleveland Borough Council;
- b) five members from Stockton-on-Tees Borough Council;
- c) five members from Middlesbrough Borough Council; and
- d) two members from Hartlepool Borough Council.

As the managing authority, the structure of Redcar and Cleveland Borough Council showing where the service sits is detailed in Appendix 1.

The Port Health service carries out the following functions:

- Imported Food and Feed Controls
- Food Hygiene and Food Standards enforcement
- Food and food premises complaints
- Ship Sanitation Inspections
- Environmental permitting
- Water Sampling

The team comprises of the following;

- 0.4 FTE Principal Environmental Health Officer
- 1 x FTE Trading Standards Officer
- 1 x FTE Environmental Health Officer

### 4.3. Public Analysts and Food Examiners

The following Analysts have been appointed by the Authority.

#### Public Analysts

Public Analyst Scientific Services  
i54 Business Park  
Valiant Way  
Wolverhampton. WV9 5GB

- Nigel Payne - Public Analyst

#### Agricultural Analysts

From Staffordshire Scientific Services;

- Dr Frank Hollywood - Head of Scientific Services
- Michelle Evans - Laboratory Manager & Public Analyst

**Food Examiners** are agreed and approved through a Service Level Agreement with Public Health England.

### 4.4. Scope of the Feed and Food Service

The Port Health team are responsible for the following services;

- Monitoring imports of food and feed that come through the Port of Tees.
- Carrying out a programme of food hygiene and standards interventions in accordance with the Food Law Code of Practice and Practice Guidance;
- Investigating and resolving complaints about food and food hygiene premises and practices;
- Taking informal and formal action, where appropriate including the service of notices, seizure of food, voluntary and emergency closures, and any other action deemed necessary to secure compliance with legislation;
- Identification and assessment of premises requiring approval in respect of specific processes and food products;
- Maintaining database accuracy by ensuring all food premises trading within the authority are registered, and all information is recorded appropriately on the Civica App database;
- Receiving FSA Food Alerts, disseminating to all relevant officers and actions taken and recorded where necessary;
- Provide advice and assistance to importers, exporters, and agents on imported food related issues;
- Investigate incidents of food borne disease and take action where necessary, including liaison with Public Health England (PHE) and other stakeholders to determine the source and prevent further infection;

- Provide and operate the Food Hygiene Rating Scheme in accordance with the Brand Standard, to process and respond to appeals and re-rating requests, and upload data in a timely manner to ensure data is up to date and accurate;
- Carry out appropriate food sampling in accordance with the annual sampling plan, which will include inspection and investigation based sampling as well as cross-regional studies;
- Carry out a programme of feed interventions in accordance with the Feed Law Code of Practice;

#### **4.5. Demands on the Feed and Food Service**

The authority has, as at 1<sup>st</sup> April 2018, 6 rated food premises on its database that are subject to programmed food hygiene interventions. All are catering establishment with 5 being rated '5', and one being rated '4' under the Food Hygiene Rating Scheme. Of these 6, 2 are Band C, 3 are Band D, and 1 is Band E.

On average there are 850 consignments of food and feed imported from third countries into the Tees annually. More than half of these are tea and coffee, the majority of which are imported by Taylors of Harrogate. The remainder is mainly wine and other alcohol (vodka from Russia), with a small amount of oils and fats, additives, and processed vegetables. Around 8 consignments required organic certification, and around 400 required further clarification on their contents.

The details of all food businesses and all imports of food and feed will be maintained on the Civica App database.

The authority will also respond to any credible information passed to it suggesting any rogue food activities within the Port Area, for example referrals from the Food Fraud Unit.

In delivering the Port Health enforcement function, there are a number of uncontrollable variables that can affect service delivery, in particular we have found it difficult to recruit to a vacant post. The service delivery was not affected in this instance as other officers in the Commercial team could take up the duties where possible.

#### **4.6. Regulation Policy**

The Port Health Service endorses and adopts the principles laid down in the Enforcement Concordat which recognises that enforcement must be fair, consistent and equitable. The service also has regard to the 'Code for Crown Prosecutors' guidelines. These documents will form the basis of decision making processes in deciding the most appropriate enforcement action.

The Authority's Enforcement Policy outlines the various enforcement options ranging from advice/education to formal action including the service of notices and prosecution for non-compliance with legislation.

## **5. SERVICE DELIVERY**

### **5.1. Interventions at Food and Feedingstuff establishments**

It is the intention of the Port Health team to inspect all premises due for feed or food intervention, and monitor all container and bulk food and feed traffic through the Tees during the financial year. Officers determine the frequency of inspection at each premises according to the feed or food code of practice, and check all imported food and feed against relevant legislation to determine whether official controls are required.

During food hygiene inspections, any premises that are not broadly compliant, i.e. those achieving Food Hygiene Rating of 0, 1 or 2 will automatically have a revisit to ensure they have carried out the necessary improvements to satisfy the officer that standards have improved since the initial visit. On occasion more than one officer may attend a revisit.

The team has one full time Environmental Health Officer and one full time Trading Standards Officer who are authorised to carry out inspections across a range of businesses and imports.

There were no Food or Feed inspections outstanding at the end of March 2018.

### **5.2. Feed and Food Complaints**

The authority will respond to food and feed complaints on the same working day of receipt of the complaint, where practicable. Should initial enquiries warrant a visit to the food or feed premises, officers will visit the same day, or when the business is next open.

No food and feed complaints were received during 2017/18.

### **5.3. Home Authority Principle and Primary Authority Scheme**

The Home Authority principle is to offers advice and guidance to these businesses at source to maintain their high standards of food hygiene and standards compliance. The Authority does not have any home authority agreements in place and should a business be interested in this type of agreement, they would be encouraged to apply for Primary Authority Principle.

The Primary Authority Principle allows businesses to form a statutory partnership with a single local authority, which would provide robust and reliable advice for other councils to take into account when carrying out inspections or dealing with non-compliance. The Authority does not have any primary authority agreements in place however it would actively explore such arrangements where suitable businesses are identified.

### **5.4. Advice to Businesses**

The Authority encourages businesses to seek advice whenever they have any questions or queries about their particular business as we believe it resolves any issues at an earlier stage before a situation becomes serious. The service would like to be perceived by food businesses a supportive and helpful. Advice will be in the form of verbal advice over the telephone, advisory visits and email/postal communications, where necessary.

### **5.5. Feed and Food Sampling**

The service participates in food sampling programmes co-ordinated by Public Health England (PHE) and the Tees Valley Food Liaison Group, which includes organised sampling initiatives, and targeted sampling, depending on local priorities.



The Authority will carry out further sampling during routine inspections at randomly selected premises, and reactive sampling where required, or when non-compliance has been identified.

The PHE Laboratory at York will process all food samples procured for microbiological purposes, and provide a no cost courier service for this. All standards samples, and imported food and feed samples requiring non-microbiological analysis will be submitted to Public Analyst Scientific Services, however this service does incur a charge for analysis.

#### **5.6. Control and Investigation of Outbreaks and Food Related Infectious Disease**

The service will respond promptly and as a priority to all notifications of infectious disease, particularly if they are suspected to be food borne. Officers will respond according to initial assessment based on information available at the time. Officers will liaise with the PHE with regards to submission of stool samples, and liaise with other members of the riparian authority, where required. Should a vessel be implicated in an outbreak, quarantine measures may be required to prevent the spread of disease.

#### **5.7. Feed/Food Safety Incidents**

All Officers have signed up for the new FSA alerts system on RIAMS and will receive these into their email accounts. Alerts for information are read by each officer, alerts for action are logged and any action required, are taken by officers. The FSA has the contact details of the lead officer should any urgent action need to be taken in the authority's area.

#### **5.8. Liaison with Other Organisations**

Arrangements are in place to ensure that the Port Health service keeps up to date with legislation, guidance and good practice relevant to its duties. This includes;

- Tees Valley Food Liaison Group meetings on matters such as food hygiene and standards inspections, food hygiene and standards sampling, enforcement action, and any other operational matters;
- Tees Valley Health Protection Group Meetings with PHE for Health Protection issues such as infectious diseases, food poisoning outbreaks and emerging issues;
- Attending regional meeting to discuss the Food Hygiene Rating Scheme;
- Attending regional Fishery Liaison Group Meetings;
- Attending/teleconferencing in to Port Health Liaison Meeting;
- Attending the NETSA (North East Trading Standards Association) Meetings with regards to Animal Health and Welfare and Food Standards;
- Review of planning applications with regards to port premises;

#### **5.9. Feed and Food Safety and Standards promotional work, and other non-official controls interventions**

The service does not plan to carry out any promotional work.

## 6. RESOURCES

### 6.1. Financial Allocation

The Authority is funded by the Riparian Authorities as set out in the Order. The table below shows the budget for 2018/19.

Area of Spend	Budget (£)
Salaries - Basic Pay	67,550
Salaries - National Insurance	7,050
Salaries - Overtime	700
Salaries - Superannuation	10,800
Other Allowances	2,500
Car Allowances	1,400
	<b>90,000</b>
External Training	1,000
General Equipment	800
Clothing & Uniforms	200
Printing & Stationery	100
MFD Recharge (Printing)	50
Analysts Fees	4,500
External Audit Fees	450
Publicity	0
Court Evidence Costs	0
SLA Agreement	35,750
Postage	0
Mobile Phones	350
Computer Software	4,000
Subsistence	0
Subscriptions	1,050
Insurance	650
Contribution to bad debt provision	0
	<b>48,900</b>
Sanitation Certificates	16,550
High Risk Products Imports	100
Organic Certificates	350
RTPHA Permits (annual fee)	2,300
Plastic Declaration	4,050
Water Sampling	3,200
	<b>26,550</b>
Total Budget	<b>112,350</b>
Amount held in Reserves	<b>36,900</b>
Bad Debt Provision	<b>250</b>

The budget allocated to the Authority team covers all areas of statutory and non-statutory work. Relative to the intentions expressed within this service plan the budget is adequate for these purposes. Should the budget be reduced in 2018/19 then this is liable to create further risk in food premises. For example, where less food was sampled then this might result in less opportunity to prevent food poisoning within the Borough.

The following table shows the income received from the Riparian Authorities.

<b>Contributions per Authority</b>	<b>£'s</b>
Middlesbrough 15%	16,853
Stockton 31%	34,829
Hartlepool 2%	2,247
Redcar & Cleveland Borough Council 52%	58,421
	<b>112,350</b>

## **6.2. Staffing Allocation**

The following staff form the Port Health team.

<b>Role</b>	<b>FTE</b>
Principal Environmental Health Officer	0.4
Environmental Health Officer	1
Trading Standards Officer	1

All Officers are authorised to enforce Port Health legislation consistent with their qualifications and competency/experience in accordance with the relevant Code of Practice and competency framework.

## **6.3. Staff Development Plan**

All staff have an annual appraisal to assess performance, set targets and to identify any training needs. Officers are required to complete the relevant parts of the Competency Framework as required by the Code of Practice and Quality Management System.

## **7. QUALITY ASSESSMENT**

### **7.1. Quality assessment and internal monitoring**

Continuous monitoring of the service is carried out to ensure inspection targets are met and random checks and accompanied visits are also carried out with individual officers.

The standards of service provision is monitored on a regular basis by the PEHO. The type of activities monitored is based on the risk and potential impact of non-compliance with service procedures and standards. Monitoring will also be carried out on the activity and workload of each officer to ensure correct and consistent delivery of individual duties.

## **8. REVIEW**

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

The commitments to the service plan, and associated performance indicators are monitored monthly by the team and discussed during team meetings. The performance is also reviewed during quarterly meetings with the Riparian Heads of Service.

The attached appendices report the performance of the service during 2017/18.

### **8.2. Identification of any Variation from the Service**

The monthly reviews against the service plan will identify any significant variations against the service plan. The PEHO and the Head of Service will then identify any remedial action if required.

### **8.3. Areas of Improvement**

The service has always carried out its routine food hygiene and standards inspections, has never refused a request for a renewal of a ship sanitation certificate, and all permitted processes have been audited annually, as required.

We planned to test the water from all jetty supplies during 2017/18, however one supply was not sampled due to resource shortages.

## Performance review 2017-2018

### Ship arrivals

A total of 3,482 ships visited the Tees during last year and this is broken down per authority as in the table below. There has been a reduction of 361 ships since 2017/18.

	2017 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 Jan	Feb	Mar	Grand Total
Hartlepool	0	1	0	2	0	1	0	1	0	2	6	5	18
Middlesbrough	13	4	11	12	10	13	8	10	8	11	11	2	113
Redcar & Cleveland	146	164	158	136	133	142	130	121	99	140	128	117	1614
Stockton	149	159	144	149	150	145	146	136	128	177	141	113	1737
<b>Grand Total</b>	<b>310</b>	<b>336</b>	<b>322</b>	<b>329</b>	<b>321</b>	<b>310</b>	<b>322</b>	<b>322</b>	<b>327</b>	<b>324</b>	<b>284</b>	<b>336</b>	<b>3482</b>

### Ship inspections

A total of 94 ship sanitation inspections were carried out during 2017/2018. There were 88 exemption certificates issued, 1 control certificates were issued, and 7 routine inspections. The number of inspections is what was expected to be carried out and an increase in 8 on the previous year.

The only control certificates issued was due to evidence of a cockroach infestation.

A breakdown of inspection type and authority is listed in the table below.

	2017 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 Jan	Feb	Mar	Grand Total
<b>Hartlepool</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Middlesbrough</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
Exemption	1	0	0	1	0	1	1	0	0	0	0	0	3
Routine	0	0	0	0	0	1	0	0	1	0	0	0	1
<b>Redcar &amp; Cleveland</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>37</b>
Exemption	3	3	1	0	1	7	1	1	4	4	3	6	34
Routine	0	0	0	0	0	0	0	1	1	0	1	2	3
<b>Stockton</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>55</b>
Control	0	0	0	0	0	0	0	1	0	0	0	0	1
Exemption	7	3	3	3	3	7	2	5	4	2	6	6	51
Routine	0	1	0	0	0	0	0	1	0	0	0	1	3
<b>Grand Total</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>13</b>	<b>7</b>	<b>94</b>

### Imported Food

A total of 830 consignments of imported food arrived into Teesport during 2017/18. Tea and coffee remain our biggest commodity followed by wine and spirits (mainly Vodka). There appears to be seasonal trends with alcohol with an increase in the run up to

Christmas and a drop during summer where people are most likely to go on holiday. The has been a minor reduction (6) in the number of consignments.

All of the imported food comes in via container into the Redcar and Cleveland district.

Food Type	2017									2018			Tot
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Coffee & Tea	48	33	23	26	35	43	32	30	25	28	29	30	382
Wine	8	24	15	24	26	22	38	19	17	40	20	55	308
Alcohol	10	10	10	9	6	11	12	5	6	6	4	7	96
Soft Drinks	0	0	0	0	0	0	0	0	0	0	0	1	1
Oils & Fats	3	0	0	1	0	0	1	1	0	0	0	0	6
Additives	1	1	1	6	1	2	4	3	2	1	2	0	24
Veg - Canned & Processed	0	0	0	0	0	0	2	1	0	2	0	1	6
Sugar	0	0	0	0	0	0	0	0	0	0	0	1	1
Food Supplements, Vitamins	0	0	0	0	0	1	1	1	0	1	0	0	4
Fruit Products & Processed	0	0	0	0	0	0	0	1	0	1	0	0	2
<b>Grand Total</b>	<b>70</b>	<b>68</b>	<b>49</b>	<b>66</b>	<b>68</b>	<b>79</b>	<b>90</b>	<b>61</b>	<b>50</b>	<b>79</b>	<b>55</b>	<b>95</b>	<b>830</b>

## Imported Feed

A total of 12 consignments of animal feed were brought into Teesport during 2017/18.

Seven of these consignments were brought in bulk shipments in quantities of 20,000 tonnes and 50,000 tonnes. Five of the bulk consignments were sampled and found to be satisfactory, documentary checks were carried out on all other imported feed consignments. The number of feed consignments has increased on previous years, this is due to PD Ports having the additional feed storage sheds, and also promoting the feed service at the port.

Feed Type	2017									2018			Tot
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Minerals	1	0	0	1	0	0	1	0	0	1	1	0	5
Cereals, grains	0	0	1	0	1	0	2	0	0	0	2	1	7
<b>Grand Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>12</b>

## Imported plastic kitchenware

A total of 29 consignments of plastic kitchenware from China and Hong Kong arrived into Teesport during 2017/18. This was split into 29 Polyamide, and 16 Melamine products.

	2017									2108			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
<b>Satisfactory</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>6</b>	<b>45</b>
Polyamide	3	2	5	0	0	2	1	2	2	7	2	2	29
Melamine	4	3	2	1	0	0	0	0	0	1	1	4	16
<b>Grand Total</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>6</b>	<b>45</b>

All plastic kitchenware is subject to documentary checks and 10 percent are subject to formal sampling. A total of 5 formal samples were taken and all consignments were found to be satisfactory.

## Organic certification

A total of 8 consignments of organic coffee were brought into Teesport during 2017/18. All consignments complied with Organic requirements.

## Products of animal origin

Products of animal origin are prohibited to enter Tees Port. There has been no instances of imports of animal origin into Tees Port during the previous 12 months.

## Manifest enquiries

The team made enquiries into 402 consignments that entered Tees Port. The majority of the queries (393) were in relation to consignments of used cooking oil that are transferred to Greenergy in Stockton for biofuel use.

	2017									2018			
Commodity	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
Used Cooking Oil	11	31	20	33	24	57	39	48	19	60	24	27	393
Maize	0	0	1	0	0	0	0	0	0	0	0	0	1
Guar Gum	0	0	0	1	0	0	1	1	0	0	1	2	6
Corn	0	0	0	0	0	0	1	0	0	0	0	0	1
Crackers	0	0	0	0	0	0	1	0	0	0	0	0	1
<b>Grand Total</b>	<b>11</b>	<b>31</b>	<b>21</b>	<b>34</b>	<b>24</b>	<b>57</b>	<b>42</b>	<b>49</b>	<b>19</b>	<b>60</b>	<b>25</b>	<b>29</b>	<b>402</b>

## General enquiries

There were one general enquiries during 2017/18 for the importation of fish and endorsement of catch certificates.



## Infectious disease control

We have had no notifications or queries into infectious disease during 2017/2018.

## Potable water analysis

Potable water samples are taken both by the request of the ship/agent, or by the officer attending the ship. There has been an reduction of 28 samples taken from the previous year.

	2017									2018			
Row Labels	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Tot
SATISFACTORY	7	8	2	5	4	9	10	0	14	0	13	22	94
UNSATISFACTORY	2	3	1	5	0	0	0	0	2	2	0	1	16
<b>Grand Total</b>	<b>9</b>	<b>11</b>	<b>3</b>	<b>10</b>	<b>4</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>16</b>	<b>2</b>	<b>13</b>	<b>23</b>	<b>110</b>

## Jetty water analysis

A total of 35 out of 48 jetty points were sampled during 2017/18. These are split between the following authority's. All jetty companies were visited, however, not all jetty points were in use or available at the time.

Authority	No of berths
Stockton	16
Middlesbrough	6
Redcar and Cleveland	25
Hartlepool	1
<b>Grand Total</b>	<b>48</b>

## Food hygiene and standards inspections

Of the 6 food premises under the authority's jurisdiction, 4 were subject to both Food Hygiene and Food Standards inspections.

## Environmental Protection

All three prescribed processes had their annual inspection during 2017/2018. Ad hoc visits were carried out throughout the year to ensure compliance with permit conditions. No complaints were received relating to any of the permitted processes.

## Export certificates

There were no requests for Export Certification during 2017/2018.

## **SERVICE DELIVERY 2018-2019**

### **Ship arrivals**

Around 4000 ships are expected to pass entrance into Teesport during 2018/2019 including small support vessels, sand dredgers, small cargo ships, LPG tankers, oil tankers, container ship and other specialised vessels.

All ships arriving into the Tees will be entered onto the Flare database and reported to the board on a quarterly basis

### **Ship inspections**

Routine ship inspections will be carried out on a risk based process depending on previous history or intelligence led information. All ships requesting a ship sanitation control/exemption certificate will be visited and an inspection carried out. Requests either come from the shipping agent or from the Captain of the vessel.

### **Imported Food**

All container manifests will be checked for third country food or feed and official controls carried out as per legislative requirements. Risk based inspections of containers will be carried out depending on intelligence or notification from other agencies. Documentary checks, identity checks and physical checks may be carried out.

Port Health officers will ensure they are fully up to date with any new and emerging risks by reading and responding to Food Standards Agency alerts and notifications.

### **Bulk imported Feed**

The authority has an agreement with PD Teesport bulk imports to advise us of any bulk consignments of feed from third countries that enter into Tees Dock. Depending on the type of feed and country of origin, documentary, identity and physical checks will be carried out as per legislative requirements. Ad hoc phone calls and bulk checks are carried out on other potential offloading berths for feed from third countries.

The bulk imports of feed are likely to increase throughout 2018/19 due to the new storage sheds.

### **Imported plastic kitchenware**

Although plastic kitchenware imports have declined over the years since the introduction of the legislation, the authority will carry out all documentary, identity and physical checks as per legislative requirements.

### **Organic certification**

Any products requiring organic certification must provide the original certificate to us for authentication and verification.

## **Products of animal origin**

Products of animal origin from third countries are not allowed to enter into Teesport and any notifications either through manifest checks or other agencies will be dealt with as an illegal import and appropriate action taken to ensure it does not enter the food or feed chain.

## **Manifest enquiries**

During manifest checks, all queries relating to a container will be investigated thoroughly to ensure the contents are legally allowed to enter into the port. These investigations can include a phone call to the importer, copied of the bills of lading and invoices, identity checks of the goods in the container against any paperwork, and physical checks of the goods, for example, sampling and analysis.

## **General enquiries**

We will respond to all enquiries in a timely manner that impacts the importer in the least way possible so as not to interfere with trade or incur any unreasonable costs to the importer.

## **Infectious disease control**

Under the International Health Regulations the Master of a ship has a duty to notify the Port Health Authority of any infectious disease on board. We will investigate any reports of infectious disease and work with the Port Medical Officer in Public Health England to prevent the spread of any infectious disease.

There are no known global health risks of concern at the time of writing this plan.

## **Potable water analysis**

Potable water sampling will be undertaken at the request of ships' masters or shipping agents. Ship waters are analysed for microbiological safety, chemical content and presence of legionella. Requests are charged to the vessel, however should an officer highlight any concerns about a ships water supply, routing samples can be taken and these are free of charge through Public Health England allocations.

## **Jetty water analysis**

There are 48 jetty and dockside water supply points around the port area that are sampled on at least a yearly basis. These points are sampled free of charge for microbiological quality and are paid for through Public Health England allocations.

## **Food safety inspections**

There are 6 food premises within the boundaries of River Tees Port Health Authority. Two of these are programmed to be inspected for food hygiene purposes during 2018/2019.

If a complaint is received about food consumed on the premises, or the condition of the premises itself, an investigation will be carried out.

Food sampling at port premises may be carried out depending on intelligence, local and regional requirements and surveys.

### **Food Standards Inspections**

No food standards inspections are programmed for 2018/2019.

Food standard sampling may be carried out depending on intelligence, local and regional requirements and surveys.

### **Environmental Protection**

There are currently three prescribed processes within our jurisdiction, all of which will be subject to their annual programmed inspection. Any complaints or queries regarding the processes will be investigated by officers.

The prescribed processes generate an income of around £2,217per annum, these fees are set by Defra.

### **Export certificates**

The conditions permitting the export of products to non-EU countries are set by the importing countries' animal and food health administrations. Products need to be accompanied by Export Certificates to confirm that the conditions have been fulfilled. Export Certificates will be provided where appropriate and at the request of the exporter.

## **HORIZON SCANNING**

### **BREXIT**

On 23<sup>rd</sup> June 2016, the people of the United Kingdom (UK) voted to leave the EU. The Government triggered Article 50 of the Treaty on European Union on 31 March 2017 to begin the process of exit. The Government is currently negotiating the best deal for the entire UK.

The main impacts to the Port Health Service will be from imports and exports. The service monitors all imported food and feed from third countries (those countries from outside the EU) that enter through the Port of Tees. Legislation issued by the EU places official controls on selected food and feed to ensure it is safe for human consumption, and in the case of feed, safe to enter the food chain.

Teesport is NOT a Border Inspection Post (BIP) therefore Products of Animal Origin (POAO) from third countries cannot enter through the Tees. However, POAO from within the EU can enter through the Tees due to the current EU Customs Union.

It cannot be ascertained at this moment in time what will be the likely outcome of current trade talks between the EU and the UK, however, we are keeping up to date with stakeholders, such as Department for Environment, Food and Rural Affairs (Defra), Animal and Plant Health Agency (APHA), UK Border Force, Customs and the Food Standards Agency (FSA) on the potential impacts, and likely changes that would occur depending on different scenarios. At present, all stakeholders are planning for a worst case scenario until they are informed otherwise.

We will continue to keep up to date with Brexit negotiations, and work with our stakeholders to provide information about potential impacts, and subsequently provide any relevant information to the Board during meetings.

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# Appendix 1 - Organisational Structure

