

**PUBLIC PROTECTION
COMMITTEE:**

Report of the Assistant Director - Environment

PORT HEALTH SERVICE PLAN 2014/15

1. Introduction

- 1.1 The key responsibility of Cardiff's Port Health Team is to prevent the import of infectious disease into the City of Cardiff via the Port. Port Health Officers are also responsible for protecting the health and wellbeing of the crew and citizens of Cardiff by carrying out statutory checks in relation to food safety, imported food control, ship sanitation and animal health.
- 1.3 The port health service plan explains how the authority will deliver these functions for the forthcoming year.

2. Cardiff Port Health Authority

- 2.1 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).
- 2.2 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. The Port of Cardiff is a mixed cargo port and receives around 400 ships from all over the world per year. The port handles containers, steel, forestry products, dry and liquid bulks.
- 2.3 The container terminal provides a point of entry for food stuffs from within and outside the European Union (EU). The port team are responsible for monitoring imported food and ensuring it complies with food safety requirements. The port has no Border Inspection Post status and therefore products of animal origin from outside the European Union are not permitted entry. Nevertheless, the team have a duty to ensure all container ship manifests are checked to ensure food is not being illegally introduced.

- 2.4 Occasionally, large passenger vessels or cruise ships may call at the port. High priority is given to boarding these types of vessels. Port health officers will carry out checks and take action when the health and safety of passengers and crew is put at risk.

3.0 Organisational & Management Arrangements

- 3.1 The Port Health team forms part of the Food Safety Section for which overall responsibility lies with the Operational Manager - Regulatory Commercial services. The service is managed on a day to day basis by the Lead Senior Environmental Health Officer (LSEHO) (Port Health and Food Safety). The Port Health team comprises the following posts:-

- LSEHO (Port Health and Food Safety).
- 2 x Port Health Officers covering duties on a rota basis.
- Sampling Officer.

4.0 Overview of Port Health Functions

The port health service plan provides a comprehensive breakdown of duties performed by Port Health Officers. The port health officers may work with specialist officers in other areas when matters of a more complex nature arise. Additional support may be secured from the Health Improvement Team, Trading Standards and Pollution Control.

A summary of the main duties undertaken by the port health team are provided below:

- Monitoring of ship (vessel) movements within the port authority to prevent the spread of infectious human and animal disease, ship 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 to identify imports of food originating from within and outside the EU.
- Identifying food and feedstuffs which are not permitted to enter through the port 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 correctly dispose of International Catering Waste.
- Inspecting the Port Health Authority area and boarding ships to check on sanitary conditions, where necessary action is taken 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 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 water supplies used by ships.
- Act as Category 1 responders under the Civil Contingencies Act 2004 which requires that we provide support and assistance to the Council Emergency Management Team.
- Liaising with other port health authorities, Food Standards Agency; Maritime & Coastguard Agency; Border Agency; Welsh Assembly Government; port operator and shipping agents to ensure the efficiency of the service.

5.0 Conclusion

The Council has important statutory obligations to protect public health and food safety in relation to Port Health. A dedicated port health service plan enables the council to clearly demonstrate how it aims to meet these requirements.

The port health service plan is submitted to committee as the best practice standards which we aim to achieve in Wales, require the plan to be approved by members.

6.0 Achievability

This report contains no equality personnel or property implications.

7.0 Legal Implications

There are no legal implications beyond those which appear in the text of this Report and in the draft Port Health Service Plan

8.0. Financial Implications.

8.1 The development of the plan will have no direct additional financial implications.

9.0 Recommendation

The committee is asked to agree that:

1. The 2014/15 Port Health Service Plan (Appendix A) be approved and be submitted to Committee for annual appraisal
2. The Assistant Director - Environment be authorised to make administrative amendments to the 2014/15 Port Health Service Plan should the need arise.

Tara King
Assistant Director – Environment

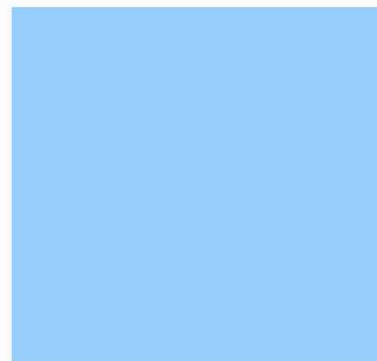
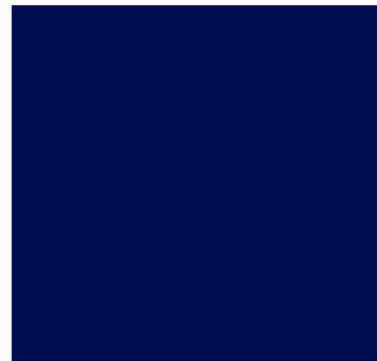
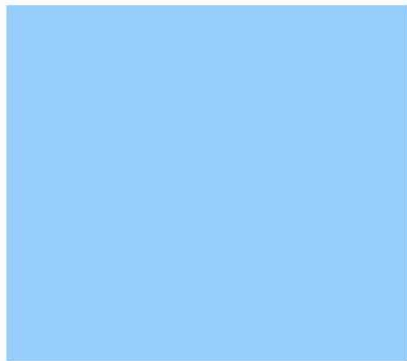
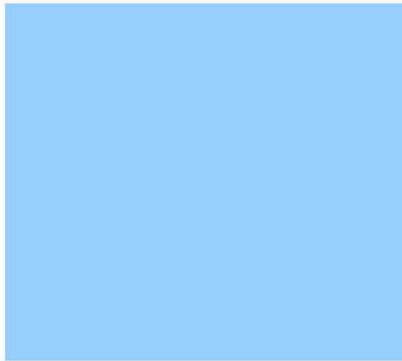
This report has been prepared in accordance with procedures approved by Corporate Management.

Background Papers: None

APPENDIX A

Port Health Operational Plan

2014/15



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Introduction

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 Port of Cardiff provides an entry point for food stuffs within and outside the EU and local authorities carry out a range of health controls at UK borders. Within Cardiff, these controls are provided by Port Health Officers from Cardiff Council's Food Safety Team 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, the control of infectious disease, undertaking ship inspections, enforcing food safety and hygiene standards and general public health within the Port District.

This Operational Plan is produced to inform interested parties of the arrangements Cardiff has in place to regulate Port Health. It details how the Port Health Team will fulfill their purpose of preventing infectious disease coming into the City of Cardiff via the Port and protect the health and wellbeing of the crew and citizens of Cardiff. The Plan also demonstrates how these statutory obligations in relation to food safety, imported food control, ship sanitation and animal health will be delivered.

2.1 Profile of Cardiff Port

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 18th 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.

2.3 Aims and objectives

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

The overall aim of the Service is:-

Protect the citizens of Cardiff and Penarth from the import of infectious disease and ensure the health and wellbeing of crew and passengers aboard ships entering the Port of Cardiff.

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 Port of Cardiff is identified and checked to ensure it meets legal requirements.
- Control and investigate cases of food poisoning and infectious disease onboard ships.
- 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 Port of Cardiff.

2.4 Links to Corporate Plan

Cardiff's Corporate Plan 2014-17 sets out the Council's priorities for the next few years towards the delivery of services to the people of Cardiff. The Plan sets out the vision for the city highlighting the Council's contribution to 3 key priorities:

- ***Economic development as the engine for growth and jobs;***
- ***Education and skills for people of all ages to fulfil their potential and be well prepared for employment in the Cardiff economy and beyond; and***
- ***Supporting vulnerable adults, children and young people in time of austerity***

The Port Health Service through its core business activities supports the Corporate Plan by sitting within the Council's Environment portfolio under Regulatory Commercial Services and contributes to priorities of ***supporting vulnerable adults*** and ***economic development***.

A number of actions underpin these corporate priorities and can be found within this Plan.



3.1 Key responsibilities

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

- Close monitoring of ship (vessel) movements within the port authority for purposes preventing the spread of infectious human and animal disease, ship 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 to identify imports of food originating from within and outside the EU.
- Identifying food and feedstuffs which are not permitted to enter through the port and arranging for their destruction, re-export, re-direction as necessary.
- Undertaking documentary, identity and physical checks of imported food when 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 correctly dispose of International Catering Waste.
- Inspecting the Port Health Authority area and boarding ships 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 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 water supplies used by ships.
- 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; Welsh Government; port operator and shipping agents to ensure the efficiency of the service.

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, passenger vessel or cruise ships, and vessels which have not arrived from another UK port or have been inspected within the last 6 months.

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 Port Health Authority is listed by the World Health Organisation as a port 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 normally 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 sanitation 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 port of Cardiff primarily receives merchant vessels and occasionally passenger vessels. The authority 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 City Food Hygiene Inspection 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

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

Information on port health matters will be available on the authority's website.

The authority 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 Port of Cardiff will be monitored and manifest checks will be carried out to identify the type of food and status of origin.

Cardiff Port Health Authority 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 the 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

The authority 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.

Liaison with other organisations

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

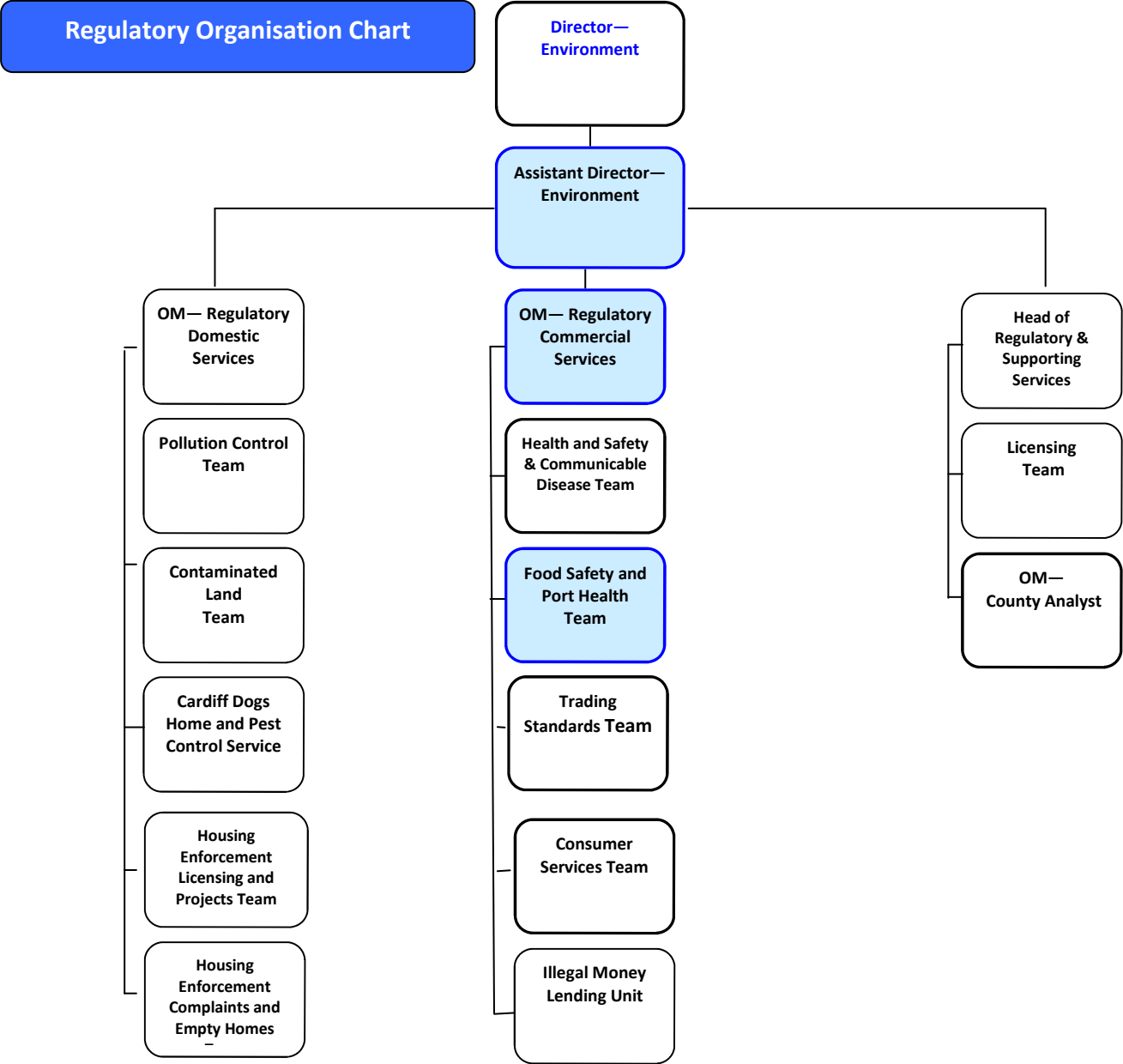
The Food Standards Agency (FSA)
Welsh Government (WG)
Department of Environment, Food and Rural Affairs (DEFRA)
National Public Health Service (NPHS)
Health Protection Agency (HPA)
Association of Port Health Officers (APHA)
Maritime and Coastguard Agency (MCA)
Boarder Force (Customs/Revenue and Immigration Services)
Port Health Authorities
Water Utility Companies
Port Operator
Shipping Agents
Merchant Navy Welfare Board

The Lead Port Health Officer will attend the Directors of Public Protections Port Health Technical Panel. This panel consists of representatives from other local authorities, Welsh Government and the Public Health Wales and provides a forum for promoting consistency of approach and discussing matter of a technical nature.

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

3.2 Organisational structure

Responsibility for delivering port health falls within the Food Safety Team of Regulatory Commercial Services of Cardiff Council located under the Environment Directorate.



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Resources

The Port Health team forms part of the Food Safety Service for which overall responsibility lies with the Operational Manager (Public Protection). An organisation chart can be found within Section 3 of this Plan.

Managed on a day to day basis by the Lead Senior Environmental Health Officer (LSEHO) the Port Health team comprises the following posts:-

- Lead Senior Environmental Health Officer (LSEHO) (Port Health and Food Safety).
- 2 x Port Health Officers covering duties on a part time rota basis.
- Sampling Officer.

Officers are suitably qualified to carry out the port health functions and educated to Degree or Diploma standard in environmental health and possess EHORB Registration from the Chartered Institute of Environmental Health as required by the Food Standards Food Law Code of Practice.

Officers are provided with ongoing 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.

Port Health Officers are also required to undertake a validation inspection at least once per year in order to demonstrate their competency.

Accommodation

The Port Health Team is located within the Food Safety Team in Room 161, City Hall, Cathays Park, Cardiff. The service is available during office hours from 8.30 am – 5.00 pm Monday to Thursday and 8.30 am to 4.30 pm on Fridays. In addition officers conduct investigations at other hours as required.

The daytime enquiry numbers are 029 20871726. The out of hours emergency officer can be contacted via 029 20871650. Alternative methods of contact include the authority's Connect to Cardiff Call Centre on 02920872087. Email referrals, complaints or advice can be obtained by emailing porthhealth@cardiff.gov.uk or c2c@cardiff.gov.uk. The Council website provides information on the services provided and the website address is www.Cardiff.gov.uk

Budget

A breakdown of the expenditure and income for the Cardiff Port Health team can be found in the table below. The service generates a small amount of income which is derived from the issue of sanitation certificates and a contribution which is paid by the Vale of Glamorgan Council to cover port Health duties in part of this authority's area.

Cardiff Port Health	Estimated Budget 2014/15 £
Expenditure	
Employee	104,920
Transport	8,510
Supplies	15,490
Support Services	36,750
Total Expenditure	165,670
Income	
Vale of Glamorgan CBC	16,550
Sanitation Certificates	670
Total Income	17,220
Net Expenditure	148,450

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Assessment and review

5.1 Assessment and Review mechanisms

Regulatory and Supporting Services recognises the need to measure the effectiveness of its food and feed safety duties 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, procedures and work instructions for Food and Feed enforcement activities are documented and published electronically on the Council's CIS System.

Documented procedures identify responsibility for the work carried out and ensure that all changes identified through audit are carried out in accordance with improvement procedures. Activities such as inspections, administration, accident investigation and complaint administration can be accessed by all staff via the CIS and are regularly audited internally for compliance.

Cardiff Council was for a number of years registered with BSI and the documentation of our procedures and work instructions originated from the need to fulfil requirements for this Standard. In recent years the Council discontinued its BSI registration but despite this, the good work undertaken within the service has continued. The benefits of a quality management system are embedded within the service and as such continue to document and internally audit procedures accordingly.

Benchmarking

The authority has also benchmarked its service against the Chartered Institute of Environmental (CIEH) Best Practice Standards and has identified areas of improvement and developed 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 Cardiff Council Corporate Complaint system and has received no adverse comments.

Performance Measurement

A range of performance measures are in place to monitor port health activity and 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:-

- Internal audit of documented procedures and work instructions via the Service's internal audit programme;
- Peer Review audits by other local authorities
- Audits undertaken by the Food Standards Agency.
- Feedback from shipping agents and port operator
- Corporate complaints and compliments about the service.

Review

In order to ensure continuous improvement, it is essential that performance is regularly monitored. Cardiff Council has an effective performance management infrastructure in place for developing, 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 Public Protection Committee approves 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 considered at team and divisional meetings on a monthly basis. Performance against Welsh Government Performance Indicators is reviewed at quarterly Business Improvement Meetings and subsequently through a framework of management review meetings.
- Section and Divisional meetings allow for the effective management of work and are also one of the routes of communication that allow individual and team involvement in the development and delivery of interventions.
- Performance of individuals is further strengthened through the Personal Performance and Development Scheme detailed in Section 4.
- Procedures and work instructions are managed through the Cardiff Improvement System (CIS) accessed via the intranet and is used to manage the programme of audits, opportunities for improvement, complaints and non conformance.

5.2 Summary of Achievements from the previous year

- Two newsletters were prepared in September 2013 and March 2014 and sent to the shipping agents and relevant stakeholders. The newsletters covered a variety of issues such as International Catering Waste, spot checklist for galley food safety, sanitation inspections and imported food, and information on how the port could provide a potential gateway for disease.

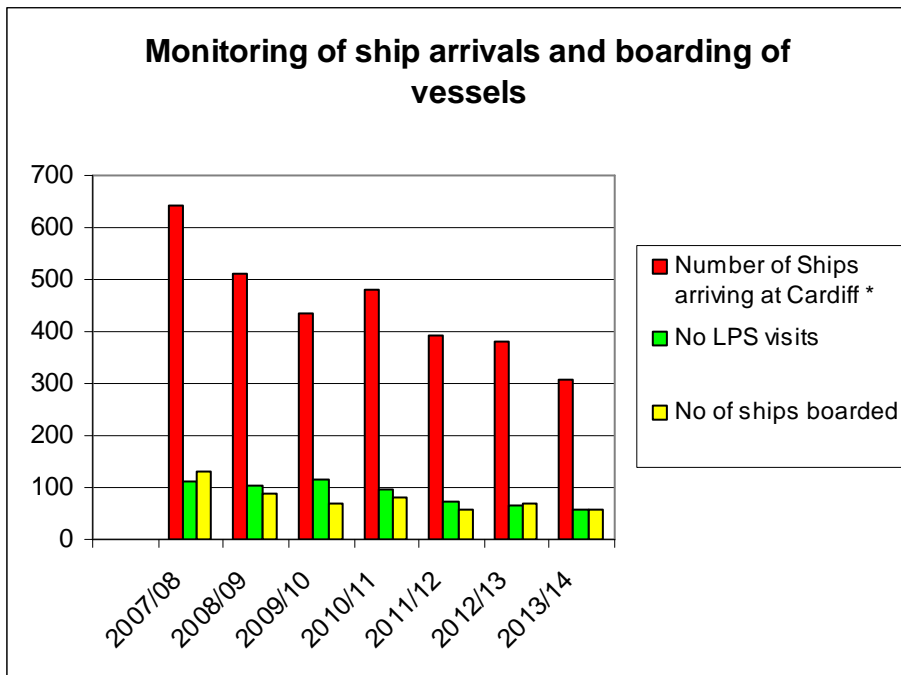
- The Port Health Team met regularly and were updated by the Lead Officer. The team were kept up to date with changes to legislation, working practices and developments taking place at Port Health Technical Panel and Association of Port Health (APHA) meetings. During 2013-14, 307 ships arrived at Cardiff. The team managed to board 37% of the ships excluding repeat arrivals, priority being given to vessels arriving from outside Europe.
- There have been further changes to the team with a new officer joining the port health team at the beginning of 2014 to replace another member who is now undertaking different responsibilities. The new officer has undertaken a period of practical structured training and will be validated imminently.
- The port health service continues to strive for improvements and has undertaken a gap analysis against the Chartered Institute of Environmental Health (Wales) Best Practice Standards for Port Health. An action plan was produced which will be used to inform new business objectives for the coming year.
- New food safety management guidance for cargo ships has been developed in consultation with other port health authorities in Wales. The guidance has also been translated into other languages as part of a partnership with the Food Standards Agency. Copies of the new guidance are available for distribution by officers when inspecting ships.
- Officers checked 100% of the ships' manifests as part of imported food monitoring.
- Following improvements implemented to address the length of time taken to check manifests, 95% of manifests during 2013/14 were checked within one working day up to a maximum of 2-3 days where documents are received on a non working day.

5.3 Performance measures

Measurement of the Port Health Service is 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), procedural audits, Port Health Best Practice Standards. The following tables and graphs represent the indicators used for performance management purposes.

Monitoring of ship arrivals and boarding of vessels

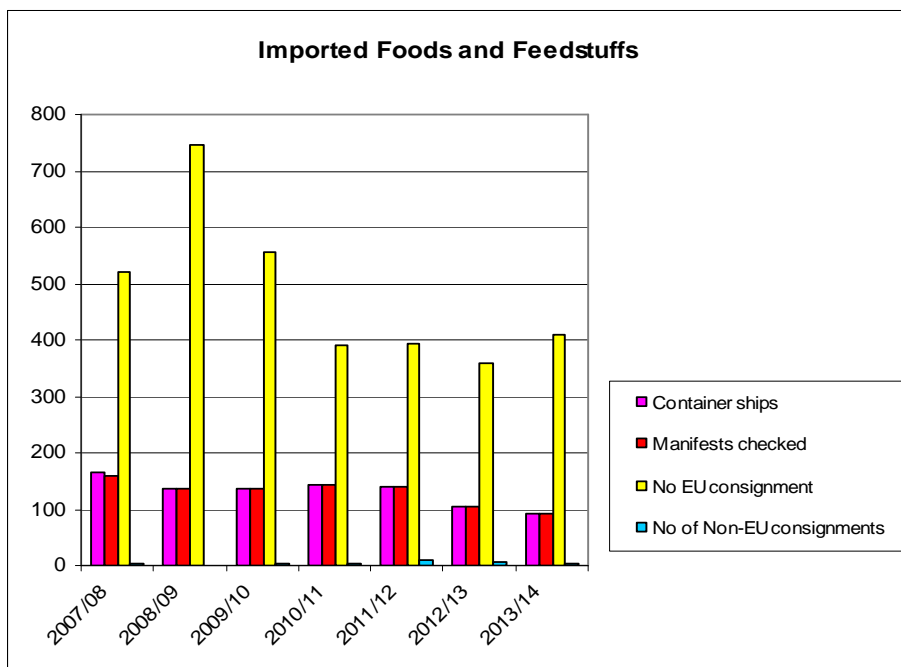
The provision of an effective port health service is dependant on closely monitoring the arrival and departure of ships within the port health district. This process relies on a port health officer visiting the Local Port Services (LPS) office located in the port and updating the CIVICA database. The type of vessel and previous port helps port health officers decide which vessels to board based on risk assessment. The following graph shows the number of ships arriving in the port has declined in recent years and this is probably due to the impact of the global recession. It can also be seen that despite the drop in ships arriving in port, the number of ships boarded by officers has remained at a similar level. It is anticipated that ship arrivals will increase as the economic conditions improve.



* excluding tugs and dredgers

Imported Foods & Feedstuffs

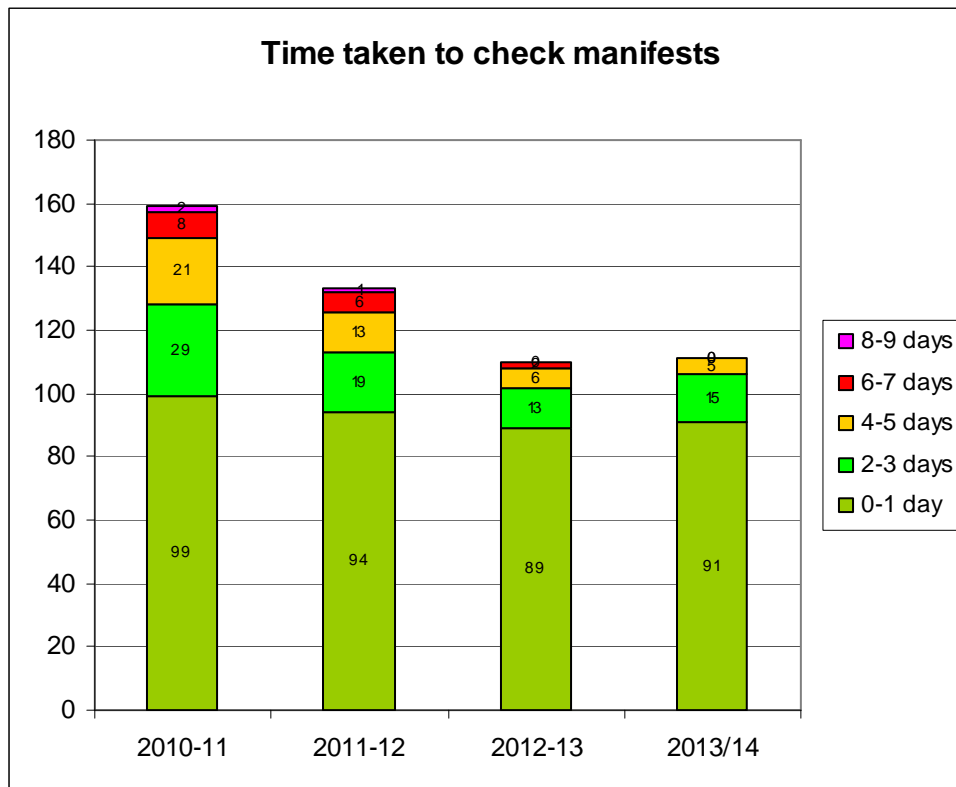
The Food Standard Agency requires the authority to identify imported foods and take steps to ensure it complies with food safety requirements. Arrangements are in place to identify vessels carrying containerised cargo and manifests are checked for imported food and feedstuffs. Despite a reduction in the number of ships arriving at port, the amount of work checking manifests and the status of imported food has remained similar over recent years.



Manifest checks

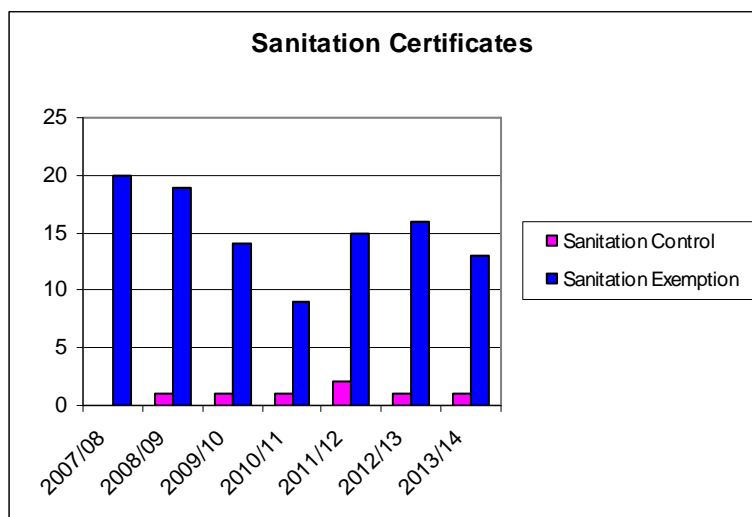
The manifest for a container ship identifies the cargo which may include imported food and animal feed from countries outside the European Union. It is a requirement that the Port Health team checks this document prior to a ships arrival in port. The CIEH Wales Best Practice Standards require manifests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

The following graph depicts the team's performance in this area over the last 4 years and shows that during 2013/14 82% of manifest checks were undertaken within this one working day time period and 95% checked between 0-3 days. In 2010/11 the result for the same time period was 80% so this shows a significant improvement over the 4 year period . It should be noted that there are occasions when manifests are received over the weekend where it is not possible to check the documents within one day.



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 can not be produced or dangers to public health exist on board. Demand for this chargeable service remain consistent with the previous year.

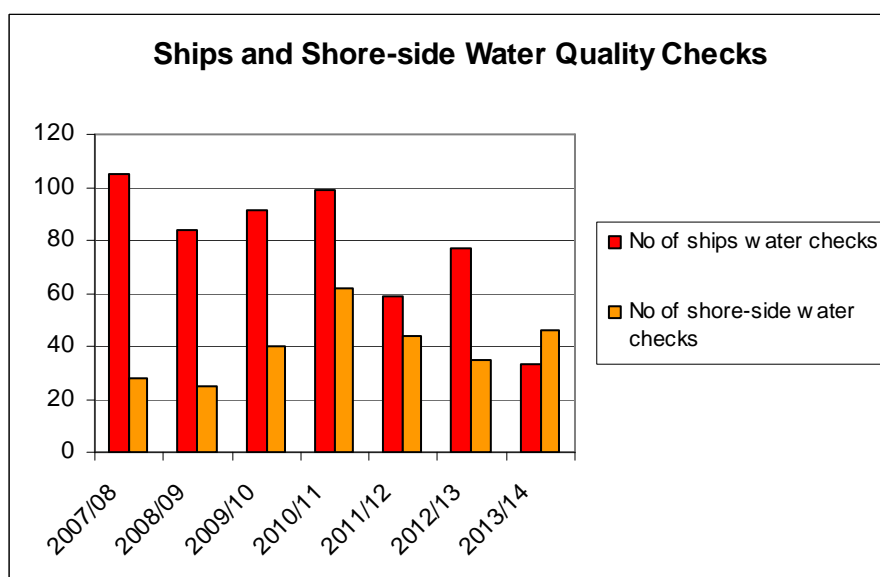


Ships and Shore-side Water Quality Checks

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 and Cardiff Marina are routinely tested to ensure safety.

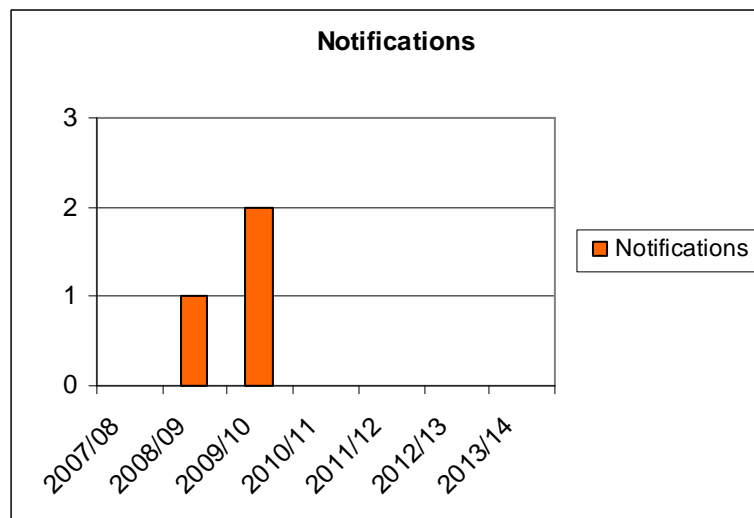
It can be seen from the graph that the number of ships water checks has dropped significantly from 2012/13. It is not possible to identify the exact cause however it would appear to indicate that the ships arriving in port and boarded by a port health officer demonstrated better water quality management systems, however this will be monitored by officers during the forthcoming year.



Notifications of Illness

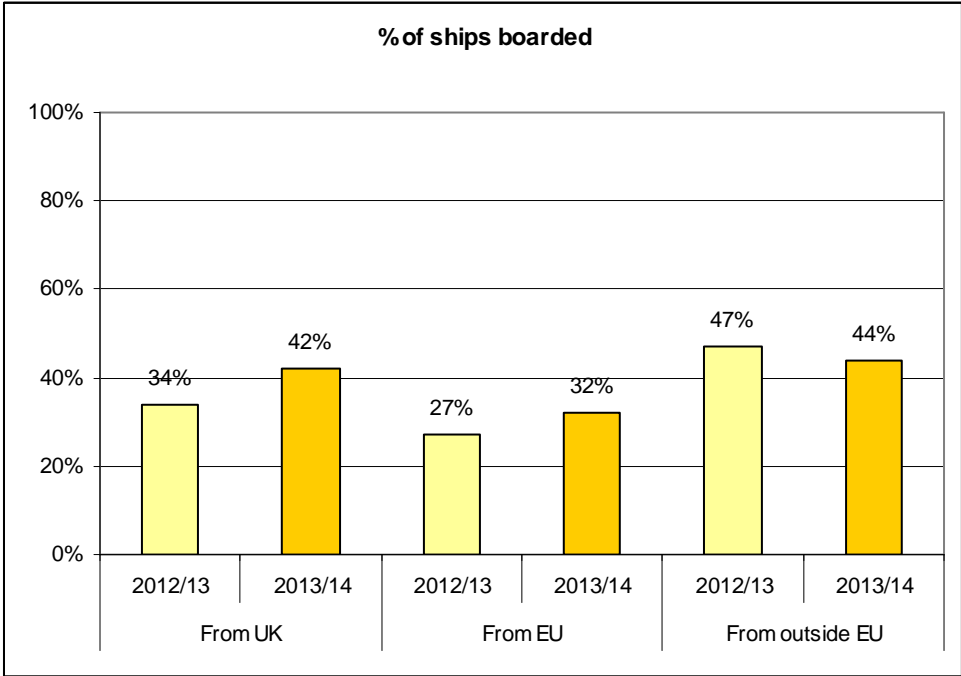
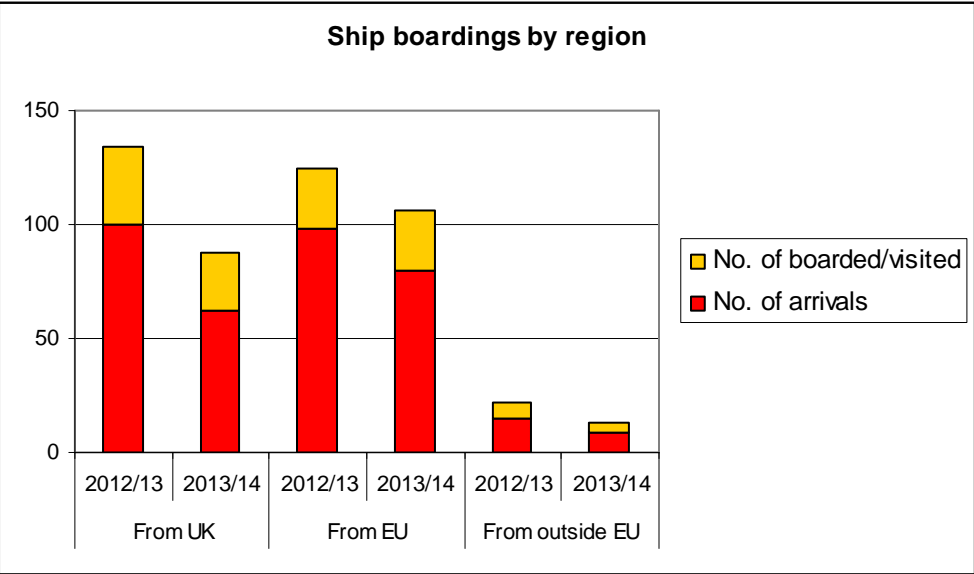
This demand is variable and can range from responding to an isolated case of illness on board to managing a large outbreak of infectious disease on board a passenger vessel. The authority will respond quickly to notifications of illness, including infectious disease, in order to prevent the spread of infection and protect public health. Port health and Health Improvement Officers 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.



Number of vessels arriving and boarded

During 2013/14 the Port Health Team carried out boardings on 56 vessels. The team aim to prioritise the boarding of vessels from outside the European Union in accordance with risk assessment principles and as can be seen for the graph, the team boarded 44% of these type of vessels during 2013/14. Analysis of these boardings would suggest that there appears to be a high number of vessels boarded from a UK port compared to those arriving from outside the EU which is contrary to the aims of the team. 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. During 2014/15 attempts will be made to address this issue.



6. Action Plan

Objectives	Milestones	
Adopt the Port Health Plan 2014/15	Q1	Prepare the Port Health Plan 2014/15 .
	Q2	Present to Public Protection Committee.
	Q3	
	Q4	
Improve stakeholder awareness of port health requirements.	Q1	<ul style="list-style-type: none"> - Collate articles of interest and prepare a biannual information leaflet. - Improve on line information available to customers by reviewing web pages and identifying areas of improvement.
	Q2	<ul style="list-style-type: none"> - Disseminate biannual leaflet. - Update relevant web pages and include a signpost to the FSA website on imported food
	Q3	Collate articles of interest and prepare biannual information leaflet.
	Q4	Disseminate biannual leaflet.
Ensure the relevant requirements of the Food Standards Agency Code of Practice are followed in relation to Port Health	Q1	n/a
	Q2	Arrange briefing sessions for all staff on a 3 monthly basis.
	Q3	n/a
	Q4	n/a
Review the monitoring arrangements for port health to ensure resources are targeted correctly.	Q1	Review the recording of vessel arrivals and boarding visits to demonstrate vessels are boarded and targeted correctly based on risk assessment principles.
	Q2	Review monitoring arrangements for timely checking of manifests, establish current baseline of performance and implement improvements where necessary.
	Q3	Carry out 100% of container manifest checks.
	Q4	<ul style="list-style-type: none"> - Undertake boarding inspection of at least 30% (excluding repeat arrivals). - Undertake 70% boarding inspections of vessels arriving from outside the EU.
Ensure the Port Health function is undertaken appropriately by ensuring authorised, trained and competent officers.	Q1	Attendance at Port Health Technical Panel, Port Health Special Interest Group and Association of Port Health Meetings.
	Q2	n/a
	Q3	Undertake annual validation assessments of port officers.

Objectives	Milestones	
	Q4	Arrange training to address gaps in competency.
Improve performance by benchmarking services against recognised Best Practice Standards and implement appropriate improvements.	Q1	n/a
	Q2	n/a
	Q3	Benchmark the port health service against the CIEH (Wales) Best Practice Standards.
	Q4	To use the benchmark analysis to identify areas for realistic and achievable service improvement.
Undertake a joint initiative with the UK Border Force to check containerised imported food.	Q1	
	Q2	Liaise with UKBF to assess the feasibility of undertaking a joint initiative on checking containerised imported food.
	Q3	Prepare and undertake operation.
	Q4	Evaluate effectiveness of the operation.
Establish arrangements for accessing information on pleasure craft and recreational vessel movement within Cardiff and Penarth Marinas.	Q1	Set up a meeting with the management of Cardiff and Penarth marinas to establish monitoring arrangements.
	Q2	Explore the feasibility of introducing reporting mechanisms which allow pleasure/recreational craft to be identified particularly if they arrive outside the EU.
	Q3	Finalise reporting arrangements where necessary.
	Q4	
Improve shipping agents and port operator awareness of the Port Health Medical Plan.	Q1	Include an article on infectious disease in the newsletter highlighting the plan.
	Q2	Circulate a copy of the Port Health Plan to agents and port operators.
	Q3	
	Q4	
Improve the monitoring of water standards in shore side supplies	Q1	Review the existing sampling plan and identify areas for improvement.
	Q2	Produce comprehensive sampling plan which includes Britannia Quay.
	Q3	Train the sampling officer on the implementation of the Plan.
	Q4	