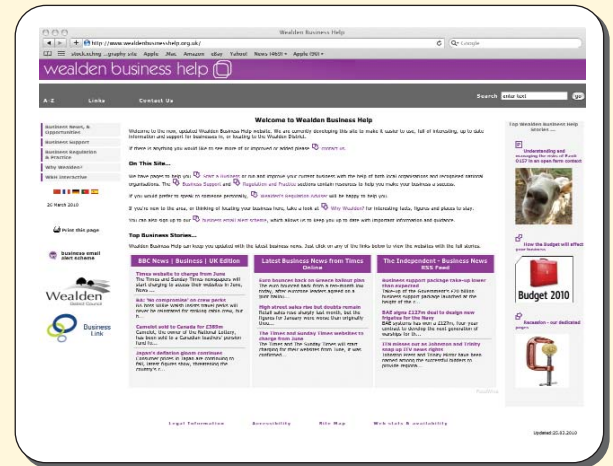


www.wealdenbusinesshelp.org.uk revitalised

Wealden District Council have just re-launched their wealdenbusinesshelp website to give it a fresher, cleaner look, make it easier to use, more accessible and full of useful and interesting information. It is designed to support our Wealden businesses, linking to our services and those of other business support agencies.

The site is updated daily with news links to the main business news providers and includes current local issues affecting Wealden businesses.

Information on business best practice and your legal requirements are included. Your feedback on issues and topics you would like to see covered on the website would be welcomed.



As the site develops over coming months it will become more interactive. By highlighting opportunities and events, we want to help businesses to know what is available to help them succeed. If you think your business success deserves to be highlighted, or will help others to improve or prosper, please provide us with the details.



Please forward any comments, suggestions or useful information to gail.fenn@wealden.gov.uk or call Gail on 01323 443302.

What type of inspection will your food business be getting this year?

All food businesses dealing with high-risk food are regularly inspected to ensure they operate in a way that will not cause harm to consumers. This is one of the most important aspects of the work carried out by the Public Protection Team.

Changes in national guidance mean Environmental Health Officers can now choose how detailed an inspection needs to be.

So how will they decide what is appropriate for your business?

In 2010-11 our Inspection Programme will focus the greatest resources on those businesses that perform poorly in the areas of hygiene, structure or management, or have no Food Safety Management System (FSMS) or one that is not fully operational.

To achieve this we will reduce the time spent with businesses we feel are managing well and can show this through their food safety management systems.

They will receive shorter visits focused on:

- how well food safety is managed
- control of cross-contamination risks
- control of activities critical to food safety

We hope this approach will be welcomed by businesses that strive not just to meet the legal requirements but to follow recognised good and best practice, such as those found in industry guides.

In the poorer performing businesses we will now spend more time looking in depth at the practices that could lead to problems like unfit food or food poisoning. We will ensure improvements are made by following up with further checks and formal action, where necessary, to ensure effective management systems are in place and being followed.

To find out more about food safety management visit our food safety pages under business regulation on www.wealdenbusinesshelp.org.uk or contact us on 01323 443302.

FOCUS ON...

Ways to report an incident at work

Employers, the self-employed and those in control of premises must report specified workplace incidents. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

- employers;
- self-employed people;
- people in control of premises;

to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

Telephone

The quickest and easiest way to do this is to call the Incident Contact Centre with no need to fill in a report form. Just call 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

Online

Complete the appropriate online report form on www.hse.gov.uk/forms.

The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records.

NB. Copies of submitted RIDDOR forms are sent to the employers/dutyholders regardless of who has submitted the report.

E-mail

Download the appropriate form www.hse.gov.uk/forms/incident/index.htm and email it to riddor@connaught.plc.uk.

Post

Print out the appropriate form, complete it and post it to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.

Forms are also available to purchase in pads from HSE Books or you can place an order by calling 01787 881165.

Reporting out of hours

The HSE and local authority enforcement officers are not an emergency service. However, information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE out of hours webpage www.hse.gov.uk/contact/outofhours.htm



Wealden 2010/11 Training Programme now out

Wealden have been running successful training courses for many years and the trainers we use have a wealth of experience in many areas.

The courses on offer include:

- food safety at various levels, including supervisory;
- foods and special diets (nutrition);
- health and safety at various levels, including supervisory;

and a professional training certificate to enable you to train your own staff.

The certificates gained are all nationally recognised and provided by the Chartered Institute of Environmental Health. Visit www.cieh.org for more information.

Courses can also be held at your premises if you want to train a number of staff together.

Our current programme

Includes dates, prices, and more details on each course.

You can download a copy from www.wealdenbusinesshelp.org.uk/Business_Support/Training/TrainingCourses2010_2011.pdf

or ring 01323 443302 or email foodandsafety@wealden.gov.uk for a copy to be sent to you.

Discounts are available for those businesses located in the Wealden District Council area, with additional discount for small businesses. Please ask for details when booking.

To book a place(s) directly, telephone the Course Administrator on 01323 443302.

"Excellent and was lots of fun – made learning easy"

"Course tutor is an easy communicator very adept at putting people at ease and sharing information"

... some of the many positive comments from our very pleased customers.



Are you properly registered?

If you received this bulletin directly from the Public Protection Team of Wealden District Council it means we already have you recorded as a food business. However we often find that the business has changed hands or changed the type of activities that they do in

relation to food, or even ceased trading. This means that the details we hold are incorrect.

Any food business operator has a legal duty to register the business in their name and give details of their food related activities. Any significant

changes to the operation must also be notified.

It is an offence not to register a food business or to give information which you know to be false.

Who needs to register?

If you run a food business, whether for profit or not (e.g. a charity), you must tell the local authority about any premises you use for storing, selling, distributing or preparing food. Market stalls and mobile vendors like ice cream, kebab or burger vans must be registered with the local authority in whose area the vehicle is normally kept.

Some activities are exempt, mainly growers and small activities and events. Contact us if you are not sure if you are exempt.

How do I register?

By requesting a form from Wealden's Public Protection Team T. 01323 443302 or downloading a Food Registration Form (65kb).

W. www.wealdenbusinesshelp.org.uk/Business_Regulation_and_Practice/Business_Regulation/Food%20Safety/registrationform.pdf

Registration is free. The completed form should then be sent to the address below.

What happens to the information given on the form?

The local authority will enter the details on a Public Register. This contains the name of the food business, food business operator, business address and the type of food business being carried on. The register is open to inspection by the general public. The other information provided will not be publicly available. Copies of the registration details will be forwarded to the Trading Standards Department, as they also have to hold a register of food businesses.

Please return the form to:
Public Protection Team, Wealden District Council,
Vicarage Lane, Hailsham, BN27 2AX.



Over 600 DVDs recovered in raid

More than 600 pirated DVDs were seized when two men were arrested after a raid on a local Boot Sale. The Safer Wealden Partnership provided funding for the operation and fully supported the local neighbourhood policing team and Trading Standards in their ongoing efforts to reduce rogue trading.



Want to take part in the decision making on how the Public Protection Team carry out their enforcement work with businesses?

Join us for informal discussion on the afternoon of 11th May 2010 at our Hailsham Offices.

Ring Gail on 01323 443276 or email gail.fenn@wealden.gov.uk if you would like to be involved, or would like to know more.

Driving vehicle crime down

Car crime in Wealden is low already but in a bid to reduce it even further, the Safer Wealden Partnership has produced eye-catching cards declaring 'Nothing of Value' has been left in the vehicle. It gives a clear sign to would-be thieves that the driver has removed any valuables.

Pick up a card from any local Police Station or the Council reception points.



THE SAFER WEALDEN
PARTNERSHIP

Sussex training and skills opportunities

Tourism South East has funding available to offer businesses support and training at heavily subsidised rates. In-house delivery to suit your organisation can also be arranged. If you own or work in a business in the hospitality, leisure, travel or tourism industry they may be able to help you.

Courses cover customer service and effective communication skills and much more.

Further information can be found in Wealden's Tourism Update on www.wealdenbusinesshelp.org.uk or by contacting Tourism South East directly



023 8062 5533 or

www.tourismtrainingsoutheast.com

2010 – a good year for UK tourism?

During 2010 it is predicted that there will be a strong trend towards favouring the UK as a holiday destination rather than going abroad. This is according to recent research by BDRC Continental – a market research company.

The research shows that 70% of people surveyed are more likely to book a holiday in the UK than travel abroad.

Find out more in Wealden's Tourism Update on www.wealdenbusinesshelp.org.uk

Out-of-hours keyholders

Our Environmental Protection Team regularly receive complaints about noise when burglar alarms go off during hours when business premises are closed. Sometimes in the middle of the night and weekends.



We have a legal duty, under The Environmental Protection Act 1990, to stop any noise nuisance, and we generally try to contact the key holder first. However if this is not possible we also have the power to deactivate the alarm, with the use of alarm specialists. The cost of this is then charged to the business operator.

We believe it is a much better use of time and resources, both yours and ours, to hold details of key holders on our system which will allow us to contact you directly.

If you would like us to hold keyholder details i.e. name, address and telephone numbers, for your premises, please call 01323 443555 or email environmentalprotection@wealden.gov.uk

A newsletter from the Public Protection Team of Wealden District Council

Editor: **Gail Fenn**, Regulation Adviser

Tel: **01323 443276** Email: gail.fenn@wealden.gov.uk

Don't forget to check what's happening to support our businesses on www.wealdenbusinesshelp.org.uk and in the Wealden Business Focus Magazine also on the site.



[wealdenbusinesshelp](http://wealdenbusinesshelp.org.uk) 
www.wealdenbusinesshelp.org.uk



Please recycle after use

If you have any questions about this newsletter or comments on our service, please contact us.

This newsletter is available in large print on request