**Annex B**

**Roles and Responsibilities – Public Sector Incident Protocol (PSIP)**

**Food Standards Scotland (FSS)**

FSS works to protect consumer interests in relation to food safety, standards and nutrition of food produced and sold in Scotland. Specifically, in relation to incidents, FSS is responsible for ensuring a surveillance system is in place to enable effective and efficient incident investigation and enforcement action is taken. FSS has a role to coordinate incident investigation, undertake risk assessment, ensure unsafe food in taken off the market and consumers are informed.

FSS has a duty to investigate any actual or suspected threat to food safety or quality reported to them. It has a coordinating role in managing the incident under the PSIP, which includes information gathering, risk assessment, product recall and withdrawal and developing media lines.

The appropriate Scottish Government Ministers and the Cabinet Secretary for the Rural Economy should be advised at all stages of a potential or actual food incident, and Scottish Government Resilience Room (SGORR) shall be advised of the incident as appropriate.

These arrangements are described in the [FSS Incident Management Framework](https://www.foodstandards.gov.scot/business-and-industry/scottish-food-crime-and-incidents-unit/food-incidents/incident-management-framework).

**Scottish Government**

If Scottish Government becomes aware that food supplied to any of their outlets is, or suspected to be, unsafe, they have a duty or report this to FSS and / or the Environmental Health Service of their local authority.

On receipt of an incident alert, Scottish Government should take the action specified on the Incident Alert. They should communicate the details of the investigation to the relevant public sector outlets and gather any information requested. They shall then pass any information up to FSS to assist in the investigation. They shall take any action requested by FSS.

If required, and as notified by FSS, Scottish Government shall nominate representatives to attend Public Sector Incident Team meetings (typically a level 3 incident). The representatives shall represent their organisation in relation to the incident investigation and engagement with the media.

**Scotland Excel**

Scotland Excel manages collaborative food contracts for local authorities in Scotland, with the exception of Shetland and Orkney. For the purposes of the Protocol, Scotland Excel is responsible for communicating with Shetland and Orkney, on behalf of FSS. Scotland Excel are responsible for tendering and thereafter managing the supply base providing food and drink into Local Authority areas primarily schools and care homes. Scotland Excel manage seven contracts relating to catering including Frozen Foods, Groceries and Provisions, Fresh Meats, Cooked Meats and Fresh Fish, Fresh Fruit and Vegetables, Milk, Bread and rolls and Community Meals.

If Scotland Excel becomes aware that food supplied to any local authority or food outlets (e.g. schools) is, or suspected to be, unsafe, they have a duty or report this to FSS and / or the Environmental Health Service of their local authority.

On receipt of an incident alert, Scotland Excel should take the action specified on the Incident Alert. They should communicate the details of the investigation to the relevant local authorities (which are responsible for liaising with the public sector food outlets) and gather any information requested. They shall then pass any information up to FSS to assist in the investigation. They shall take any action requested by FSS.

If required, and as notified by FSS, Scotland Excel shall nominate representatives to attend Public Sector Incident Team meetings (typically a level 3 incident). The representatives shall represent their organisation in relation to the incident investigation and engagement with the media.

**NHS Scotland (National Services Scotland)**

National Services Scotland – National Procurement co-ordinate all communications for NHS Scotland in relation to any or all Food and Drink. The supply of catering services to the NHS Scotland falls into the following areas:

1. All Health Boards
2. All Special Boards
3. Private Finance Initiative (PFI’s) boards (if hazards or product recalls)

National Procurement (NP) let and manages National, Regional and Local Framework Agreements for food supplies such as (meat, grocery, fruit & vegetables, dairy products and bakery etc)

If NHS Scotland becomes aware that food supplied to any health board or PFI hospital, or food outlets (individual hospitals) is, or suspected to be, unsafe, they have a duty to report this to FSS and / or the Environmental Health Service of their local authority as well as NHS appointed auditors.

On receipt of an incident alert, NHS Scotland should take the action specified on the Incident Alert. They should communicate the details of the investigation to the relevant health boards (which are responsible for liaising with the NHS hospitals) and PFI hospitals and gather any information requested. They shall then pass any information up to FSS to assist in the investigation. They shall take any action requested by FSS.

If required, and as notified by FSS, NHS Scotland shall nominate representatives to attend Public Sector Incident Team meetings (typically a level 3 incident). The representatives shall represent their organisation in relation to the incident investigation and engagement with the media. Where appropriate, the representative may be from a Health Board.

**Scottish Prison Service (SPS)**

The Scottish Prison Service (SPS) is responsible for providing 3 meals per day to approximately 6,500 prisoners across 13 publically run prisons, 365 days per annum. The SPS college training facility, near Falkirk, and SPS Headquarters in Edinburgh also provides catering for staff and visitors.

The SPS Procurement Policy & Services Department (PPSD) is responsible for letting and managing national Contracts for food supplies (including Milk & Dairy, Frozen Food, Bread & Bakery products, Meat & Poultry and Pre-Packed Food) and, in conjunction with operational colleagues, is responsible for co-ordinating any communications relating to food supplies.

If SPS becomes aware that food supplied to any prisons, including private prisons, is, or suspected to be, unsafe, they have a duty or report this to FSS and / or the Environmental Health Service of their local authority.

On receipt of an incident alert, SPS should take the action specified on the Incident Alert. They should communicate the details of the investigation to the relevant prisons and gather any information requested. They shall then pass any information up to FSS to assist in the investigation. They shall take any action requested by FSS.

If required, and as notified by FSS, SPS shall nominate representatives to attend Public Sector Incident Team meetings (typically a level 3 incident). The representatives shall represent their organisation in relation to the incident investigation and engagement with the media.

**Advanced Procurement for Universities and Colleges (APUC)**

APUC co-ordinate communications for the catering services within the Universities and Colleges of Scotland. The supply of catering services to the Universities and Colleges falls into 5 areas through:

1. Student and staff catering outlets,
2. Special hospitality events and conferences
3. Catering courses
4. College training restaurants open to the public
5. Outsourced catering services

APUC let and manage Framework Agreements for fresh food supplies (meat, fish & seafood, fruit & vegetables, dairy products and bakery products) on behalf of the Scottish universities and colleges. APUC also collaborate with TUCO (The Universities Catering Organisation), based in Manchester, to let and manage Framework Agreements for catering supplies on a national basis (e.g. groceries and chilled foods, frozen foods, sandwiches, cakes, confectionery etc.) These suppliers may be based at any point across the UK and include some Scottish suppliers.

If APUC becomes aware that food supplied to any university or college is, or suspected to be, unsafe, they have a duty or report this to FSS and / or the Environmental Health Service of their local authority.

On receipt of an incident alert, APUC should take the action specified on the Incident Alert. They should communicate the details of the investigation to the relevant universities or colleges and gather any information requested. They shall then pass any information up to FSS to assist in the investigation. They shall take any action requested by FSS.

If required, and as notified by FSS, APUC shall nominate representatives to attend Public Sector Incident Team meetings (typically a level 3 incident). The representatives shall represent their organisation in relation to the incident investigation and engagement with the media.