

## **PROCUREMENT NOTICE FOR EXPRESSION OF INTEREST**

### **London Borough of Waltham Forest – Food Hygiene inspections**

#### **Project requirements**

The London Borough of Waltham Forest is located in North-East London and has approximately 2000 food businesses.

Waltham Forest wishes to engage the services of external providers (including individual contractors) to help deliver its Food Safety and Hygiene Inspection Programme.

The Council is looking to engage providers whose staff can undertake inspections and deliver relevant follow-up work for approximately 400 food businesses. The inspections and any follow-up work must be completed with prescribed timescales.

#### **Requirements**

1. The inspections must be undertaken by fully registered Environmental Health Practitioners with recent enforcement experience in relation to food and safety work.
2. Inspectors need to be food competent as defined by the Food Law Code of Practice with the experience to be able to inspect high risk premises.
3. The provider will need to supply documentary evidence containing details of qualifications and training, as well as, details of specific food safety experience which helps to demonstrate that inspectors have met the relevant competencies laid down in the Food Law Code of Practice.

#### **Summary of Activity and Deliverables**

1. Undertake a full food safety and hygiene inspection of businesses nominated by the Council, using the Council's standard inspection pro-forma.
2. Identify any key areas of non-compliance with legal (and health and safety) requirements, in particular to determine if a Hygiene Improvement Notice or a Hygiene Emergency Prohibition Notice, and to generate a Food Hygiene Rating [FHR] score.
3. Produce a follow-up letter to all inspected Food Businesses, using the Council's prescribed convention, to confirm:

- a. The FHRS for the business.
  - b. Identify required food safety improvements that are not required to be dealt with by formal action (e.g. a Hygiene Improvement Notice or a Hygiene Emergency Prohibition Notice).
4. Immediately (whilst onsite at the end of an inspection) notify the Council (by telephoning the Team Manager for Food Safety) of any premises that are believed to pose an imminent risk to health such that a Hygiene Emergency Prohibition Notice should be served to close the business.
  5. Notify the Council (by emailing the Team Manager for Food Safety at least within 120 hours of completing an inspection) of any business scoring a FHRS of less than 3, or within 72 hours of the completed inspection if a Hygiene Improvement Notice is required.
  6. Complete the Council's standard pro-forma for each inspected premises to allow the Council's Food Safety database to be updated, including any changes to the details of the food business or operator (e.g. contact name, phone number, email address etc.).
  7. Identify any food business that does not have a suitable Trade Waste Agreement in place or does not made adequate arrangements for pest control.
  8. Where the food business has changed Food Business Operator the provider is to continue with the food hygiene inspection.

#### **Key Council Responsibilities**

1. Provide a list of Food Businesses to be inspected, together with associated information that the Council holds, including a copy of the Food Registration Form and blank self-carbonating inspection pro-formas.
2. Provide up-to-date templates, pro-formas, standard letters or similar as required.
3. Undertake any formal actions described in the Summary of Activity and Deliverables, paragraph 3 above, using its in-house officers, supported by the external contractor as necessary.
4. Carry out quality control checks to validate the data supplied by the contractor.

5. Make arrangements to pay the contractor within twenty-eight days of the certified completion of all relevant tasks associated with the inspection of individual food businesses and receipt of the invoice.

***Registration of interest and quotation***

Please reply by return to confirm that you would be interested in undertaking the work detailed above, within the prescribed timescales.

You should indicate the number of completed food safety and hygiene inspections that you can complete within the next 12 months (broken down by month or quarter wherever possible) and details of your plan of action.

You should also indicate a price per premises that includes both the inspection and all necessary follow-up work for each premises.

Interested providers should provide details relevant experience in this field and at least two suitable references from previous clients who have used your services.