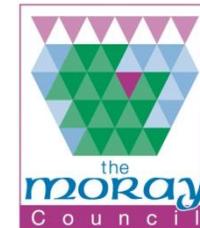


# Joint Health Protection Plan 2014-2016



## Foreword

This Joint Health Protection Plan (JHPP) provides an overview of health protection (communicable disease and environmental health) priorities, provision and preparedness for NHS Grampian, Aberdeen City, Aberdeenshire and The Moray Councils as required by the Public Health etc (Scotland) Act 2008. [www.opsi.gov.uk/legislation/scotland/acts2008/pdf/asp\\_20080005\\_en.pdf](http://www.opsi.gov.uk/legislation/scotland/acts2008/pdf/asp_20080005_en.pdf)

This is the third Grampian Joint Health Protection Plan and covers the period from 1 April 2014 to 31 March 2016 and has been prepared by NHS Grampian in collaboration with Aberdeen City, Aberdeenshire and The Moray Councils.

The main section of the plan describes the national and local priorities for health protection and what actions we plan to take over the next two years. The appendices provide more detail on our planning infrastructure, resources and operational arrangements, capacity and resilience, and public involvement.

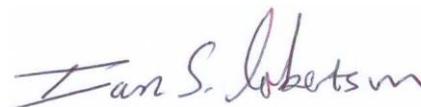
We hope that you will find this plan of interest and that the actions described will contribute to protecting the health of the people who live and work in Aberdeen City, Aberdeenshire and Moray.



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This JHPP has been approved by

- NHS Grampian Board
- Aberdeen City Council Housing and Environment Committee
- Aberdeenshire Council Infrastructure Services Committee
- The Moray Council Planning & Regulatory Services Committee

The plan is a public document and is available to members of the public on the NHS Grampian website at [www.nhsgrampian.org](http://www.nhsgrampian.org) and on request from

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This plan is also available in large print and other formats and languages, upon request. Please call NHS Grampian Corporate Communications on (01224) 551116 or (01224) 552245.

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## **Health protection: national and local priorities and local actions**

NHS Grampian, Aberdeen City, Aberdeenshire and the Moray Councils work closely together with our partner agencies to deliver services to protect the health of the Grampian population. Health Protection is the term used to describe the surveillance, investigation, control and prevention of communicable disease and environmental hazards to human health.

This plan outlines our current and future actions to address the priorities for Health Protection in Scotland as described by the Chief Medical Officer ([www.sehd.scot.nhs.uk/cmo/CMO\(2008\)00a.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2008)00a.pdf)). We have also taken into consideration local priorities, local risks and challenges and lessons identified from recent outbreaks and incidents.

The Scottish Government are currently completing a review of Health Protection in Scotland and it is likely the NHS Grampian Health Protection Team will become part of a national obligate network. We await the final report which will be likely to influence our priorities for 2014-2016.

## **Communication**

Effective communication with all communities in Grampian is an essential component of public health activity. Grampian is an attractive area for inward migration, especially from Eastern Europe and many migrant workers and their families are non-English speaking when they first arrive. Accordingly, to ensure effective communication with these communities, NHS Grampian has put in place the Language Line telephone interpretation service in over 600 locations and expanded the pool of available face to face interpreters. There is also a great deal of relevant health care material readily available in the main local ethnic community languages. Specific material is produced, if required.

The communication needs of people with communication disabilities are also carefully considered. NHS Grampian provides a wide range of communication support, to help overcome any communication barriers.

## **1. Managing threats to the public's health**

Our overriding priority is to provide a response to incidents that may present a threat to the public's health. This includes responding to both communicable disease and environmental incidents. This response must be available 24 hours a day. This operational response is dependant on having effective surveillance systems in place to detect changes in communicable disease and environmental exposures and the resources to respond in an effective and efficient way.

In 2012-14 NHS Grampian and Local Authority partners have reviewed and revised the Infectious Disease Incident Plan (formerly the Outbreak Plan) in accordance with the revised Scottish Government guidance on the *Management of Public Health Incidents: Guidance on the Roles and Responsibilities of NHS led Incident Management Team*, October 2011. In addition, the Environmental Incident Plan has also been reviewed. We have managed a large number of single cases of communicable disease, outbreaks and incidents over the last 2 years.

### **Action**

NHS Grampian will respond to the conclusions of the Scottish Government review of the NHS Health Protection function and together with the Local Authorities consider the implications for our organisations and our joint working arrangements.

## **2. Major Infectious Diseases including Pandemic Influenza**

Pandemic Influenza remains the highest risk on the Cabinet Office National Risk Register of Civil Emergencies (2013). Influenza pandemics are intrinsically unpredictable with regard to timing, severity and impact. In comparison with previous influenza pandemics, the H1N1 (2009) influenza pandemic was very mild. There are no grounds for complacency.

Major Infectious Disease preparedness is an integral part of integrated civil protection and emergency management. Although a pandemic is most likely to be caused by a new subtype of the Influenza A virus, the required response must be adaptable, flexible and scalable to meet the specific demands of any local major infectious disease incident.

From November 2013, new civil contingency structural arrangements have been in place for a Local Resilience Partnership (LRP) at Grampian level and Regional Resilience Partnership (RRP) at North of Scotland Level. These multi-agency groupings are convened to co-ordinate an integrated response to a given emergency. In mitigating the consequences, it is critical that partner

agencies make joint decisions and respond in a unified manner, with efficient and effective use of available resources. A multi-agency level Major Infectious Disease Plan (MIDP) was approved in 2012.

NHS Grampian retains the responsibility for the local investigation and management of the public health aspects of an incident, irrespective of a Resilience Partnership led response. A NHS Grampian MIDP was approved in 2013, which outlines the public health (health protection) response and health and social care response to a major infectious disease incident.

## **Actions**

- NHS Grampian and Local Authorities are required to maintain up-to-date operational plans, based on the UK Influenza Pandemic Preparedness Strategy 2011.
- Regular exercises should be conducted to test and validate assumptions and ensure that plans are fit for purpose, workable, and that staff are appropriately trained and prepared to activate them.
- All sectors of the NHS and partner organisations should have robust Business Continuity Plans (BCPs) in place plus detailed surge capacity where appropriate. These plans can be generic and support a response to both pandemic influenza and other major outbreaks of infectious disease.

### **3. Immunisation and Vaccine preventable diseases**

Immunisation uptakes within the childhood programme remain generally good as does influenza vaccination uptake amongst people aged 65 years and older. During 2012-2014, several changes to the child and adult immunisation programmes have been successfully implemented within Grampian in accordance with national policy. These have included an MMR catch-up in 2012 for unimmunised and partially immunised children in response to on-going outbreaks of measles in England, Wales and parts of Europe. A UK-wide outbreak of whooping cough which commenced in 2012 has necessitated the introduction of an offer of a booster immunisation for all women during pregnancy to protect their babies from infection during the first weeks of life. In 2013, licensing of new and cost-effective vaccines saw Rota virus vaccination introduced for all babies in the first 4 months of infancy and Shingles vaccination for older adults. Changes to the Meningococcal C vaccination programme included introduction of a teenage booster to improve protection from this devastating infection in teenagers and young adults. In addition, 2013 saw the introduction of a roll-out of seasonal flu vaccination to pre-school and primary age children with the aim of offering this vaccination annually to all children aged between 2 and 17 years within the next few years.

#### **Action**

NHS Grampian will:

- Implement the anticipated further changes to the national child and adult vaccination programmes during 2014 - 2016.
- Continue to review and update our existing policies for vaccine preventable diseases in light of new and emerging evidence.

### **4. Tuberculosis (TB)**

The Scottish TB Action Plan was published in the early part of 2011. Following this, the Grampian policy for prevention and control of Tuberculosis infection was revised to ensure our public health actions to manage Tuberculosis infection remain firmly based on the most recent evidence of good practice. Following the lower number of cases of TB disease notified in 2011-2012, cases increased in 2013 when once again over 50 cases of active disease were identified in Grampian residents during the course of the year. TB continues to be a potentially life threatening infection requiring several months of complex antibiotic treatment to achieve a

cure and so this level of infection in the community remains a cause of concern. Considerable ongoing public health effort continues to be needed to minimise the risk of increased transmission of this infection within Grampian.

#### **Action**

- NHS Grampian will continue to lead on the management of TB cases, contact tracing and screening of contacts in liaison with Local Authority colleagues where appropriate
- New entrant screening will continue to be targeted towards those individuals presenting the highest public health risk.

### **5. Gastrointestinal illness**

Gastrointestinal (GI) and zoonotic infections continue to pose a clear and present danger in Grampian. The incidence of some GI infections particularly E coli O157 infection, are higher in Grampian than the Scottish average. This may be attributed to the large rural population and large number of households on private water supply in Grampian which increases the risk of exposure to animal faeces. However, concerted effort by NHS Grampian Health Protection Team and Local Authority Environmental Health Colleagues in surveillance and monitoring of GI illnesses and in raising public awareness about the risk of infection and information on prevention and control has led to a reduction in cases of E coli O157 and other GI infections in recent years.

#### **Action**

- NHS Grampian Health Protection Team will continue to build on partnership working and collaboration with our local authority partners to ensure the general public is protected against the menace of GI illnesses
- NHS Grampian Health Protection Team in collaboration with the three Local Authorities will continue to build on the success of the public awareness campaign already undertaken.

### **6. Sexual Health and Blood Borne Viruses (Hepatitis B, Hepatitis C and HIV)**

Blood borne virus diseases (BBV: HIV, hepatitis B, hepatitis C) are a major public health problem in Grampian. In the UK it is estimated that a significant number of individuals infected with these viruses are unaware of their infection and majority of infections are in migrants from countries where the prevalence of BBVs are very high. In 2011 the Scottish Government published a [Sexual Health and Blood Borne Virus Framework 2011-15](#) which outlined the vision to improve sexual health (SH) and reduce BBV diseases in Scotland. The framework reiterates the need for partnership and joined-up working with local authority, third sector and other partners to achieve better outcomes for people with sexual health problems and BBV diseases.

In Grampian, Sexual Health and BBV work is coordinated by the SH and BBV Managed Care Network (MCN) and the MCN sets priorities based on the SH/BBV framework.

In 2013/14 financial year, the SH/BBV MCN priorities were;

- Prevention of unintended pregnancies and repeat abortion
- Increased testing for BBV disease in at risk groups and
- Care and support for those with hepatitis B, hepatitis C and HIV infections.

Since the Scottish Government published the SH/BBV framework, NHS Grampian through the MCN and in collaboration with its partners has

- Completed a HIV needs assessment and subsequently implemented an improvement plan in 2013/14
- Rolled out dried blood spot (DBS) testing in non NHS sites including in drug services and voluntary organisations providing needle exchange for people who inject drugs.
- Completed a Hepatitis B needs assessment.

In addition, work has been completed in relation to repeat abortion. There is ongoing work to promote increased BBV testing in primary care, workplace and university settings and support and care for people with viral hepatitis and HIV.

## **Actions**

NHS Grampian will:

- Continue to develop novel ways to increase testing in the 'hard to reach' at risk population
- Complete the HBV needs assessment and develop an action plan to address gaps identified.
- Develop an action plan to address factors identified as contributory to repeat abortion.
- Continue to work in partnership with local authority, 3<sup>rd</sup> sector and other partners to improve the quality of services for people with sexual health and BBV disease in Grampian through the Managed Clinical Network.

## **7. Healthcare Associated Infection**

NHS Grampian continues to implement the Annual Healthcare Associated Infection (HAI) Work plan, and the findings from regular Healthcare Environment Inspectorate inspections.

Clostridium difficile infection, Staphylococcus aureus bacteraemia and surgical site infection surveillance is carried out in all health care facilities in NHS Grampian. Surveillance information can be accessed from the Health Protection Scotland web site <http://www.hps.scot.nhs.uk/haic/sshaip/index.aspx>

### **Action**

NHS Grampian is committed to:

- Reducing Healthcare Associated Infections and has developed systems for surveillance, and multi-disciplinary collaboration and communication
- Ensuring compliance with infection prevention and control policies, protocols and guidelines
- Providing education and training in infection prevention and control for all staff - including those in the community
- Implementing quality improvement methodology in the prevention of healthcare associated infection

## 8. Health protection priorities within Local Authorities

Local health protection priorities carried out by Environmental Health professionals within Local Authorities				
ENVIRONMENTAL PROTECTION	Aberdeen City	Aberdeenshire	Moray	Notes and linked plans and reports
Monitoring and Improving air quality	✓	✓	✓	<p><b>Aberdeenshire Council</b> complete annual reports in accordance with Scottish Government guidance. No Detailed Assessments have been required and no Air Quality Management Areas have been declared. The Council monitors nitrogen dioxide levels in a number of urban locations. Appropriate assessments are made of planning applications that may give rise to air quality concerns, including biomass boilers.</p> <p><a href="https://aberdeenshire.gov.uk/environmental/ProgressReport_2011.pdf">https://aberdeenshire.gov.uk/environmental/ProgressReport_2011.pdf</a></p> <p><b>Aberdeen City Council</b> complete annual reports in accordance with Scottish Government guidance. 3 Air Quality Management Areas (AQMAs) have been declared: City Centre; Wellington Road (Queen Elizabeth II Bridge – Balnagask Rd); and the Anderson Dr/Haudigain rbt/Auchmill Rd corridor An Air Quality Action Plan detailing measures to improve air quality in the 3 Air Quality Management Areas was approved in March 2011 and an update report published in January 2013.</p> <p><b>Moray Council</b> completes annual reports in accordance with the Scottish Government guidance. No Detailed</p>

				<p>Assessments for any pollutants were highlighted as being required in the 2013 report and no Air Quality Management Areas have been declared. Nitrogen dioxide levels are monitored at 17 locations. Following the opening in 2012 of the A96 Fochabers – Mosstodloch Bypass, significant reductions have been found in the levels at the monitoring point in Fochabers High Street due to the reduced traffic flow.</p> <p><a href="http://www.moray.gov.uk/downloads/file86848.pdf">http://www.moray.gov.uk/downloads/file86848.pdf</a></p>
Controlling environmental noise/ antisocial behaviour noise	✓	✓	✓	<p><b>Aberdeenshire Council</b> Environmental Health Service is responsible for investigating noise complaints. Visits are made outwith normal office hours on a planned basis. Arrangements are in place with Police Scotland to work together on certain domestic noise complaints. The Service also liaises with the Councils Anti-social Behaviour Officers and a mediation service to resolve complaints.</p> <p><a href="http://www.aberdeenshire.gov.uk/environmental/index.asp">http://www.aberdeenshire.gov.uk/environmental/index.asp</a>  <a href="http://www.aberdeenshire.gov.uk/antisocial/index.asp">http://www.aberdeenshire.gov.uk/antisocial/index.asp</a></p> <p><b>Aberdeen City's</b> Antisocial Behaviour Investigation Team (ASBIT), provides an out of hours service to deal with domestic noise complaints, transferred to the Community Safety team in June 2010. The Environmental Health Service investigates all other noise complaints. Aberdeen came under the scope of the Environmental Noise Directive (END) in 2013 when the City's transportation network was mapped for noise. The strategic maps were used to identify Candidate Noise Management Areas ((NMAs) and Candidate Quiet Areas</p>

				<p>(CQAs). A draft Aberdeen Noise Action Plan (NAP) published in September 2013 sets out how noise is to be managed in the CNMAs and CQAs.</p> <p><b>Moray Council</b> Environmental Health has responsibility for investigating noise complaints. The Antisocial Behaviour Team is part of Environmental Health and its community wardens deal with domestic noise complaints. Visits are made outwith normal working hours on a pre-arranged basis.</p>
Investigation and remediation of contaminated land	✓	✓	✓	<p><b>Aberdeenshire Council's</b> Contaminated Land team is responsible for undertaking site investigations under Part IIA of the Environmental Protection Act 1990, and for assessing any potential contamination issues identified from planning applications. There are 4 formally identified Contaminated Land sites in Aberdeenshire, one of which has been remediated and 2 others are likely to have remedial measures in place during 2014/15. The fourth site is being reviewed by SEPA.</p> <p><a href="http://www.aberdeenshire.gov.uk/environmental/strategy/index.asp">http://www.aberdeenshire.gov.uk/environmental/strategy/index.asp</a></p> <p><b>Aberdeen City Council's</b> Contaminated Land team investigates its area for sites where historic contamination presents a risk to human health or the wider environment. We also assess planning applications to ensure that sites with the potential for contamination are appropriately investigated and where necessary remediated to make them suitable for their new use.</p>

				<p><b>Moray Council</b> published its revised Contaminated Land Strategy in July 2013. Potentially contaminated sites continue to be mainly dealt with through the planning process with applications being screened to ensure the suitability of the sites for the proposed developments. In 2013 the Council undertook the remediation and reinstatement of two residential gardens on the site of the former Fochabers gas works. The groundworks for the Elgin Flood Alleviation Scheme which are currently in progress, involved the prior investigations of a number of former industrial sites with soil from some of these sites being treated prior to being reused in flood embankments and restoration works.</p> <p><a href="http://www.moray.gov.uk/downloads/file88467.pdf">http://www.moray.gov.uk/downloads/file88467.pdf</a>  <a href="http://www.moray.gov.uk/downloads/file88468.pdf">http://www.moray.gov.uk/downloads/file88468.pdf</a></p>
Investigation and abatement of statutory nuisance	✓	✓	✓	<p><b>Aberdeenshire Council</b> Environmental Health Service investigate a range of nuisances and work with owners etc to identify improvements to protect the health of residents, neighbours etc.</p> <p><a href="http://www.aberdeenshire.gov.uk/environmental/strategy/index.asp">http://www.aberdeenshire.gov.uk/environmental/strategy/index.asp</a></p> <p><b>Aberdeen City Council's</b> Environmental Protection Team investigate reports of potential statutory nuisances which may affect the health of residents within the city. The officers will take the appropriate action to abate the nuisance eg. Giving advice or taking enforcement action against owners or authors of the nuisance.</p>

				<b>Moray Council</b> Environmental Health investigates reports of potential statutory nuisances and takes the appropriate action to abate any nuisances and to protect the health of persons who may be affected.
Monitor unauthorised encampments set up by Gypsy/Travellers. The Local Authorities will work together to identify possible transit sites	✓	✓	✓	<p><b>Aberdeenshire Council</b> Environmental Health is responsible for managing unauthorised encampments in accordance with approved policy. The Council's Officer/Member Sub Cmt meets regularly to consider Gypsy Traveller issues. The Council has proposed a transit site at Aikey Brae, Mintlaw: a decision on whether to proceed with a planning application will be made in 14/15. The Council continues to fund a service level agreement with GREC (Grampian Regional Equality Council) to address Gypsy/Travellers needs including health issues.</p> <p><a href="http://www.aberdeenshire.gov.uk/privatehousing/index.asp">http://www.aberdeenshire.gov.uk/privatehousing/index.asp</a></p> <p>Within <b>Aberdeen City</b>, unauthorised encampments are primarily dealt with the Gypsy Travellers Liaison Officer, however the Environmental Health Services deals with statutory nuisance associated with these encampments.</p> <p><b>Moray Council</b> Housing Service has responsibility for dealing with unauthorised encampments and notifies other agencies, including Environmental Health. Unauthorised encampments are dealt with in accordance with the protocol and guidance adopted by the Council.</p>
Pest control	✓	✓	✓	<b>Aberdeenshire Council</b> introduced preferred contractor arrangements for pest and seagull control on 1 April 2014,

				<p>offering Aberdeenshire residents treatments at preferred rates. The agreements last for 3 years.</p> <p><a href="http://www.aberdeenshire.gov.uk/environmental/pests/index.asp">http://www.aberdeenshire.gov.uk/environmental/pests/index.asp</a></p> <p><b>Aberdeen City</b> Council's Pest Control Officers provide advice on all pest matters. Where appropriate the pest control officers will undertake treatments for rodent and insect infestations in domestic and commercial premises. There is a charge for any treatment carried out.</p> <p><b>The Moray Council's</b> pest control officer treats rodent and insect infestations in domestic premises and there is a service level agreement with the authority's Housing, Education and Social Care services to treat pests in these premises. The Pest Control officer also undertakes Animal Health /Welfare and Dog Warden duties.</p>
Promote responsible dog ownership and deal with stray dogs.	✓	✓	✓	<p><b>Aberdeenshire Council</b> will fully implement its Anti dog-fouling strategy in 14/15. The strategy strikes a balance between offering advice and enforcement. Additional officers have been authorised to serve fixed penalty notices. Anticipated legislative changes regarding responsible dog ownership will be considered in 14/15.</p> <p><a href="http://www.aberdeenshire.gov.uk/animals/index.asp">http://www.aberdeenshire.gov.uk/animals/index.asp</a></p> <p><b>Aberdeen City</b> Council Environmental Protection Team carry out annual visits to primary schools within the city to promote responsible dog ownership. In 2014/15 additional initiatives will be considered to further promote and</p>

				<p>educate the residents of Aberdeen about responsible dog ownership.</p> <p>The <b>Moray Council</b> promotes the Green Dog Walkers Scheme through the community wardens along with local communities. The Animal Services Officer and Pest Officer deal with all stray/lost dog issues. The authority actively enforces the Control of Dogs (Scotland) Act 2010 with 2 dog control notices being issued during 2013/14. There was a three fold increase in dog control complaints during the year.</p>
<p>Minimising the risk of exposure to environmental inevitabilities such as dog fouling, illegal dumping and graffiti.</p>	✓	✓	✓	<p><b>Aberdeenshire Council's</b> Waste Compliance Officers are responsible for tackling flytipping.</p> <p><a href="http://www.aberdeenshire.gov.uk/environment/index.asp">http://www.aberdeenshire.gov.uk/environment/index.asp</a></p> <p>Within <b>Aberdeen City</b> -these issues are dealt with jointly by the environmental health and environmental services teams. The City Wardens and Dog Wardens will also carry out patrols and issue FPN's for dog fouling.</p> <p><b>Moray Council</b> Environmental Health and Environmental Protection share responsibility for dealing with these issues. The Council removes graffiti free of charge. Community wardens carry out dog fouling and fly tipping patrols. 5 fixed penalty notices were issued during 2013. A successful initiative on dog fouling was recently organised, involving the wardens, local groups and press.</p>
<p>Assess impact of wind turbines for noise and shadow flicker to reduce</p>	✓	✓	✓	<p><b>Aberdeenshire Council</b> Environmental Health has a core team that assess planning applications and investigate</p>

<p>the impact on the health of neighbours.</p>				<p>complaints. Appropriate conditions are attached to Planning Permissions. Two current Abatement Notices are expected to be resolved in 2014. Policy and procedures will be revised in 2014/15 taking account of local experience and working within nationally recognised guidance.</p> <p><a href="http://www.aberdeenshire.gov.uk/environment/index.asp">http://www.aberdeenshire.gov.uk/environment/index.asp</a></p> <p><b>Moray Council</b> Environmental Health continues to assess planning applications and arrange for the appropriate conditions to be attached to the consents issued. The number of applications continues to increase along with the additional workload involved in also determining the accumulative effect of noise from existing approved installations.</p>
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<p><b>BUILT ENVIRONMENT</b></p>				
<p>Identify and address sub-standard housing and improve living conditions.</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p><b>Aberdeenshire Council</b> Environmental Health is responsible for identifying substandard houses and taking appropriate action, including legal action to improve living conditions. The Service works closely with the Housing Service when complaints are received regarding privately tenanted properties. Action is taken against those landlords that don't manage their properties in accordance with legislation and national standards.</p> <p><a href="http://www.betterrentingscotland.gov.uk">www.betterrentingscotland.gov.uk</a></p>

				<p><a href="http://www.aberdeenshire.gov.uk/privatehousing/index.asp">http://www.aberdeenshire.gov.uk/privatehousing/index.asp</a></p> <p>Within <b>Aberdeen City</b> substandard housing is dealt with by the Private Sector Housing Unit. They are responsible for monitoring the condition of private sector housing stock and ensuring private sector dwellings are maintained in a satisfactory state of repair and where necessary officers will take the appropriate action to improve living standards.</p> <p><b>Moray Council</b> Environmental Health takes appropriate action when houses fail to meet the tolerable standard and also when complaints are received regarding poor housing conditions and disrepair. Environmental Health is also engaged in Council wide initiatives to bring long term vacant properties back into use to assist address the current housing shortage.</p>
Provide a means, by way of advice, enforcement or grants, to enable housing conditions to be improved.	✓	✓	✓	<p><b>Aberdeenshire Council's</b> Scheme of Assistance states the advice, practical assistance and financial help can be provided to improve private properties, including disabled adaptations. The Council works closely with the Aberdeenshire Care and Repair Project to help people over the age of 60 and those that have disabilities to carry out improvements and repairs to allow them to continue to live at home  <a href="http://www.castlehill.co.uk">www.castlehill.co.uk</a></p> <p>In <b>Aberdeen City</b> Private Sector Housing Unit provides advice to the public on the availability of Scheme of Assistance grants and also administers the process of approving grant applications and making payment of</p>

				grants.  <b>Moray Council</b> Housing Section's Home Improvement Services Team is responsible for the implementation of the Moray Scheme of Assistance and provide advice on the availability of housing grants.
Seek to improve the management and condition of private rented houses through the Landlord Registration Scheme.	✓	✓	✓	Within <b>Aberdeenshire, Moray and Aberdeen City</b> , Landlord Registration is carried out by the Housing Service. The service liaises with a range of Council Services and external agencies to ensure landlords are fit and proper. <b>Aberdeenshire Council</b> organises a number of training events each year to assist landlords to manage their properties.  <a href="https://www.landlordregistrationscotland.gov.uk/Pages/Process.aspx?Command=ShowHomePage">https://www.landlordregistrationscotland.gov.uk/Pages/Process.aspx?Command=ShowHomePage</a>
Seek to ensure houses in multiple occupation (HMOs) are safe and healthy to live in through licensing of properties and close liaison with the Scottish Fire and Rescue Service and other external agencies.	✓	✓	✓	<b>Aberdeenshire Council's</b> HMO Officer is responsible for identifying, inspecting and licensing of HMOs, and undertaking any enforcement action required. In 2014/15 the Officer will participate in joint operations in conjunction with Police Scotland, Immigration and Scottish Fire and Rescue Service to target suspected unlicensed HMOs, with a view to dealing with unsuitable landlords and improving the living conditions of occupants. <a href="http://www.aberdeenshire.gov.uk/privatehousing/index.asp">http://www.aberdeenshire.gov.uk/privatehousing/index.asp</a>  Within <b>Aberdeen City</b> Houses in Multiple Occupation is dealt with by the Private Sector Housing Unit.  <b>Moray Council's</b> HMO Licensing Officer in Environmental

				Health deals with issues regarding the licensing of HMOs and the inspection and enforcement, working closely with other agencies such as the Scottish Fire and Rescue Service and Police Scotland.
<b>HOME SAFETY</b>				
<b>HEALTH &amp; SAFETY</b>				
<b>FOOD SAFETY</b>				
Home safety	✓		-	Within <b>Aberdeen</b> Home Safety transferred to the Community Safety team in July 2011.
Protecting health and consumer interests in relation to food by working with the FSA, local business and other partners to achieve nationally set targets and minimising the risk of food poisoning incidents/ outbreaks through inspection, training and initiatives	✓	✓	✓	<p><b>Aberdeenshire</b> Council produces an annual Food and Feed Law Enforcement Service Plan and a Review of the previous year's performance which is approved by elected members of the Infrastructure Services Committee. In addition, the Food Hygiene Information Scheme is operated throughout the Authority. The national Eat Safe award for food businesses maintaining a standard of food hygiene in excess of that required by current food law is promoted with 40 businesses having attained the award.</p> <p>In addition to an intervention strategy and Service Plan with resources targeted at high risk businesses ,<b>Aberdeen City</b> promotes the "Eatsafe" award for high performing food businesses.</p> <p><b>The Moray Council</b> produces a Food Law Enforcement Service Delivery Plan annually which is linked to FSA national initiatives/targets and Moray Council's corporate plans. The Food Hygiene Information Scheme and Eat Safe are promoted. A high priority is given to the investigation of food borne diseases with an internal target</p>

				of all cases reported by NHS Grampian to be contacted within 24 hours.  <a href="http://www.moray.gov.uk/downloads/file84384.pdf">http://www.moray.gov.uk/downloads/file84384.pdf</a>
Minimising the risk of ill health caused by occupational health exposures (including stress) and workplace safety, through inspection, awareness raising, training etc	✓	✓	✓	<p><b>Aberdeenshire Council</b> have a specific intervention strategy and Service Plan for occupational health and safety and this is reviewed annually</p> <p><b>Aberdeenshire</b> continue to hold health and safety drop-in advisory sessions across Aberdeenshire. Officers are in attendance and providing free health and safety advice to local businesses and duty holders in the area. This covers all occupational health and safety</p> <p><b>Aberdeen City</b> have an intervention strategy and Service Plan for occupational health and safety regulation, including ongoing project seeking to deliver training to small businesses..</p> <p><b>Moray Council</b> adheres to the National Local Authority Enforcement Code for its programme of proactive inspections for workplace health and safety and also its other regulatory interventions. The risk based interventions are determined with the use of national and local intelligence.</p>
Framework in place to licence all skin piercers and/or tattooists to ensure they comply with statutory provisions in particular those relating to the cause and spread of infection	✓	✓	✓	<b>Aberdeenshire, Aberdeen City and Moray Councils</b> licence individuals who undertake skin piercing and tattooing activities as a business under the Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Order 2006.

				<a href="http://www.aberdeenshire.gov.uk/safety/legislation/Guide_Version_1-6.pdf">http://www.aberdeenshire.gov.uk/safety/legislation/Guide_Version_1-6.pdf</a>  <a href="http://www.aberdeenshire.gov.uk/online/licenses/tattoo.asp">http://www.aberdeenshire.gov.uk/online/licenses/tattoo.asp</a>  <a href="http://www.moray.gov.uk/downloads/file91931.pdf">http://www.moray.gov.uk/downloads/file91931.pdf</a>
Arrangements in place to inspect and regulate sunbed premises in line with the provisions of the Public Health etc (Scotland) Act 2008	✓	✓	✓	<p><b>Aberdeenshire Council</b> regulates the sale and hire of sunbeds in line with the provisions of the statutory provisions, which prohibit operators from allowing use of sunbeds on their premises by persons under 18; prohibit operators from allowing unsupervised use of sunbeds on their premises; prohibit the sale or hire of sunbeds to persons under 18. Regulatory visits have been programmed into the 2014-15 Service Plan for 2014/15</p> <p><b>Moray Council</b> regulate the use, sale and hire of sunbeds in line with the statutory provisions. Over recent years the number of premises in Moray offering the use of sunbeds has gradually fallen and in 2014 there are now only two tanning salons.</p>
Protecting consumers' health in relation to water supplies through monitoring, promotion of the private water supplies grant scheme, provision of advice and enforcement	✓	✓	✓	<p><b>Aberdeenshire Council</b> has a team of 5 Officers and 3 Admin Officers dealing with issues pertaining to private water supplies. The level of grant payments made annually is between £300 and £400K. The Council is working in conjunction with private estates to encourage</p>

<p>activities.</p>			<p>the adoption of water safety plans to ensure more effective management of supplies. Publicity is to be undertaken in 14/15 to encourage more users to improve their supplies.</p> <p><a href="http://www.aberdeenshire.gov.uk/environmental/water.asp">http://www.aberdeenshire.gov.uk/environmental/water.asp</a></p> <p><a href="http://www.privatewatersupplies.gov.uk/private_water/CCC_FirstPage.jsp">http://www.privatewatersupplies.gov.uk/private_water/CCC_FirstPage.jsp</a></p> <p><b>Aberdeen City Council:</b> The Environmental Protection Team carry out the duties required by the regulations relating to private water supplies. Uptake of grants to improve water supplies is currently promoted following enquires and information is also available on the Council website:  <a href="http://www.aberdeencity.gov.uk/planning_environment/environmental/environmental_health/pol_Water_pollution.asp">http://www.aberdeencity.gov.uk/planning_environment/environmental/environmental_health/pol_Water_pollution.asp</a></p> <p><b>The Moray Council</b> presently has 2 full time officers involved in private water supplies. During 2012-2013 there was grants promotion throughout the area in an ongoing effort to encourage the uptake of grant assistance to improve supplies. £88,044.98 in private water supplies grant was paid out between 1<sup>st</sup> January 2012 and 31<sup>st</sup> December 2013. During that same period a total of 126 grants were approved for a figure of £99,629.87.</p> <p>During 2013 there were challenges presented to by private water supply yields failing, generally for the first time in their known history, due to low ground water levels and low precipitation. Since the introduction of grants in July 2006 to 6<sup>th</sup> February 2014 a total of £490,155.82 has been paid out, with several grants due to be claimed before the</p>
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				<p>end of the current financial year.</p> <p>Moray is participating in the pilot key performance indicator scheme currently being implemented by the Scottish Government.</p>
<p>Minimising the risk of environmental tobacco smoke/ secondary exposure through inspection, enforcement, awareness raising of smoking in public places legislation, and reduce the incidence of smoking by restricting sale of tobacco products to underage consumers and reducing illicit tobacco sales.</p>	✓	✓	✓	<p><b>Aberdeenshire Council</b> continue to regulate smoking in public places under the Prohibition of Smoking in Certain Places (Scotland) Regulations 2006 and all enforcement officers within the Service are duly authorised including the Licensing Standards Officers</p> <p><a href="http://www.aberdeenshire.gov.uk/safety/clearing.asp">http://www.aberdeenshire.gov.uk/safety/clearing.asp</a></p> <p><b>Aberdeen City's</b> Trading Standards service has a programme of test purchasing from city retailers, monitors illegal tobacco and works with the Scottish government on the registration of tobacco retailers. Officers from the Commercial Team within Environmental Health carry out compliance/Enforcement visits to ensure that premises are compliant with Smoking Ban legislation.</p> <p><b>Moray Council</b> continues to ensure that premises comply with the legislation banning smoking in public places. Very few complaints of non-compliance are now received and concern mainly smoking in work vehicles. Trading Standards carries out a tobacco enforcement programme, including on age restrictions with test purchases and 'integrity checks', the ban on vending machines and the investigation into illicit sales of tobacco by unregistered sellers.</p>

<p>Activities concerning alcohol consumption regulation through new licensing standards legislation – including enforcement, education and awareness raising work</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p><b>Aberdeenshire Council</b> has 4 Licensing Standards Officers who will participate in joint operations during 14/15 with Police Scotland and other agencies to promote responsible drinking and responsible management of licenced premises.</p> <p><a href="http://www.aberdeenshire.gov.uk/licensing/index.asp">http://www.aberdeenshire.gov.uk/licensing/index.asp</a></p> <p><b>Aberdeen City</b> has 2 Licensing Standards Officers who are involved in a planned inspection programme and also respond to complaints about licensed premises.</p> <p><b>Moray Council</b> Trading Standards has 0.4 FTE Licensing Standards Officers who provide advice to businesses on alcohol licensing requirements and deal with complaints from consumers and businesses.</p>
<p>Protecting the health, welfare and safety of the public and animals through raising standards of premises licensed for these purposes and carrying out farm inspections.</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p><b>Aberdeenshire Council</b> has 4 Animal Health and Welfare Inspectors responsible for the protection of livestock on farms, at markets and during transportation. An Animal Health and Welfare Service Plan is produced annually in consultation with the AHVLA.</p> <p><a href="http://www.aberdeenshire.gov.uk/animals/index.asp">http://www.aberdeenshire.gov.uk/animals/index.asp</a></p> <p><b>Aberdeen City</b> currently making minor amendments to Animal Health and Welfare Service Plan after consultation with AHV Services.</p> <p><b>The Moray Council</b> has 1 Animal Services Officer who undertakes joint programmed farm inspections with</p>

				Trading Standards to assess animal standards and food/feed safety standards. Reactive visits are also carried out following intelligence or complaints. Consultation has taken place with AHVLA and the existing Animal Health and Welfare Service Plan has been reviewed and updated.
Promoting community health and well-being by protecting public health through educational and advisory services	✓		-	<b>Aberdeenshire Council</b> operates a full training programme throughout the year offering a selection of over 12 food and health and safety courses for businesses, charitable groups and organisations and members of the public. A core Food and Safety Team promotes and publicises hygienic and healthy eating at annual events throughout Aberdeenshire, participated in the national Food Safety Week and presents on wide and varied topics for schools, colleges and community groups. <b>Aberdeen City Council</b> participates in the annual food safety week to promote safe and healthy eating. Aberdeen City also participates in the Food Standards Agency Food Hygiene Information Scheme, publishing food business inspection reports online.
Pandemic flu preparedness	✓	✓	✓	<b>In Aberdeen City, Aberdeenshire and Moray</b> this is organised in partnership with the Emergency Planning Service
Provide advice on reduction of radon gas levels in premises.		✓	✓	<b>Aberdeenshire Council</b> provide advice on results and improvement works and liaise with the Health Protection Agency.  <b>Aberdeen City</b> is not a recognised area of high radon levels. However, updated radon maps identified approximately 50 properties in potential hotspots.

				Residents were offered free radon sampling through HPS in February 2014.  <b>Moray Council</b> offers advice on results of tests for radon and work in conjunction with the Health Protection Agency.
Inspection of ships and other port health responsibilities. Border inspection post located at Peterhead harbour.		✓	✓	<b>Aberdeenshire Council</b> provides a vessel inspection service at the ports of Peterhead and Fraserburgh for the issue of ship sanitation and hygiene certificates. The Council operates Scotlands only Border Inspection Post where imported consignments of frozen fishery products from 3 <sup>rd</sup> countries are inspected against EU entry requirements. <b>Aberdeen City Council inspect in excess of 300 ships at Aberdeen Harbour in addition to its other port health responsibilities.</b>  <b>Moray Council</b> Trading Standards inspects feed imported into Buckie Harbour and a system is in place for the Environmental Health Service to be notified if any food intended for human consumption (e.g. grain for the distilling industry) is imported.

## GENERAL

Training of students to ensure continuing supply of qualified staff	✓	✓	✓	<b>Aberdeenshire Council</b> employs and supports students through the Strathclyde and University Of West Of Scotland degree courses. Student EHO to be recruited in 2014. Training will also be provided in autumn and winter months to those students who already have their degree.
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				<b>Moray Council</b> assists in providing training to graduates without a local authority placement to allow them to complete their professional practice training.
Consider equalities legislation when introducing new policies and procedures to ensure any adverse impacts are mitigated.				<p><b>Aberdeenshire Council</b> provides training for all staff and has Service Champions in each section to ensure compliance with legislation.</p> <p><b>The Moray Council's</b> Equal Opportunities Officer is always consulted when reports are submitted to Council committees including when new policies and procedures are to be introduced. <b>Moray Council</b> is committed to taking all steps within its power to eliminate discrimination and to promote equal opportunities and good relationships amongst all communities.</p>

### Action

- Aberdeen City Council will continue to implement the health protection priorities above
- Aberdeenshire Council will continue to implement the health protection priorities above with fresh emphasis on the food hygiene information scheme and the radon action plan.
- The Moray Council will continue to implement the health protection priorities above

## 9. Civil Contingencies

- NHS Grampian and all three Local Authorities are Category 1 responders as defined under the Civil Contingencies Act 2004. To fulfil our statutory duties under the Act, NHS Grampian and each Local Authority has plans and systems in place to respond to emergencies which threaten the health, safety and welfare of the population of Grampian, and business continuity plans to ensure continued delivery of essential services in the face of disruptive events.
- In addition to our own organisation's plans, NHS Grampian and the Local Authorities work in partnership with other responder agencies, under the aegis of new Resilience Partnerships, to plan, and prepare for, coordinated, multi-agency, responses to incidents and emergencies. Resilience Partnerships came into effect in November 2013, replacing Strategic Coordinating Groups (SCGs).
- Multi-agency planning and preparedness activity takes place at both a local level, at the Grampian Local Resilience Partnership (GLRP) and at regional level as part of North of Scotland Regional Resilience Partnership (NSRRP). Partner agencies work together to deliver resilience in the North region: this is done through the North of Scotland RRP business plan executed via 4 Capability Groups and 8 subgroups, each with a detailed action plan to deliver on the overarching RRP business plan. North of Scotland RRP takes in Grampian, Tayside and the Highlands and Islands.
- Response plans are developed based on risks identified and detailed in the community risk registers for the local area, and the wider North region. It is anticipated that under the new Resilience arrangements in Scotland, community risk registers will be available through the Ready Scotland website. <http://www.readyscotland.org> .
- In response mode, in situations where there are wider consequences to an incident and where that requires a coordinated multi-agency response, NHS Grampian and local authorities come together with other Category 1 and other responders as Grampian LRP, and if the scale, or specific circumstances, of an incident requires it, at regional level as part of North RRP. As a regional group the RRP brings together partner agencies not only from Grampian but also Tayside and Highlands & Islands, along with national agencies.

- The Civil Contingencies Unit Annual Report is available through the Civil Contingencies Unit. Annual Reports describe the activity and progress for each year and provides assurance of NHS Grampian's compliance with the Civil Contingencies Act 2004.
- **Action**
  - NHS Grampian will continue to ensure compliance with the requirements of the Civil Contingencies Act 2004, and will fulfil its duties and responsibilities under the Act.
  - NHS Grampian will continue its drive towards alignment with British Standard 25999: Business Continuity Management and the development of a resilient healthcare system that is able to maintain critical services even when faced with disruptive challenges.
  - NHS Grampian will continue to support and work closely with partners to consolidate the Resilience partnership, deliver the North of Scotland RRP strategic objectives, and ensure an effective, co-ordinated, multi-agency response to and recovery from emergencies.

## **10. Effective information systems for managing outbreaks and incidents**

In early 2014, NHS Grampian implemented HPZone, This is a national information management system to support the investigation and management of health protection incidents and outbreaks.

## **11. Capacity and resilience**

The capacity and resilience of health protection services have been regularly reviewed and all agencies have reviewed their business continuity plans. Please see Appendix 4 for more details.

## **12. Quality assurance, continuing professional development evidence based practice**

- NHS Grampian, Aberdeen City, Aberdeenshire and The Moray council continually strive to improve the services we deliver.
- NHS Grampian meets with Local Authority colleagues on a monthly basis to review recent incidents.
- Lessons are identified during outbreaks and incidents and action plans are developed to implement any appropriate changes to practice
- Training is provided on a wide range of topics e.g. infection control, immunisation (single and multi-agency)

**Action**

- NHS Grampian will continue to contribute to the review and development of national guidance through the Health Protection Network
- NHS Grampian will implement new guidance following an assessment of the benefits and the resource implications.

## Appendix 1. Overview of NHS Board and Local Authorities areas

The area covered by NHS Grampian extends to approximately 3,500 square miles of North East Scotland. NHS Grampian is one of 14 territorial Health Boards in Scotland; with a population of 550,620 (GROS, 2010) about 10% of the population in Scotland.

Grampian has 3 Community Health Partnerships (CHPs); Aberdeen City CHP, Aberdeenshire CHP and Moray Community Health and Social Care Partnership. The 3 CHPs cover the same area as the 3 local Authorities – Aberdeen City, Aberdeenshire and The Moray Councils.

In the future it is predicted that our population will be different from what it is today. For example in Grampian it is predicted that:

- The overall size of the Grampian population is predicted to increase by 12% by 2033.
- Births will reduce by 2% (120 births) between 2010/11 and 2032/33.
- Children aged 0-15 years will increase by 2% by 2033.
- People of working age (16-65 years) will increase by 5%.
- People of a pensionable age will increase by 46% and those over 75 years of age by 107%.

*(data from General Register Office for Scotland, 2008-based figures)*

**Aberdeen City Council** is a mainly urban port authority with a population of approximately 217,000. The City is the main port for the oil industry within Europe and retains a now diminishing fishing industry.

A relatively large fish processing business sector still exists within the authority despite the closure of the fish auction market. There is also a major manufacturing dairy and meat products factory within the city. Additionally, the city has a diverse catering sector producing a wide range of traditional and ethnic meals, the majority of which are contained within the city centre area. The city has a thriving air and seaport.

The main water source in Aberdeen City is the public water supply, currently 106 properties within Aberdeen City are served by private water supplies

**Aberdeenshire** is a predominantly rural area with a landscape which varies from the mountainous Cairngorms through rich agricultural lowlands to a rugged coastline.

Traditionally it has been economically dependant upon the primary sector (agriculture, fishing and forestry) and related processing industries. Peterhead and Fraserburgh continue to have a strong fish and fish processing industry as is the meat sector in and around Inverurie. Within the last 35 years the emergence of the oil and gas industry and the development of the service sector have led to rapid population growth equating to a 50% rise since 1971.

Aberdeenshire's population stands at 245,780 (2010) with major population centres at Peterhead, Fraserburgh, Inverurie, Stonehaven, Westhill and Ellon. The population currently has a relatively high proportion of under 20s and fewer over 65s compared with the Scottish average, reflecting employment driven in-migration in recent decades.

Many more detailed statistics on the population, economic profile, land use and census information are available at <http://www.aberdeenshire.gov.uk/statistics/index.asp>

There are in excess of 8000 private water supplies in Aberdeenshire supplying 12.9% of the population.

**The Moray Council** covers the eighth largest local authority area in Scotland, stretching from the Moray Firth coast down to the mountain summits in the Cairngorm National Park in the south. Moray is mainly a rural area, comprising 70% open countryside and a further 25% woodland.

In 2012 the population of Moray was 93,295 with approximately 58% living in the five main towns of Elgin, Buckie, Forres, Keith and Lossiemouth.

Moray is the centre of Scotland's malt whisky industry with over 50 distilleries and the area also supports a number of other global businesses, including Baxters, Walkers Shortbread and Johnstons of Elgin. A significant percentage of the economy of Moray is reliant on the RAF Lossiemouth base and the Army barracks at Kinloss.

Although Moray is categorised as one of the least deprived local authority areas in Scotland with no data zones in the lowest 15% level of deprivation, it has the country's second lowest median gross weekly wage. Around 71% are employed in the service industries, 11% in manufacturing and 9% in construction.

There are 804 private water supplies in Moray serving approximately 1982 properties as at 1 April 2014

## Appendix 2 Health protection: planning infrastructure

<b>Joint NHS and Local Authority plans</b>					
<b>Plan</b>	<b>Last review</b>	<b>Next review</b>	<b>Last test</b>	<b>Planned test</b>	<b>Notes and areas for development</b>
Infectious Disease Incident Plan	July 2014	July 2016	Regularly tested in outbreaks	In regular use	Reviewed in light of updated SGHD guidance on Management of Public Health incidents
Public response to an Environmental Incidents	April 2014	April 2016			Reviewed in light of updated SGHD guidance on Management of Public Health incidents
Blue Green Algae plan	June 2013	June 2017	Used regularly	None planned	
Scottish Waterborne Hazard Plan	2012	National	Used regularly Exercised February 2008		National plan, implemented locally.
Procedure for cases of illness in aircraft at Aberdeen	September 2012	2015			Good working relationship between NHS Grampian and Aberdeen City Council for dealing with port health issues at Aberdeen Airport and harbour. Established infection control procedures at Aberdeen Airport and

					Harbour.
Procedure for cases of illness in vessels arriving at Aberdeen	September 2012	2015			As above
Aberdeenshire Seaport plan	N/A	2012	N/A		As a small number of cruise ships now dock in Peterhead Harbour a seaport plan has been developed by Aberdeenshire Council and NHS Grampian.

<b>Multi - agency plans under the aegis of the Strategic Co-ordinating Group</b>					
<b>Plan</b>	<b>Last review</b>	<b>Next review</b>	<b>Last test</b>	<b>Planned test</b>	<b>Notes and areas for development</b>
Grampian SCG Generic Emergency Response and Recovery Framework	Nov 2013	2014	N/A	Date to be agreed	Interim arrangements during period of transition from SCGs to Resilience Partnerships. Plan will be reviewed and updated once RRP response framework agreed at national level for local implementation. Supersedes Grampian SCG Generic Emergency Response and Recovery Framework.
SCG Public communications Plan	2013	2014	N/A	Date to be agreed	A tabletop exercise is planned and will be delivered by the Public Communications Liaison Group

SCG Mass Fatalities Plan	2013	2014	Sept 2013	Date to be agreed	Tabletop exercise conducted in June 2011. Further exercise to be advised.
SCG Flooding Response plan	2013	2014	Dec 2012	Date to be agreed	
SCG Major Infectious Disease Plan	2012	2013	N/A	Date to be agreed	
NHS Grampian Major Incident plan (including CBRN/Hazmat response)	2013	2014	Apr 2014 (Hospital)	Date to be agreed	Plan to be updated to reflect Preparing Scotland, NHS Scotland Preparing for Emergencies Guidance and Resilience Partnership developments.
SCG CBRN/Hazmat Response & Recovery Plan	2013	2014	Nov 2011	Date to be agreed	
SCG Scientific and Technical Advice Cell (STAC) Activation and Management Plan	2013	2014	N/A	Date to be agreed	
SCG Care for People Plan	2012	2013	Oct 2013	Date yet to be agreed	The SCG Care for People plan is an

(combined)					overarching framework for response to care for people issues and is supported by individual local authority Care for People plans. These local plans detail how each local authority, along with partner agencies including NHS Grampian, will respond to Care of people requirements within their authority boundaries
SCG Animal Diseases Plan	2013	2014	Nov 2012	Date to be agreed	
SCG Fuel Plan	2013	2014	Aug 2012	Date to be agreed	
SCG Coastal Pollution Plan	2012	2013	N/a	Date to be agreed	
Various site specific plans including offsite plans for COMAH sites in Grampian					Control of Major Accident Hazards Regulations 1999 (COMAH Regulations)

SCG plans will, over time and in due course, be updated to reflect the new Resilience Partnership arrangements in Grampian and North of Scotland (LRP/RRPs) and, where appropriate, regional level plans will be put in place where this level of plan would enhance response arrangements.

During the transition phase from SCGs to LRP/RRPs and the early bedding in period of the new resilience partnerships, the key focus of activity will be to establish new RRP/LRP business processes. As new RRP response arrangements are established, arrangements will be put in place for appropriate exercising of plans along with LRP exercises. (Exercising of COMAH plans is conducted under COMAH regulations and requirements).

## Single Outcome Agreement

The Single Outcome Agreement (SOA) Framework underpins funding provided to local government and sets out a national performance framework based around the five strategic objectives of the Scottish Government (wealthier and fairer; smarter; healthier; greener; safer and stronger), which are underpinned by national outcomes, national performance indicators and local performance indicators. The SOA demonstrates how the each of the 32 Councils and their Community Planning Partners contribute to delivering the national outcomes, prioritised by the Scottish Government. Environmental Health must champion the role of the local authority in public health and specifically health protection within the SOA and Community Planning agenda.

Local Authority plans	UPDATE	
<b>Aberdeen City</b>		
<b>Plan</b>	<b>Last review</b>	<b>Next review</b>
Community Plan and Single Outcome Agreement	2013	2015
Five Year Business Plan 2012/13- 2017/18	2014	2015
Environmental Health and Trading Standards Service Plan 2014/15	2014	2015
Food Regulatory Service Plan 2014-2015	2014	2015
Health and Safety Intervention Plan 2014-2015	2014	2015
Air Quality Action Plan 2011	2013	2014
Environmental Protection Service Plan	2013	2014
Licensing Standards Operational Service Plan	2011	2012
Animal Health and Welfare Service Plan	2014	2015
Trading Standards Operational Service Plan	2014	2015
Aberdeen Agglomeration Noise Action Plan	2014	2018
Contaminated Land Strategy	2007	2016
Air Quality Updating and Screening Assessment	2013	2014
(all documents can be accessed via <a href="http://www.aberdeencity.gov.uk">www.aberdeencity.gov.uk</a> )		

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<b>Aberdeenshire</b>		
Food and Feed Law Enforcement Service Plan	2013	2014
Air Quality Updating and Screening Assessment	2012	2015 (Progress report – 2014)4
Health and Safety Service Plan	2014	2015
Health and Safety Enforcement Policy	2014	2015
Food Law Intervention Policy and Procedure	2013	2014
Animal Health and Welfare Service Plan	2013	2014
Contaminated Land Strategy	2011	2014
Aberdeenshire Community Plan and Single Outcome Agreement	2011	2015
Infrastructure Services Business Plan	2011	2014
<b>The Moray Council</b>		
Moray 2023 A Plan for the Future	2014	2015
Moray Community Partnership Single Outcome Agreement	2013	2014
Food Enforcement Service Delivery Plan	2013	2014
Food Safety Incident Procedure	2013	2014
Food Related Infectious Disease Procedure	2013	2014
Food Law Intervention Procedures	2013	2014
Food Sampling Policy	2013	2014
Air Quality Updating and Screening Assessment	2013	2014
Contaminated Land Strategy	2013	2016
Environmental Health Enforcement Policy	2008	2014
Health & Safety Enforcement Policy	2003	2014
Animal Health and Welfare Service Plan	2012	2014

### Appendix 3 Health protection: resources and operational arrangements

*Outline the resources (health board and local authority) available to provide health protection services (CD & EH) – staffing (expressed as whole time equivalents/full-time equivalents), job titles, roles and responsibilities (statutory and non-statutory), including management, technical and professional staff. Indicate the numbers of health board and local authority competent persons, as designated under the Public Health etc. (Scotland) Act 2008*

**NHS Grampian** - as at January 2014 and expressed as whole time equivalents

2 Consultants in Public Health Medicine (CPHM)

3.3 Health Protection Nurse Specialists (HPNS) and 1 TB Nurse Specialist. 0.4 of HPNS time is directed toward TB. 0.3 of HPNS time is directed toward BBV.

12 staff are designated as Health Board competent persons\*

1.0 Sexual Health and BBV MCN Manager, 1.0 Project Support Manager for SH and BBV, 1.0 Public Health Researcher for SH and BBV and 0.4 BBV public health nurse specialist

2.5 Administrative staff

This describes the staff normally available during the day but does not reflect the staff available in an emergency. The Public Health Business Continuity Plan prioritises the response to communicable disease and environmental hazards. In emergency situations an enhanced rota or shift system can be put in place short term to ensure resilience of response and allow for adequate rest periods drawing on staff in the Public Health Directorate and the wider NHS system if necessary. Mutual Aid agreements in place with the Northern Boards.

The Health Protection Team works with a wide range of agencies to protect the health of the population of Grampian including

- NHS, Local Authorities and Emergency Services
- Animal Health and the Scottish Agricultural College
- Health Protection Scotland and the Scottish Government Health Directorate
- Scottish Water, Food Standards Agency, SEPA and HSE.

We undertake the surveillance, investigation and management of control of communicable disease and non-infectious environmental hazards. We lead on the development and implementation of strategy, programmes and action plans for specified

areas e.g. Hepatitis C, Tuberculosis and Immunisation programmes. We provide public health advice to NHS colleagues, Local Authorities, other agencies, individuals and the public. We provide education and training to a wide range of students and professional groups in the NHS and other agencies. We contribute to health protection audit and research.

**Aberdeen City**

Aberdeen City has 26.9 FTE posts competent persons (comprising 24.3 in Commercial Team and 22.6 in Environmental Protection) although as of 31<sup>st</sup> March 2014 13 of these are vacant. There are a further 6 FTE administrative staff who contribute to public health functions plus Trading Standards Enforcement staff who work on under age sales of tobacco.

Staff are split across two teams, Environmental Protection and Commercial Premises, but work closely together. Other Council services are involved in health protection matters as appropriate.

**Aberdeenshire**

Aberdeenshire has 24 competent persons\* and 33.5 FTE further technical persons who contribute to public health functions.

**The Moray Council**

Moray Council has 11 competent persons\* designated under the Public Health etc (Scotland) Act 2008 and a further 15 FTE staff who contribute to public health functions.

**Aberdeen Scientific Services Laboratory**

ASSL has 2 competent persons under the Food Safety Act 1990\* and 15 FTE further professional/specialist/administration who contribute to public analyst functions

\* see below for definition of competent persons

## **Extract from The Public Health etc. (Scotland) Act Designation of Competent Persons Regulations 2009**

### **Criteria and Qualifications for Health Board Competent Persons**

For a person to be eligible for designation as a health board competent person, that person must:

- be employed by or have a contract for services with a health board in Scotland; and
- be a registered medical practitioner on the General Medical Council's Specialist Register in the speciality of public health medicine with a minimum of 6 months' work experience in health protection; or
- be a registered medical practitioner who has held a substantive consultant post in the UK NHS in public health medicine prior to 1st January 2008 with a minimum of 6 months' work experience in health protection; or
- be a nurse, registered with the Nursing and Midwifery Council, with a minimum of 2 years work experience in health protection; or
- be registered as a public health specialist on the UK Public Health Register, having gained access to the Register by the training route, with a minimum of 6 months' work experience in health protection; or
- be registered as a public health specialist on the UK Public Health Register, having gained access to the Register by the portfolio route, with a minimum of 2 years' work experience in health protection.

### **Criteria and Qualifications for Local Authority Competent Persons**

For a person to be eligible for designation as a local authority competent person that person must:

- be employed by a local authority in Scotland; and
- be an environmental health officer, meaning a person holding the Diploma in Environmental Health awarded by the Royal Environmental Health Institute of Scotland (or equivalent), with a minimum of 2 years' experience working as an environmental health officer within a local authority or equivalent.

### **Criteria and Qualifications for Public Analyst Competent Persons under the Food Safety Act 1990**

For a person to be eligible for designation as a Public Analyst competent person that person must:

- be employed by a Public Analyst Service in Scotland; and
- be an Public Analyst, meaning a person holding the Masters of Chemical Analyses awarded by the Royal Society of Chemistry, with a minimum of 2 years' experience working as an Public Analyst within a local authority or equivalent: or
- be a Food Examiner, meaning a person holding the required qualifications and experiences as defined by The Food Safety (Sampling and Qualifications)(Scotland) Regulations 2013

(b) Briefly outline the IT and Communications Technology available to the NHS Board and local authority(ies) to facilitate health protection (CD&EH) work, including the management of incidents and outbreaks.

	<b>NHS Grampian</b>	<b>Aberdeen City</b>	<b>Aberdeenshire</b>	<b>The Moray Council</b>
<b>Hardware</b>				
Desktop and laptop computers	✓	✓	✓	✓
Printers (black and white and colour)	✓	✓	✓	✓
Photocopiers	✓	✓	✓	✓
Fax machines	✓	✓	✓	✓
Office and mobile telephones	✓	✓	✓	✓
Access to language line	✓	✓	✓	✓
Personal digital assistant	Limited		✓	
Pagers	✓	✓	✓	
Audio-teleconferencing equipment	✓	✓	✓	✓
Video-conferencing equipment	✓	✓	✓	✓
On call laptops	✓	Limited		
Control Room	✓			
Network access from home outwith normal hours	Limited	Limited	Limited	Limited
<b>Software</b>				
MS Office (Word, Excel, PowerPoint, Access)	✓	✓	✓	✓
Internet and secure email	✓	✓	✓	✓
HPZone (a national NHS incident management system)	✓			
SIDSS (Scottish Infectious Disease Surveillance System)	✓			
Access to electronic information resources and databases – ECOSS (Electronic Communication of Surveillance in Scotland), SCI Store (to access laboratory results), SCI Gateway, SHPIR (Scottish Health Protection Information	✓			

Resource), TRAVAX (travel advice), Toxbase (toxicology database), SEISS (Scottish Environmental Incident Surveillance System), NHS Scotland e-library.				
Uniform system used for recording and management				✓

*(c) Outline the organisational arrangements in place to facilitate good collaborative working between the NHS, local authorities and other health protection partners, e.g. the veterinary service, Scottish Water etc. How often do the teams meet? How are public health incidents reviewed and lessons shared locally?*

The NHS Grampian Health Protection Team, Infection Prevention and Control Nurses, Infection Control Doctor/Consultant Medical Microbiologist Consultant Medical Virologist and Environmental Health Officers (EHOs) from Aberdeen City, Aberdeenshire and The Moray Council meet monthly to review all communicable diseases, outbreaks and environmental incidents. The Divisional Veterinary Manager, Animal Health and the Public Analyst, Aberdeen Scientific Services Laboratory have a standing invitation to attend.

The NHS Grampian CPHM, EHOs from Aberdeen City, Aberdeenshire and The Moray Council meet with Scottish Water six monthly to review public and private water quality.

NHS Grampian aims to host the Medical, Veterinary and Environmental Health liaison/educational meetings once a year. Attendees in past have included public health, vets from both Animal Health and the Scottish Agricultural College, EHOs, clinical staff, Infection Prevention and Control nurses, Health Protection Scotland, Scottish Water, Scottish Environmental Protection Agency and Food Standards Agency.

*(d) Outline the arrangements to respond out of hours, including staffing and job titles (NHS and local authority), including management, technical and professional staff.*

**NHS Grampian**

Two tier rota in place staffed by HPNS, Speciality Registrars, a CPH and CPHMs. A CPHM or CPH is always available. 12 staff are designated as Health Board competent officers. Administrative support is available on a voluntary basis. Expert advice is available from Health Protection Scotland.

**Aberdeen City**

Out of hours services were reviewed in 2013 as part of the Environmental Healths review of policies and procedures.. The Environmental Health Officers provide an out of hours duty officer service on a rota basis. The Duty Officer is available to respond outwith normal office hours and contact details are supplied to partner organisations and emergency services. If the Duty Officer requires assistance they have access to contact details of the whole environmental health team, including the management team. There is capacity to put together a team of frontline staff to respond to a situation arising out of hours should this be required.

**Aberdeenshire**

An out of hours telephone number (08456 08 12 03) is widely advertised and circulated to partner organisations. Calls are handled by the centre out-with normal office hours. The centre then contacts the relevant officer and a decision made on the most appropriate course of action.

**The Moray Council**

There is currently no 24 hour on call response for the Environmental Health Service. The Council has an out of hours contact number 08457 565656 and the Environmental Health Manager is the first point of contact.

*(e) Outline the arrangements for reviewing Health Protection Standard Operating Procedures or Guidance. How often does this take place?*

Guidance is reviewed as required e.g. prompted by change in epidemiology, new national guidance, lessons identified from outbreaks and incidents.

*(f) Outline the corporate arrangements for ensuring the maintenance of knowledge, skills and competencies for staff who have health protection duties in both the NHS Board and local authorities, including keeping up to date for out of hours duties. How is this recorded? How often are the arrangements reviewed?*

#### **NHS Grampian**

Local on call guidance provided and updated regularly and new guidance issued as required

On call training provided on regular basis as part on ongoing CPD programme.

Multi agency workshops e.g. management of E coli O157 and outbreaks of disease

Attendance at Health Protection Scotland courses and other national training e.g. Chair of Scientific and Technical Advice Cell,

Major Incident, Loggist and Recovery training

Staff review, agree and record CPD requirements during appraisals.

Additional training needs identified at weekly and monthly reviews of incidents

On call staff contribute to daytime response

#### **Aberdeen City -**

In house procedural documents available along with documented training plans

Annual Performance Appraisals result in the formulation of Personal Development Plans which incorporate compulsory structured food hygiene training along with any other identified training needs (Training needs may also be identified as a result of quality monitoring).

Staff carrying out occupational health and safety enforcement also undergo a Regulator's Development Needs Analysis (RDNA) and consideration is being given to rolling out RDNA for other areas of environmental health where this is available.

Staff are encouraged to participate in the professional CPD schemes, and compulsory CPD is recorded.

A skills training matrix and Training Planner for officers within the Commercial Team of Environmental Health has recently been developed.

Regular technical meetings in the various environmental health disciplines are held to update staff and discuss pertinent issues, including review of any incidents. These meetings are minuted.

Budget provision is made for essential professional training and competence maintenance. Records are maintained for training undertaken by staff

Staff participating in the environmental health duty rota have received training and support is available to them from other staff in the team should they need advice on how to deal with any particular incident.

### **Aberdeenshire**

Training needs are identified during the annual Employee Development Review Scheme.

Staff undertaking food hygiene inspections are required to achieve 10 hours of relevant training per year.

Staff attend focus groups, team meetings, seminars and training courses where available.

Many of the staff take part in the REHIS scheme of CPD and attain or maintain Chartered Status. Service Manager, Team Managers and Senior EHOs are required to show a continuing commitment to CPD. This is the subject of ongoing monitoring.

An out of hours emergency contact list is maintained and regularly reviewed. Staff on the out of hours list are equipped with laptops and have access to the network and database for out of hours response.

### **The Moray Council**

Training needs are identified during the Employee Review and Development Programme. All EHO's participate in REHIS scheme of Continuing Professional Development and have achieved Chartered Status. Staff undertaking Food Hygiene inspections are required to achieve 10 hours of structured food hygiene training per year. Staff attend REHIS seminars, internal focus groups and staff meetings where changes to legislation, codes of practice and guidance are discussed.

## Appendix 4 Health protection services: capacity and resilience

### **NHS Grampian**

Capacity and resilience were reviewed after our response to pandemic influenza. Business Continuity Plans were reviewed and updated in 2011.

Mutual aid arrangement in place with Northern Boards and reviewed and updated in 2014 as evidenced by agreement signed by Chief Executives.

### **Aberdeen City**

Resilience and capacity has been tested during several large scale outbreaks over recent years. Although the Service has always coped with demand, potential gaps were identified, in terms of both the out of hours service and the team's general capacity to respond should there be very high demand.

Accordingly, the Environmental Health Service was restructured during 2011 with an emphasis on multi-disciplinary teams and multi-skilling of staff in a variety of disciplines of environmental health in order to ensure capacity and capability to respond whatever the nature of the public health incident.

As part of the restructure the Environmental Health Duty Officer out of hours service was reviewed. A much larger pool of EHOs now staff the Duty Officer Rota, additional training and support has been provided to these officers, and the role of the duty officer in responding to an incident has been clarified.

Workforce planning and succession management through a programme of retraining authorised officers to become EHOs is helping to maintain levels of professional staff within the Service.

The operation of the restructured service will be closely monitored and adjustments made if needed to maximise service delivery.

Business Continuity Plans are in place for the service and are to be reviewed before April 2012

Informal agreements exist for joint working with neighbouring authorities at times of excessive demand.

**Aberdeenshire**

The Environmental Health Service is audited by the Food Standards Agency (Scotland) as part of their ongoing audit programme.

A business continuity plan for Infrastructure Services has been developed and is subject to regular review.

**The Moray Council**

The Environmental Health Section is audited periodically by the Food Standards Agency (Scotland).

In 2013 the Environmental Health Section was restructured as part of the Council's Designing Better Services efficiency programme and this resulted in the number of Principal EHO's and area teams both being halved down to two.

A business continuity plan has been developed and is subject to regular review.

## **Appendix 5 Health protection: public involvement and feedback**

Communicating with the public regarding perceived and actual risks to health is an integral part of managing any incident or outbreak and we work closely with corporate communications colleagues in the NHS, Local Authorities and other agencies to promote effective good communication with the public. A representative of the corporate communication team attends all outbreak and incident control meetings.

NHS Grampian - Discussion with those affected during outbreaks and incidents is used to inform how and what we communicate to the public through the media. For example discussion with the individuals involved and, where appropriate, religious and community leaders, hotels, care homes and employers have allowed us to tailor messages to best effect.

Aberdeen City's Environmental Health and Trading Standards Service is currently reviewing its arrangements for public consultation and feedback with a view to taking a more proactive approach, and it is anticipated that this will include making use of the Citizen's Panel and questionnaires for service user feedback.

Aberdeenshire Council has a clear strategy to involve others in the development of services through regular Citizens Panel Surveys and Community Planning Partnership. Corporate communications team are available for handling media enquiries. Feedback from customers is essential in improving the service the Council provides and there are many formalised ways for members of the public to have their say. <http://www.aberdeenshire.gov.uk/contact/index.asp>

A study done to improve the administration of private water supplies involved consulting Solicitors and Estate Agents. This was done to look at feedback to incorporate it within future service provision.

The Moray Council uses a Citizens Panel to obtain public perceptions and opinions on a wide range of services. The Council also utilises Survey Monkey for feedback on the quality of service provided both to members of the public and to businesses.

Through the Community Planning Partnership the Community Engagement Group advises how the theme groups can provide information or obtain opinions on a range of subjects from communities.