

Shared Regulatory Services



Port Health

Port Health Service Plan

2017/18



Shared
Regulatory
Services

Cyngor Bwrdeistref Sirol



VALE of GLAMORGAN



Contents

1. Introduction

2. Background

- 2.1 Profile of Cardiff Port
- 2.2 Profile of Barry Port
- 2.3 Profile of Cardiff Airport
- 2.4 Aims and objectives
- 2.5 Links to Corporate Plan
- 2.6 Enforcement Policy

3. Service Delivery

- 3.1 Responsibilities
- 3.2 Organisational structure
- 3.3 Interventions
 - 3.3.1 Shipping ports of Cardiff and Barry, and Penarth Marina
 - 3.3.2 Cardiff Airport
- 3.4 Liaison with other organisations

4. Resources

5. Assessment and Review

- 5.1 Assessment and review mechanisms
- 5.2 Summary of achievements from previous year
- 5.3 Performance for previous year
- 5.4 Performance targets for 2017/18

6. Action Plan

Appendix A – Corporate priorities and key outcomes of partner local authorities

1. Introduction

The Ports of Cardiff and Barry, and Cardiff Airport provide entry points for food stuffs from within and outside the EU and require Shared Regulatory Services to carry out a range of health controls at these UK borders. These controls are provided by Port Health Officers from Shared Regulatory Services for Cardiff, Vale of Glamorgan and Bridgend Councils who enforce regulations on behalf of central government. The responsibilities of these officers include monitoring the safety of imported food at the point of import, undertaking ship inspections, enforcing food safety and hygiene standards and general public health. The control of infectious disease is managed jointly by the Port Health Officers and Lead Officers in Communicable Disease.

This Operational Plan is produced to inform interested parties of the arrangements Shared Regulatory Services have in place to regulate Port Health. It details how the Port Health Team will fulfill its purpose of preventing and controlling infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airport to protect the health of the public. The Plan also demonstrates how these statutory obligations in relation to food safety, imported food control, ship sanitation, disinsection, waste control and animal health will be delivered.

2. Background

2.1 Profile of Cardiff Port

Cardiff Port Health Authority was originally established by a Provisional Order in 1882, becoming permanently constituted by the Cardiff Port Order (1894) and consolidated by the Cardiff Port Order (1938) and the Port Health Authorities (Wales) Order (1974).

The history of Cardiff docks began in 1794 with the completion of the Glamorganshire Canal which linked Merthyr to the small town of Cardiff. A small basin was built which linked the canal to the Bristol Channel and this provided a means for exporting the rich coal and iron reserves present in the South Wales Valleys.

The export of coal and iron grew rapidly during the early 19th century and led to the construction of West Bute Dock (1839), East Bute Dock (1859), Roath Dock (1887) and the Queen Alexandra Docks (1907). By 1913, Cardiff had become the biggest coal exporting dock in the world.

A fall in the demand for Welsh coal, the Great Depression in the 1930s and the outbreak of World War II contributed to the gradual decline of the Port. Today, however, the port of Cardiff remains active and specialises in handling general cargo.

The district of Cardiff Port Health Authority extends from Sully Island to the River Rhymney, from low water mark to a point three miles seaward, including all docks, harbours and vessels within these limits. It is a mixed cargo port and receives around 500 ships from all over the world per year, handling containers, steel, forestry products, dry and liquid bulks.

The container terminal provides a point of entry for food stuffs from within and outside the European Union (EU). The port has no Border Inspection Post status and therefore products of animal origin from outside the European Union are not permitted entry.

Occasionally, large passenger vessels or cruise ships may call at the port.

2.2 Profile of Barry Port

The Port of Barry is nine miles west of Cardiff. In the second half of the 19th century the Port of Cardiff, the main coal exporting port in Wales became too small to handle all exports other than those of the owners. In 1883 a group of mine owners, sought permission to build a dock at Barry, serviced by a new railway. Work began on the new dock at Barry on 14 November 1884, along with the construction of the new railway link. Everything was completed in double quick time and the dock opened for trade in 1889.

In due course, further docks were added and while exports in the first year were just one million tons, by 1903 they had multiplied to over nine million. By 1913, the year before the outbreak of World War One, Barry had surpassed both Cardiff and Penarth to become the largest coal exporting port in the country.

The collapse of the Welsh coal trade after the war left Barry Port struggling for survival. In 1959 bananas were imported from the West Indies but moved out in the 1980s.

The docks, whose road links were dramatically improved with the opening of the Docks Link Road in 1981, now have direct road access with the M4 motorway. The docks can handle vessels up to 23,000 tonnes and the first-class tidal position close to the deep-water channel of the Severn Estuary, allows for scheduled sailings.

It is a key facility for the region's chemical industry, handling liquid bulks for major companies including Dow Corning. Barry also has considerable expertise in the handling of steel, scrap metal, containers, dry bulks, coal, and aggregates. The port has no Border Inspection Post status and therefore products of animal origin from outside the European Union are not permitted entry

Key statistics and berthing information

Handles 300,000 tonnes every year

Total port acreage = 531 acres

Dock, Jetty or Quay	Quay length	Depth of Water	Normal acceptance dimension of vessels			
			Length	Beam	Draught	Approx. dwt
No.1 Dock	1,580 m	9.5 m	178 m	19.2 m (23.8m*)	9.0 m	23,000
No. 2 Dock	2,838 m	9.5 m	178 m	19.2 m (23.8m*)	9.0 m	23,000
No. 3 Dock	622 m	Semi-tidal	178 m	19.2 m (23.8m*)	9.0 m	23,000

*Vessels up to 23.8 m may enter through No.3 Dock where draught restrictions will apply

2.3 Profile of Cardiff Airport

Cardiff Airport (previously known as Cardiff-Wales Airport) is a relatively small international airport located on the outskirts of the village of Rhoose, in the Vale of Glamorgan, approximately 12 miles (19km) south-west of the Welsh capital, Cardiff. The airport is a major facility for the area serving all business and tourist traffic for south and mid Wales. The nearest comparable international airport is at Bristol.

Cardiff is the only airport in Wales offering international scheduled flights to Europe and the US. The airport is multi-purpose and versatile, being served by scheduled, low-fare and charter carriers and also supporting corporate and general aviation as well as having maintenance facilities too.

The maintenance hangar is one of the largest in the world (at 250m x 175m / 820ft x 574ft) and provides heavy airframe and engineering maintenance for the British Airways fleet and third-party carriers.

2.4 Aims and objectives

The Port Health Team as part of the Communicable Disease and Food Safety Service is committed to preventing and controlling the import of infectious and animal disease into the UK, ensuring ships and aircraft comply with international agreed public health standards and improving the safety and quality of the food chain.

The overall aim of the Service is:-

Protect the citizens of Cardiff, Penarth, Barry and the surrounding areas from the import of infectious disease and ensure the health and wellbeing of crew and passengers aboard ships and aircraft entering the Ports of Cardiff, Barry, Penarth Marina and Cardiff Airport

To support this, the Port Health Service has adopted the following 5 delivery priorities:-

- Ensure that food and feed imported into the European Union through the ports is identified and checked to ensure it meets legal requirements.
- Control and investigate cases of notifiable communicable disease including food poisoning and other infectious disease on-board ships and aircraft.
- Investigate and respond to incidents of international public health concern to safeguard public health.
- Protect the public health and wellbeing of crew present on ships arriving at Cardiff.
- Prevent the spread of animal health diseases from vessels entering the ports.

2.5 Links to Corporate Plan

As a regional organisation providing regulatory services across three local authority areas, we place the corporate priorities and outcomes of the three councils at the heart of all that we do. In developing our own strategic priorities for Shared Regulatory Services, we have considered the priorities of all the three authorities, together with the needs and aspirations of our partners and customers so they translate into priorities that meet local needs.

Our priorities



Our outcomes

Improving health and wellbeing	Safeguarding the vulnerable	Protecting the environment
<ul style="list-style-type: none"> • The food chain is safe and free from risks; • Risks in the workplace are managed properly; • Noise and air emissions are controlled; • A safe trading environment is maintained; • Licensed premises operate responsibly; • The quality of private rented property is improved; • Infectious disease is controlled and prevented. 	<ul style="list-style-type: none"> • Children are protected from harmful substances and products; • Older and vulnerable people are protected from rogue traders and scams; • Illegal money lending activities are prevented • Taxi provision is safe and fair. 	<ul style="list-style-type: none"> • The environment is protected from harmful emissions to land, air and water; • People will use energy efficient buildings and products • Communities are protected from nuisance and are safer • Resources are used sustainably.
	Supporting the local economy	Maximising the use of resources
	<ul style="list-style-type: none"> • A fair trading environment is maintained; • Informed and confident consumers; • Improved business practices and operation; • Accessible services responsive to business needs. 	<ul style="list-style-type: none"> • SRS operates effectively and efficiently across all 3 areas; • Public and stakeholders are able to access our services; • Income generation underpins sustainable service delivery; • Staff are effective in their roles.

Improving health and wellbeing – Amongst other factors impacting on health, the quality of the food we eat, the standards to which it is produced and the environment in which it is prepared, are central to people’s health.

Food hygiene and food standards enforcement strives to ensure that food and drink is accurately described and labelled, meets the required food standards and is prepared in a safe environment. Food hygiene controls and inspections seek to minimise the risk to consumers of food borne infection.

The work of the Port Health Officers prevents the import of infectious and animal disease into the UK and ensures ships and aircraft comply with internationally agreed public health sanitation standards and that the safety and quality of the food chain is improved.

Nationally, the service also contributes to the Welsh National Enforcement Priorities for Wales for local regulatory delivery which highlight the positive contribution that regulatory services, together with local and national partners, can make in delivering better outcomes:-

- Protecting individuals from harm and promoting health improvement
- Ensuring the safety and quality of the food chain to minimise risk to human and animal health
- Promoting a fair and just environment for citizens and business
- Improving the local environment to positively influence quality of life and promote sustainability.

2.6 Enforcement Policy

Fair and effective enforcement is essential to protect the economic, environmental and social interests of the public and business. Decisions about enforcement action and in particular the decision to prosecute, has serious implications for all involved and for this reason, the Shared Regulatory Service has adopted a Compliance and Enforcement Policy.

The Compliance and Enforcement Policy sets out the standards that will be applied by the Service when dealing with issues of non-compliance, and what residents, consumers and businesses can expect. Such a policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, and balances the need for improvement in regulatory outcomes with minimising unnecessary burdens on business.

Traditionally based upon the principles of the Enforcement Concordat and the Regulators Compliance Code, local authority Enforcement Policies must now reflect the Regulators Code of 2014 and the regulatory principles required under the Legislative and Regulatory Reform Act 2006

The Regulators Code is based upon six broad principles:

- Regulators should carry out their activities in a way that supports those they regulate to comply and grow;
- Regulators should provide straightforward ways to engage with those they regulate and hear their views;
- Regulators should base their regulatory activities on risk;
- Regulators should share information about compliance and risk;
- Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply;
- Regulators should ensure that their approach to their regulatory activities is transparent

Service Delivery

3.1 Responsibilities

The key responsibilities of Shared Regulatory Service's Port Health Team is to prevent the import of infectious disease via the ports and to protect the health and wellbeing of the crew and citizens of the surrounding areas by carrying out statutory obligations in relation to food safety, imported food control, ship sanitation, aircraft disinsection and animal health. This encompasses the following activities:-

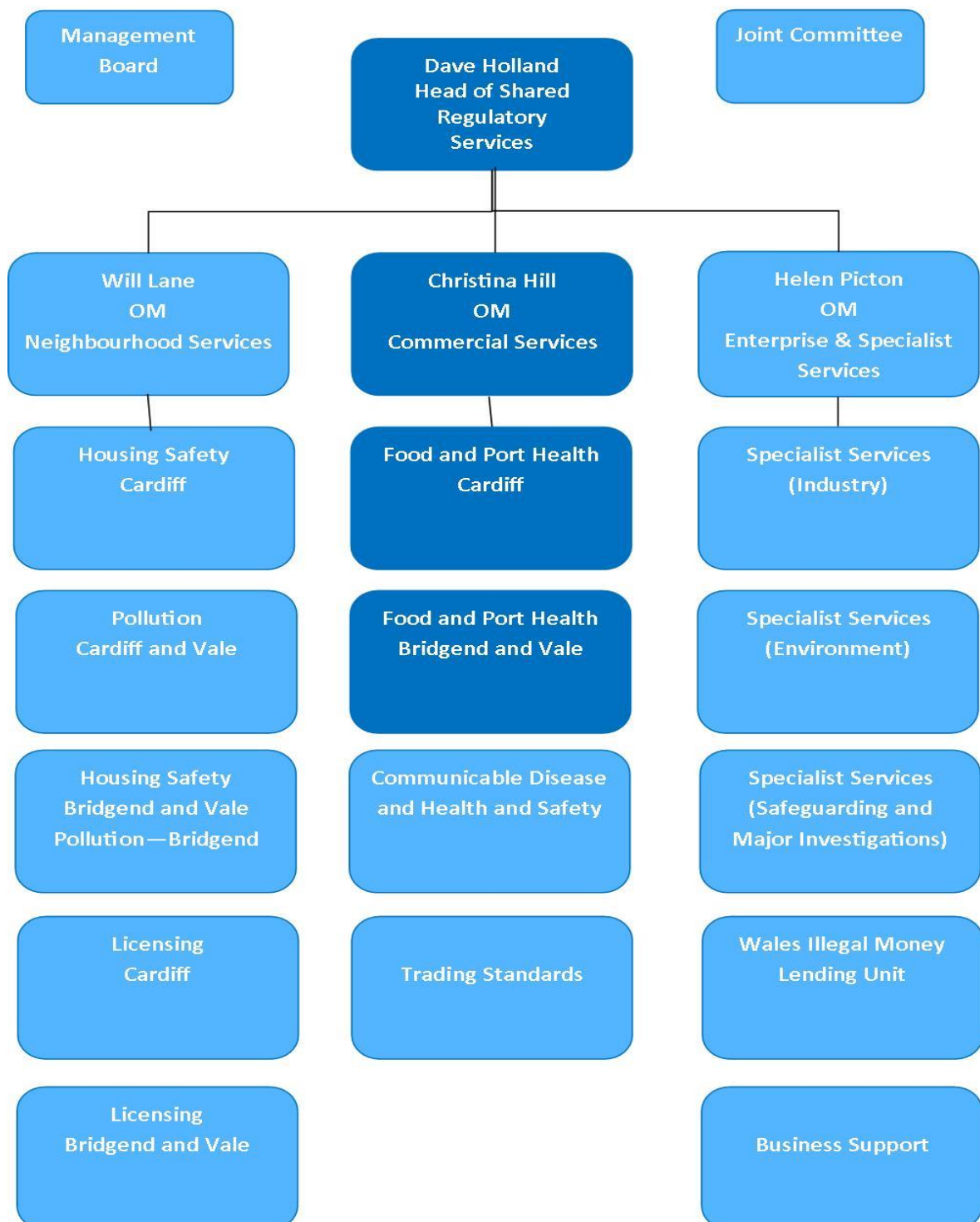
- Close monitoring of ship (vessel) and aircraft movements within the port authorities for the purposes of preventing the spread of infectious human and animal disease, ship and aircraft inspection and imported food controls.
- Responding to reports of food poisoning and infectious disease and implementing required control measures to safeguard public health.
- Checking ship manifests and aircraft cargo to identify imports of food originating from within and outside the EU.
- Identifying food and feedstuffs which are not permitted to enter through the ports and arranging for their destruction, re-export, re-direction as necessary.
- Undertaking documentary, identity and physical checks of imported food as necessary to ensure fitness and compliance with EU and UK legislation.
- Sampling foodstuffs for chemical and microbiological examination.
- Protecting animal health by ensuring vessels and aircraft correctly dispose of International Catering Waste.
- Inspecting the Port Health Authority areas and boarding ships and aircraft to check on sanitary conditions and take action in accordance with the International Health Regulations and domestic legislation.
- Issuing Sanitation control or exemption certificates following a thorough inspection of a ship and extending a ship sanitation certificate if appropriate.
- Checking the water quality on board vessels and aircraft to ensure there are no risks to health.
- Undertaking food hygiene inspections of the galley and implementing any required measures to safeguard food safety.
- Checking the water quality standards of quayside and airport water supplies used by ships and aircraft.
- Act as Category 1 responders under the Civil Contingencies Act 2004.
- Liaising with other port health authorities, Food Standards Agency; Maritime & Coastguard Agency; Border Agency; cargo and baggage handling agents, cleaning

services, airline operators, Welsh Government; port operator, airfield operations manager and shipping agents to ensure the efficiency of the service.

3.2 Organisational structure

Responsibility for delivering port health falls within the Food and Port Health Teams of Commercial Services Team within Shared Regulatory Services.

Shared Regulatory Services Organisational Chart



3.3 Interventions

3.3.1 Shipping Ports of Cardiff and Barry and Penarth Marina

Control and Investigation of Outbreaks and Infectious Disease

Masters have a statutory duty under the Public Health Ships Regulations to notify the authority when illness and mortality occur on board their vessel. In such instances, health clearance is required “Free Pratique” in order for the crew to disembark.

Port Health Officers will respond urgently to notifications of illness and will consult with colleagues in the communicable disease section and Port Medical Officer as necessary to ensure health controls are implemented to protect public health.

Vessel Boarding

Officers board vessels arriving within its district to undertake boarding checks and inspections under the Public Health (Ships) Regulations.

The authority will closely monitor vessel movements and will board vessels on a risk basis. Priority will be given to boarding vessels which have arrived from outside the European Union.

A boarding check will involve recording the ships particulars, checking public and animal health related documentation and reviewing the potable water management system. Vessels arriving from foreign ports will also need to show a valid sanitation certificate.

Sanitation Inspection

The authority has a legal requirement to carry out a sanitation inspection and issue a certificate upon request by a Master. Cardiff and Barry Port Health Authorities are listed by the World Health Organisation as ports authorised for issuing sanitation control certificates, sanitation exemption certificates and extending sanitation certificates.

A sanitation control certificate will be issued when the inspection reveals dangers to public or a risk of infection. The controls required to remove the risk to health will be clearly written on the certificate and the Master will be requested to undertake the work as quickly as possible. The progress of work will be monitored and the next port of call will be notified if the vessel leaves before the work can be completed.

The Master will be charged for the issue of certificate based on the Association of Port Health Authorities Ships Inspection Charges.

The association of Port Health Authorities reviewed the tariff for ship sanitation charges in January 2017 and set the following national scale:

Gross tonnage	(£) Charge
Up to 1,000	85
1,001-3,000	120
3,001-10,000	180
10,001-20,000	235
20,001-30,000	305
Over 30,000	360
With the exception of:	
-vessels with the capacity to carry between 50 and 1000 persons	360
-vessels with the capacity to carry more than 1000 persons	615
Issuance of Extension Certificates	55
Further exceptional charges may be added for costs such as launch hire, lengthy journeys to the vessel or laboratories, out-of hour's visits, re-inspections of vessels subject to control measures and any samples taken.	

The sanitation inspection involves a comprehensive inspection and covers the following matters:

- Ships Particulars
- Cargo information
- Potable Water Systems
- Food Safety
- Swimming & Spa Pools
- Waste Disposal & International Catering Waste
- Accommodation and Crew Welfare
- Pollution Control
- Animal Health
- Vermin and Pest Control
- Infectious Disease Controls

Ship Food Hygiene Inspections

The Food Safety (Ships & Aircraft) (Wales) Order 2003 amended the definition of food premises to include ships and therefore require ship galleys to comply with food hygiene and temperature control legislation.

A full hygiene inspection of the galley and related food areas will be undertaken as part of a Sanitation Inspection. A full inspection will also be carried out when a boarding visit reveals concerns about food hygiene on board.

The ports of Cardiff and Barry primarily receive merchant vessels and occasionally passenger vessels. Shared Regulatory Services is unable to develop an annual ship hygiene inspection programme as it is not possible to determine when a ship will next return to the port.

Food hygiene inspections will be undertaken in accordance with the relevant FSA and APHA guidance.

Land based premises within the port health district will form part of the Shared Regulatory Services Food Hygiene Intervention Programme.

Complaints

The port health service occasionally receives complaints, for example, a crew member may be concerned about water quality on board a ship. Port Health Officers will respond quickly to complaints in order to protect public health and will ensure the complainant is kept regularly updated about the progress of their complaint and final outcome.

Advice to Businesses

Shared Regulatory Services will provide advice and information for masters, agents, port operators, food importers, shipping companies, merchant navy welfare members and other stakeholders.

Shared Regulatory Services will proactively disseminate information to shipping agents and the port operator, marina management and other relevant parties when health protection controls need to be implemented to prevent the entry of infectious disease or in response to public health emergencies of international concern.

Food and Feedstuff Inspection

The importation of food and feedstuffs through the Ports of Cardiff and Barry will be monitored and manifest checks will be carried out to identify the type of food and status of origin.

Shared Regulatory Services recognises the importance of free circulation of trade within the EU and will not intercept food and feedstuffs originating from within the EU unless there are good reasons to do so.

Products of Animal Origin from outside the EU are not permitted to enter through either port and Port Health Officers will take action to detain any such products and notify the Border Agency.

Food of Non-Animal Origin from outside the EU will be monitored, inspected and sampled on a risk basis. Any action taken will have due regard to guidance issued by the Food Standards Agency and European Commission.

Food not of Animal Origin may be subject to import restrictions and sampling. Consultation with the importer and enforcement action may be necessary if the imported food product fails to comply with EU and UK legislative requirements.

Port Health Officers will liaise with Trading Standards colleagues with regard to the importation of feedstuffs and chemical contaminated foods.

Food Incidents and Hazards

Shared Regulatory Services will respond to any warnings regarding imported food which is unfit for human consumption and requires action to ensure it is removed from the food chain.

Potable Water

Every port must be provided with a supply of potable water and this should be potable and comply with International Standards for drinking water. Suitable controls should be in place to prevent contamination and ensure adequate disinfection of tanks, distribution systems and hoses.

It is proposed that in the coming year an intervention is undertaken to verify that the water supplied to aircraft continually meets legal requirements by sampling and assessing the suitability of the control measures in place.

3.3.2 Cardiff Airport

Investigation of incidents of infectious disease

The Commander of an aircraft has a statutory duty to inform the airport if there is someone on board who may have, or may have been exposed to an infection. In addition the Commander has the power to request a medical officer examine a person if there is good reason for believing that a passenger is suffering from an infectious disease or has been exposed to an infectious disease and the flight did not start within an expected area that is exempt from the controls of the Aircraft Regulations.

In such an instance the Port Health Officer will liaise with their colleagues in the Communicable Disease Team and the Port Medical Officer, Public Health Wales, to ensure appropriate action is taken in relation to the treatment of the patient/s, minimising the risk of the spread of infection and investigating the likely cause. This may include:

- The collection of names, addresses and seat numbers of all passengers on board the aircraft
- Assist in arrangements to transfer of patient to clinical room and/or transfer to hospital
- Provision of faecal sample pots,
- Sampling food and water from aircraft
- Ensuring appropriate disposal or decontamination of soiled articles and sanitisation of aircraft

In the unlikely event that the Port Medical Officer deems that there is a threat to public health; the Port Health Officer will liaise with the Duty Manger of the Airport and the airline about detaining all other passengers and possibly the aircraft.

Last year one incident regarding a suspected Middle East Respiratory Syndrome (MERS) was notified to the out of hour's service in a passenger who had boarded a connecting flight to Cardiff from Schiphol, Amsterdam.

Insects capable of transmitting disease on board

The World Health Organisation (WHO) has introduced regulatory requirements for disinsection of aircraft travelling from designated countries in which there is a risk of disease being spread by insects, eg. Malaria, yellow fever, zika virus and dengue fever.

A Port Health Officer may require the Commander to assist in such steps as in the opinion of the Port Medical Officer are reasonably necessary for preventing the spread of infection, for disinsection and the destruction of vermin, and for the removal of conditions on the aircraft likely to convey infection, including conditions the existence of which might facilitate the harbouring of insects or vermin.

Shared Regulatory Services has undertaken a commitment to participate in a national survey co-ordinated by Public Health England to establish the distribution and type of mosquito found in and around ports to establish the potential for the spread of emerging diseases. This will involve the positioning of 5 collection traps in high risk areas which will be collected and replaced fortnightly, during the summer period.

In-flight Death

Deaths that occur during a flight must be reported to Port Health unless the death was accidental or the voyage commenced within the Expected Area and the aircraft did not touch down outside it.

If the death seems likely to be due to a communicable disease then liaison with the Port Medical Officer will be made to investigate the cause and ensure appropriate controls are put in place to prevent the spread of infection.

Food Safety on Aircraft

Aircraft are treated as food businesses for the purposes of food hygiene regulations and officers have a power of entry to carry out interventions. Port Health Officers may inspect aircraft and will take action in accordance with the Shared Regulatory Services Enforcement Policy if standards of food hygiene are not satisfactory.

Food and Feed Imports

Cardiff Airport is not a Border Inspection Post (BIP) so cannot receive products of animal origin. Products of animal origin arriving at the airport cannot be redirected to an approved BIP, they will be treated as an illegal import and refused entry into Europe.

Cardiff Airport is also not a Designated Point of Import so cannot receive any high risk food not of animal origin.

Currently there are no known imports of any foods not of animal origin.

Potable Water

Every port must be provided with a supply of potable water and this should be potable and comply with International Standards for drinking water. Suitable controls should be in place to prevent contamination and ensure adequate disinfection of tanks, distribution systems and hoses.

It is proposed that in the coming year an intervention is undertaken to verify that the water supplied to aircraft continually meets legal requirements by sampling and assessing the suitability of the control measures in place.

3.4 Liaison with other organisations

Shared Regulatory Services will co-operate with its partners, organisations, working groups and associations to ensure the provision of an effective port health service. This will include:

- The Food Standards Agency (FSA)
- Welsh Government (WG)
- Department of Environment, Food and Rural Affairs (DEFRA)
- Public Health Wales (PHW)
- Public Health England (PHE)
- Association of Port Health Officers (APHA)
- Maritime and Coastguard Agency (MCA)
- Border Force (Customs/Revenue and Immigration Services)
- Port Health Authorities
- Water Utility Companies
- Port Operator
- Shipping Agents
- Merchant Navy Welfare Board

A representative of the Port Health function will attend the Directors of Public Protection Port Health Expert Panel. This panel consists of representatives from other local authorities, Welsh Government and Public Health Wales and provides a forum for promoting consistency of approach and discussing matters of a technical nature.

Port Health Officers also attend meetings of CIEH Port Health Special Interest Group.

4. Resources

The Port Health Team forms part of Commercial Services for which overall responsibility lies with the Operational Manager Commercial Services. An organisation chart can be found within Section 3 of this Plan.

Any issue relating to infectious disease is reported to and managed by the Communicable Disease and Health and Safety Team who are experienced and competent in investigation and control of infectious diseases.

Any other issue is completed by a small team of officers taken from both Food Safety and Port Health Teams. Each officer is qualified to carry out the port health functions and educated to Degree or Diploma standard in environmental health and possesses EHORB Registration from the Chartered Institute of Environmental Health as required by the Food Standards Agency Food Law Code of Practice.

Officers are provided with on-going learning and development to ensure they are equipped with sufficient knowledge and skills to perform their duties which will include:-

- Port Health Induction Training
- Port Operator Induction Training
- Training needs identified through employee appraisal and team meetings
- Professional and technical training to satisfy CPD requirements

The competency of the Port Health Officers is continually assessed in accordance with the Internal Monitoring Procedure.

External Factors Impacting on the Service

Changing use of Ports- The first year of operation of Port Health under Shared Regulatory Services has identified that there has been a significant fall in the shipping movements into and out of Barry Port resulting in lower service demand. Consequently, a decision was made to manage shipping movements through one team across both the ports of Cardiff and Barry preventing the duplication of work and maximising the use of resources. This has resulted in changes in lines of communication and contact details as outline below. This situation will be required to be reviewed on a regular basis to ensure that resources are suitably balanced.

Paradoxically the flight movements at Cardiff Airport have escalated and from 1st May 2018 are set to include daily flights by Qatar Airlines. The flights to Doha would serve as a hub for onward travel to other destinations and include a freight element all of which would require consideration of additional resources to manage the potential additional risks.

Transition to new SRS database – A new single database was implemented in Shared Regulatory Services on 1st February 2017 to give access to all legacy authority data.

Unfortunately the module relating to port health requires significant improvements to be made until it can be successfully utilised as a management tool. Therefore in the interim a system of spread sheets has been required to be adopted.

Emerging Diseases: Public Health Wales ensure that the Port Health Authority are kept informed of any emerging diseases and that steps are taken at the ports to minimise the risk of the spread of such disease to the inhabitants of Wales. Last year additional resources were required to be committed to the control of Zika Virus Disease.

Zika virus disease is caused by a virus transmitted primarily by Aedes mosquitoes. People with Zika virus disease can have symptoms including mild fever, skin rash, conjunctivitis, muscle and joint pain, malaise or headache. These symptoms normally last for 2-7 days. There is scientific consensus that Zika virus is a cause of birth defects and Guillain-Barré syndrome (a condition causing paralysis). Links to other neurological complications are also being investigated

As a result of the outcome of the meeting of the International Health Regulations (2005) (IHR 2005) Emergency Committee in relation to Zika virus in January 2016, and as a precautionary measure the UK introduced a requirement for the disinsection of aircraft and airports to be implemented in order to attempt to control the vector (Aedes spp. mosquito) that spreads the Zika virus. This was required to be done according to standard WHO recommendations.

During 2016-17 Cardiff Airport had a number of flights to zika affected areas, including one to Mexico in May , one flight to Barbados for each of the months of November, December, January and February and one flight per month to Montego Bay for each of the months of January and February. Due to the requirement for disinsection certification for zika affected areas having ceased in September 2016, only one flight was required to be checked.

Service delivery points

Port Health related services are delivered from 2 service delivery points and while the service primarily operates office hours from Mondays to Fridays, weekend and out of business hours duties are carried out as the need arises. Shared Regulatory Services also operates an out of hours duty officer scheme for emergency situations on 02920 871650.

Contact Information		
Locations	Service Area	Office Hours
<p>Cardiff Seaport <u>Contact:</u> Alexa Pieris, Team Manager Food Safety & Port Health <u>Address:</u> Shared Regulatory Services, Room 108, County Hall, Cardiff CF10 4UW <u>Tel:</u> 029 2087 1128 <u>Out of hours:</u> 029 2087 1650 <u>Email:</u> porthhealth-srswales@valeofglamorgan.gov.uk</p>	<p>Food and Feed Imports Food Hygiene Inspections & Ratings Food incidents and Hazards Potable Water Issues Vermin and Pest Control Waste Disposal Pollution Control</p>	<p>Mon - Thurs 08:30 - 17:00 Friday 08:30 - 16:30</p>
<p>Barry Docks/ Cardiff Airport <u>Contact:</u> Jane Peatey, Team Manager Food Safety & Port Health <u>Address:</u> Shared Regulatory Services, Civic Offices, Holton Road, Barry CF63 4RU <u>Tel:</u> 01446 709720 <u>Out of hours:</u> 029 2087 1650 <u>Email:</u> porthhealth-srswales@valeofglamorgan.gov.uk</p>	<p>Swimming Pools and Spas Sanitation Certificates Water Ballast</p>	
<p>Cardiff Seaport/Barry Docks/Cardiff Airport <u>Contact:</u> Sarah Jones, Team Manager Communicable Disease and health and Safety <u>Address:</u> Shared Regulatory Services, Room 108, County Hall, Cardiff CF10 4UW <u>Tel:</u> 02920 873819 / 02920 873832 <u>Out of hours:</u> 029 2087 1650 <u>Email:</u> porthhealth-srswales@valeofglamorgan.gov.uk</p>	<p>Death Infectious Disease</p>	

The Shared Regulatory Services website provides information on the services provided and the website address is www.srs.wales

5. Assessment and review

5.1 Assessment and Review mechanisms

Shared Regulatory Services recognises the need to measure the effectiveness of its services and strongly supports the ethos of continuous improvement. The Service therefore participates and undertakes a number of activities to ensure that work is of a high standard and opportunities to identify and implement improvements are taken.

Documented procedures

To ensure the quality and consistency of our activities, processes and procedures identify responsibility for the work carried out and ensure that all changes identified through audit are completed in accordance with improvement procedures.

Benchmarking

Shared Regulatory Services has made a commitment to benchmarking its service against the Chartered Institute of Environmental (CIEH) Best Practice Standards and identifying areas of improvement to develop an action plan to meet best practice requirements.

Food Standards Agency

The Food Standards Agency has powers to audit the Port Health Service in relation to food hygiene inspections and imported food. Port Health imported food data is supplied to this agency every year as part the Local Enforcement Monitoring System (LAEMS).

Complaints

The port health service is also covered by the Vale of Glamorgan Council's corporate process. Last year no adverse comments were received in relation to the port health service provided by the legacy authorities of the City of Cardiff and Vale of Glamorgan Councils.

Performance Measurement

A range of performance measures have been in place to monitor port health activity within the City of Cardiff. New performance measures to be adopted across the port health functions of Shared Regulatory Services have been identified for the coming year. These can be found in Section 5.3.

Assessment and audits

The monitoring of the quality of our policies and procedures is assessed in a number of ways, namely:-

- Audits undertaken by the Food Standards Agency
- Feedback from shipping agents and port operator and airline operators and airport manager.
- Corporate complaints and compliments about the service

Review

In order to ensure continuous improvement, it is essential that performance is regularly monitored. Shared Regulatory Services has developed an effective performance management infrastructure for delivering, monitoring and reviewing which is achieved through the following mechanisms:-

- The Port Health Plan and associated statistical information is reviewed on an annual basis to ensure the service remains effective. Where variation is identified, reasons are investigated and improvements put in place.
- The Shared Regulatory Services Joint Committee are provided details of this Service Plan which sets out the work programme for the service and reviews performance against the programme on an annual basis.
- Performance of the service is reviewed quarterly.
- Performance of individuals is further strengthened through the Personal Performance and Development Scheme recently rebranded to #it's about me.

5.2 Summary of Achievements from the previous year

- In Cardiff Port, officers checked 100% of the ships' manifests as part of imported food monitoring with 100% being checked within one working day. There were no manifests to check at Barry Port during 2016/17.
- The Port Health Team met regularly and was updated by the Lead Officer. The team were kept up to date with changes to legislation, working practices and developments taking place at Port Health Expert Panel and Association of Port Health (APHA) meetings.
- During 2016/17, 290 ships arrived at Cardiff. Over 93% of vessels from outside the EU (excluding repeat arrivals) were boarded in Cardiff. Monitoring of vessel movements in Barry Port commenced in October 2016. From that point there were 29 ship arrivals. None of these were from outside the EU.
- Best practice was identified across the Service area and new work processes and procedures implemented to ensure its adoption across Shared Regulatory Services
- Biannual meetings have been arranged with appropriate representatives from Cardiff Airport to promote identity of Shared Regulatory Services, new lines of communication and resulted in the agreement of new procedures. Unfortunately there has been a delay in setting up a mock exercise but this is programmed to now take place in February 2018.
- Monitoring and recording arrangements for shipping movements have been reviewed and resulted in the formation of one team for Port Health removing the duplication of work and making the team more resilient. This unification of the function has also ensured that timely checking of manifests and recording of actions taken can be evidenced and targeted correctly based on risk assessment principles.

- Between April and November 2016 the Service participated in the surveillance organised by Public Health England to monitor for the presence of the Aedes mosquito that causes the transmission of Zika Virus. This involved the placement of traps at both Cardiff Docks and Cardiff Airport. None were identified to be present during this time.

5.3 Performance during previous year

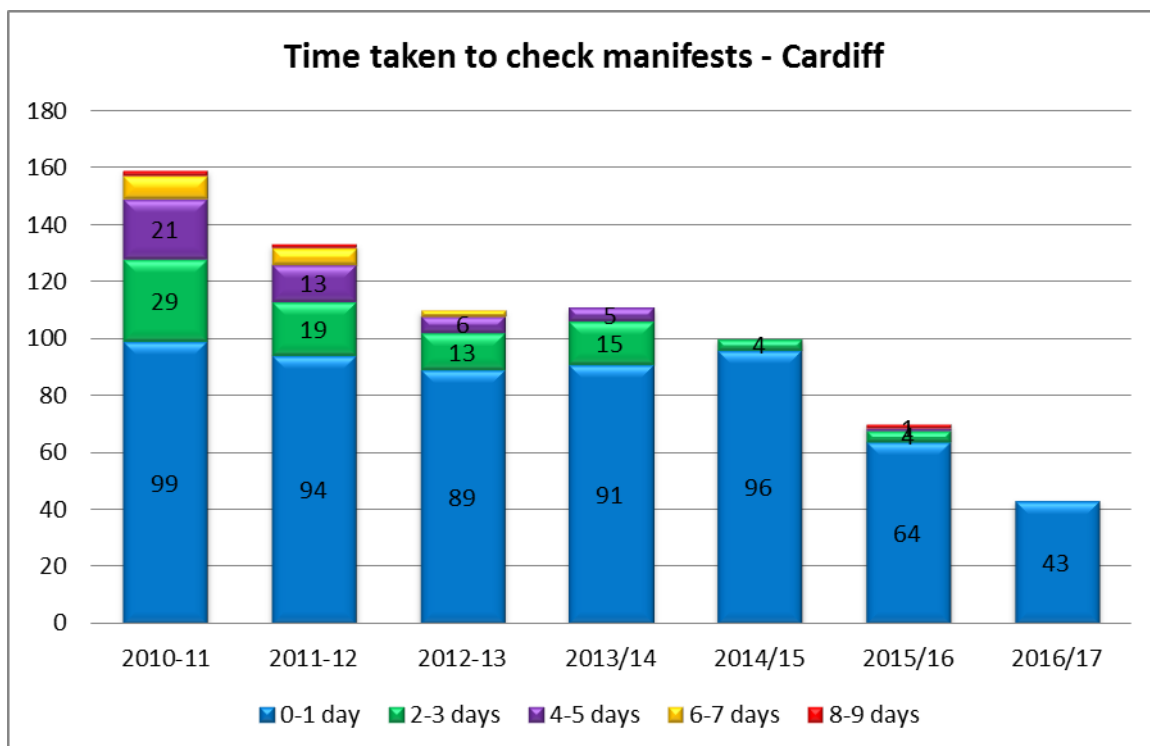
Measurement of the Port Health Service was achieved through the recording and monitoring of all relevant activities on the CIVICA database, performance monitoring and review, FSA Audits and Local Enforcement Monitoring (LAEMS), Port Health Best Practice Standards.

Monitoring of Ships and Manifest checks

The provision of an effective port health service is dependent on closely monitoring the arrival and departure of ships within the port health district. The type of vessel, cargo and previous port helps port health officers decide which vessels to board based on risk assessment.

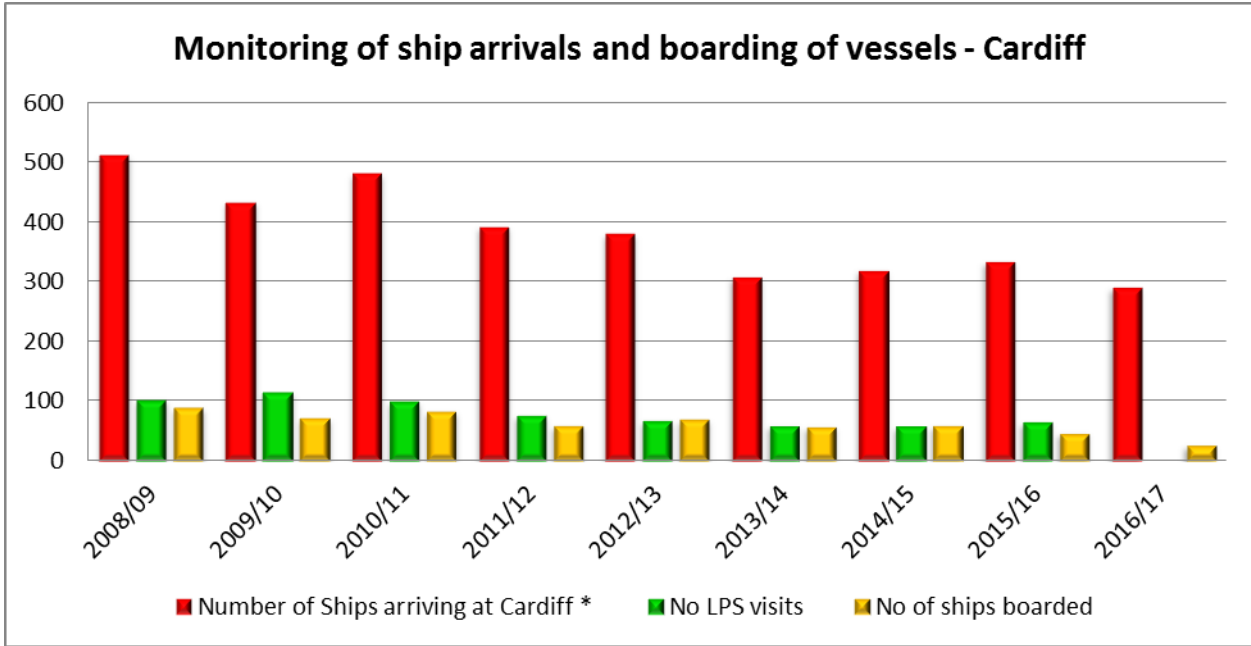
The manifest for a container ship identifies the cargo which may include imported food and animal feed from countries outside the European Union. It is a requirement that the Port Health Team checks this document prior to a ship's arrival in port. The CIEH Wales Best Practice Standards require manifests to be checked within one working day if best practice is to be achieved and the team endeavours to meet this requirement where possible.

During 2016/17, in the Port of Cardiff 100% of manifest checks were undertaken within one working day. There were no manifests to be checked at Barry Port.

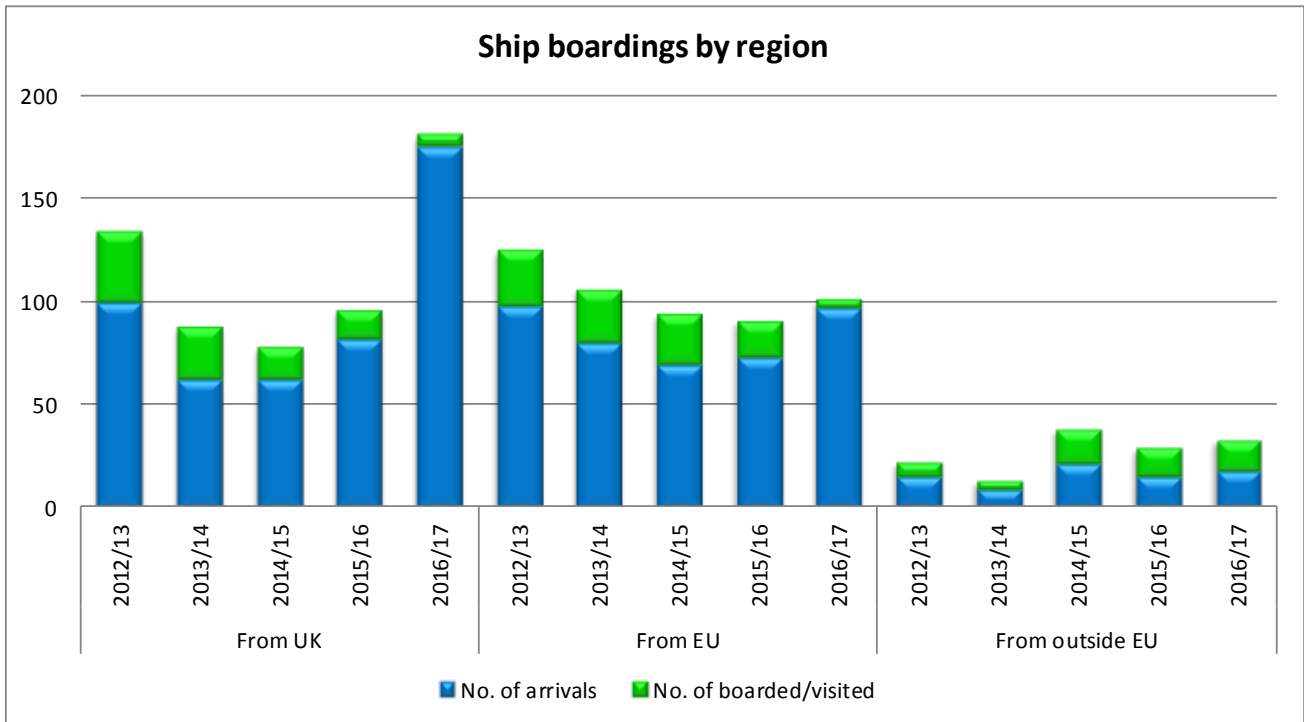


Boarding of vessels

The team prioritise the boarding of vessels from outside the European Union in accordance with risk assessment principles and have since 2014/15 addressed deficiencies in this area by ensuring the prioritisation of these vessels. Such improvements have had a positive effect and results have increased significantly with the team boarding 93% (15 ships) of non EU vessels, 4% (4 ships) EU vessels and 3.5% (6 ships) UK vessels during 2016/17 in Cardiff. Notwithstanding this however, it is recognised that due to the small number of vessels arriving from outside the EU, the team may not be able to inspect all vessels due to them arriving outside of normal working hours.

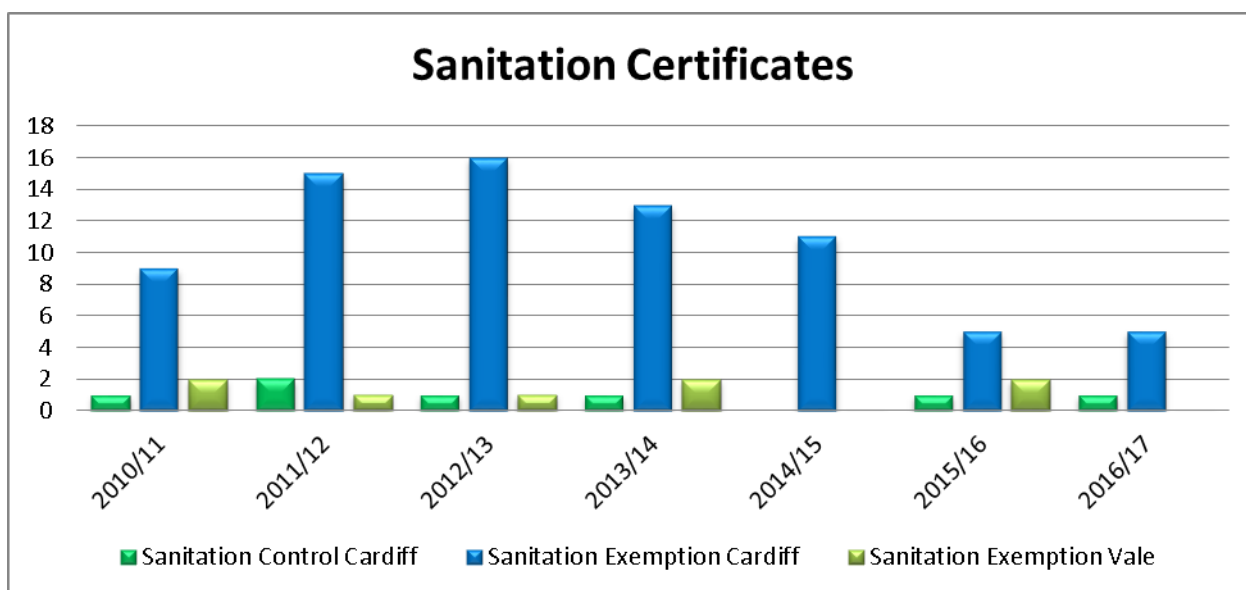


* excluding tugs and dredgers/LPS visits are no longer monitored but still take place as required



Sanitation Certificates

It is a requirement under the Public Health (Ships) Regulations 1979 (as amended) and the International Health Regulations, that any ship arriving from a foreign port must have a valid Sanitation Exemption Certificate which is issued by an authorised Port Health Authority for a period of 6 months. When a request is made, the authority is required to carry out a full inspection and issue a Sanitation Control Exemption Certificate. Where the inspection reveals dangers to public health a Sanitation Control Certificate will be issued. An officer may also decide to carry out a Sanitation Inspection if a valid certificate cannot be produced or dangers to public health exist on board. Demand for this chargeable service can be seen to have reduced in Barry Port since the previous year. There were no sanitation certificates issued in Barry and 6 issued in Cardiff for the period of 2016/17.

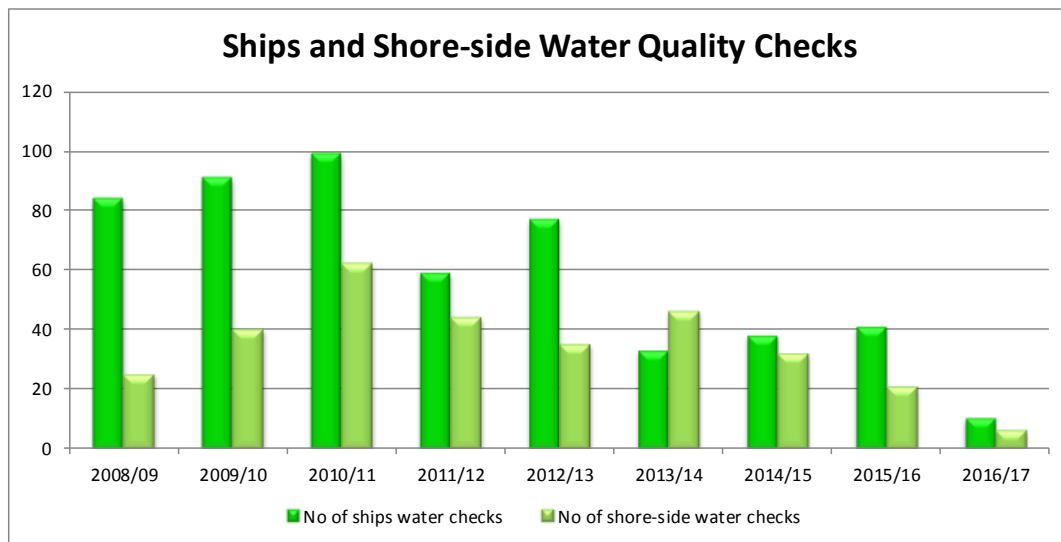


Ships and Shore-side Water Quality Checks

Water on board ships must be wholesome and comply with international standards. Port Health Officers will routinely check the microbiological water quality on board vessels and submit samples to the laboratory. The officer will require the Master to carry out remedial measures if the quality of the water is found to be unsatisfactory.

It is a requirement of the International Health Regulations 2005 that every port is provided with supply of pure drinking water. The port authority has developed a sampling plan to ensure shore-side water supplies located at the Port of Cardiff, Penarth Pier, Penarth Marina, Cardiff Marina and Port of Barry are routinely tested to ensure safety. A sampling plan is also required to be developed for Cardiff Airport.

The graph below depicts the number of water samples taken from the shore-side and ships at Cardiff only.



Notifications of Illness

This demand is variable and can range from responding to an isolated case of illness on board to managing a large outbreak of infectious disease on board a passenger vessel. The authority will respond quickly to notifications of illness, including infectious disease, in order to prevent the spread of infection and protect public health. Officers within Commercial Services will undertake investigations in accordance with national guidance and statutory provisions.

The port provides a potential entry point for the introduction of infectious disease in to the UK. The authority must be ready to assess and react to public health emergencies of international concern such as pandemic flu, swine flu etc.

Although no notifications have been received during the last 6 years, the health status of vessels is actively monitored and the team would respond promptly to any notification of illness on board.

Outstanding Issues from 2016/2017

Due to issues with level of resources being adversely affected with the post of sampling officer not having been filled, additional pressure from a full audit completed by the Food Standards Agency and the transition to a new database the following actions are outstanding from last year's Service Plan and will be carried forward;

Ensure the Port Health function is undertaken appropriately by ensuring authorised, trained and competent officers:

- Undertake validation assessment of port officers in accordance with internal monitoring procedure
- Undertake a scenario training exercise at airport in collaboration with other relevant stakeholders
- Benchmark the port health service against the CIEH (Wales) Best Practice Standards.

Ensure suitable potable water supply at shore side and airside.

- Complete water sampling programme

5.4 Performance Targets for 2017/18

Measure	Target
Check all vessel manifests	100% within 3 working days
Undertake boarding inspections of vessels	75% of all vessels arriving from outside EU
Ensure suitable potable water supply at shoreside and airside	Meet requirements of sampling programme
Investigation of complaints	Investigation of complaints with significant health risk within 1 working day and any other within a minimum of 5 days
Investigation of infectious disease	Ensure adequate response 24 hours/day 352 days/year
Compliance with WHO guidelines in relation to provision of disinsection certificates for aircraft flying from certain areas.	Ensure all airlines meeting requirement for disinsection certificate have suitable procedures in place.

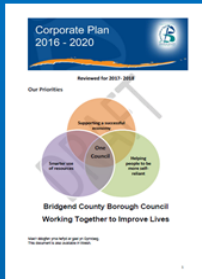
6. Action Plan

Objectives	Milestones	
Adopt the Port Health Plan 2017/18	Q3	Prepare the Port Health Plan 2017/18 and circulate to Joint Committee Members
Improve stakeholder awareness of port health requirements.	Q1-4	<p>Continue to meet with port operators to consult on update of procedures and identify emerging issues.</p> <p>Collate articles of interest, prepare and disseminate information leaflet to stakeholders.</p> <p>Review SRS website</p>
Continue to meet performance targets	Q1-4	Carry out 100% of container manifest checks.
	Q1-4	Undertake 75% boarding inspections of vessels arriving from outside the EU.
	Q4	Benchmark the port health service against the CIEH (Wales) Best Practice Standards.
	Q1-4	Ensure requirements of sampling potable water are met.
Ensure the Port Health function is undertaken appropriately by ensuring authorised, trained and	Q4	Carry out a review to ensure the plan has been successfully implemented.
	Q3	Undertake validation assessment of port officers in accordance with internal monitoring procedure

Objectives	Milestones	
competent officers.	Q4	Undertake a scenario training exercise at airport in collaboration with other relevant stakeholders
Ensure supply of water and food to aircraft meets appropriate standards	Q1-3	Complete an audit of provision of water and food to aircraft leaving Cardiff Airport
Ensure cleaning procedures for aircraft are suitable for prevention of spread of infectious disease	Q3-4	Verify suitability of cleaning procedures

Appendix A

Bridgend County Borough Council



Corporate priorities

- Supporting a successful economy;
- Helping people to become more self reliant;
- Smarter use of resources.

Outcomes

- A successful, sustainable and inclusive economy that will be supported by a skilful, ambitious workforce.
- Individuals and families that will be more independent and less reliant on traditional Council services.
- A Council that has lean, robust processes and a skilful workforce. A Supported third/community sector with the opportunity to take on services that meet citizens' needs.

City of Cardiff Council



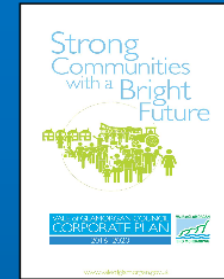
Corporate priorities

- Better education and skills for all;
- Supporting vulnerable people;
- An economy that benefits all our citizens;
- Working together to transform services.

Outcomes

- People in Cardiff are safe and feel safe;
- People achieve their full potential;
- Cardiff has a prosperous economy;
- Cardiff is fair, just and inclusive;
- People in Cardiff are healthy;
- Cardiff is clean and sustainable;
- Cardiff is a great place to live, work and play.

Vale of Glamorgan Council



Corporate priorities

- Reducing poverty and social inclusion;
- Providing decent homes and safe communities;
- Promoting regeneration, economic growth and employment;
- Promoting sustainable development and protecting our environment;
- Raising overall standards of achievement;
- Valuing culture and diversity;
- Encouraging and promoting active and healthy lifestyles;
- Safeguarding those that are vulnerable and promoting independent living.

Outcomes

- An inclusive and safe Vale;
- An environmentally responsible and prosperous Vale;
- An aspirational and culturally vibrant Vale;
- An active and healthy Vale.