

## Are you ready to go smokefree?

On 1 July 2007, virtually all enclosed public spaces and work places in England will become smokefree by law. This includes shops, restaurants, cafes, pubs, private membership clubs, offices, public transport, and work vehicles used by more than one person.

No-smoking signs must be displayed at all entrances and managers need to establish procedures for dealing with individuals who attempt to smoke there. Staff should be given information and training on their role and responsibilities.

Indoor smoking rooms will become a thing of the past, except for designated bedrooms in hotels and rooms in care homes and similar accommodation where certain conditions are met.

Businesses wishing to provide outdoor smoking shelters should bear in mind the following:

- outdoor areas or 'smoking shelters' must not be enclosed or substantially enclosed - or they will have to be smokefree
- shelters, awnings and other structures may require planning permission and building consent
- if the premises are licensed under the Licensing Act 2003, there may be conditions affecting the use of outdoor areas and beer gardens, such as time restrictions on their use
- using outdoor areas may cause noise and litter problems, which need to be managed and controlled
- patio heaters, if used, must be sited and operated safely

If you are an employer registered with Companies House, you should have received a comprehensive guidance pack from Smokefree England. This included free signs and a checklist to help you comply with the new law. Information and signs can also be obtained by visiting the Smokefree England website at [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk) or by calling their information line on 0800 169 169 7.

For further advice, contact the Health, Safety & Licensing Team on 01273 294429, e-mail [ehl.safety@brighton-hove.gov.uk](mailto:ehl.safety@brighton-hove.gov.uk) or visit [www.brighton-hove.gov.uk/smokefree](http://www.brighton-hove.gov.uk/smokefree)



### Are you running a five star food business?

Brighton & Hove City Council is taking part in the Food Standards Agency's 'Scores on the Doors' scheme, to publicise the standards of hygiene in all the food businesses in the city.

The scheme will be similar to those already in place in Canada, Denmark and the USA, and the findings of food safety inspections will be available on the council's website.

Stars will be awarded based on the levels of food hygiene - five for an excellent business, all the way down to none for a poor business where there is a general failure to comply with legal requirements and little or no appreciation of food safety.

With the numbers of tourists and visitors to the city, and the large number of food outlets,

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## Five star food businesses

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this project is seen as an excellent way to give people the power to make an informed choice about where to eat.

In addition to the information on the council's website, the business will be able to display their score at their premises.

It is hoped that the scheme will be launched in October 2007.

For further details, please contact the Food Safety Team on 01273 292161 or e-mail [ehl.food@brighton-hove.gov.uk](mailto:ehl.food@brighton-hove.gov.uk).

### A step in the right direction

**Every year two million people in the UK suffer from illnesses they believe are caused or made worse by their work.**

Accidents and ill health caused by work cost time and money. Preventing these can help your business save money. You can obtain free impartial health and safety advice from Workplace Health Connect.

Workplace Health Connect is a government-funded confidential service designed to give free, practical advice to smaller businesses (with five to 250 workers) in England and Wales on workplace health, safety and 'return to work' issues.

Working in partnership with experts from the Health & Safety Executive, Workplace Health Connect offers advice that is:

- ◉ up-to-date with best practice and legislation
- ◉ relevant to your business, and cost-effective
- ◉ impartial, free and completely confidential

An Advice Line (0845 609 6006) and a supporting website are available, giving tailored practical advice to callers - both managers and workers.

Visit [www.workplacehealthconnect.co.uk](http://www.workplacehealthconnect.co.uk) for more details.

## Bad Hand Day

During the winter, the Health, Safety & Licensing Team participated in a campaign to encourage the use of gloves in hairdressing salons to prevent dermatitis.



The aims of 'Bad Hand Day' were to raise the profile of dermatitis in the hairdressing industry, reduce the reports of work-related dermatitis in salons, encourage clients to expect their hairdresser to wear gloves for any wet work, and to educate managers on how best to manage the condition with their staff. For practical advice on preventing skin conditions, contact:

- ◉ **Health, Safety & Licensing**  
☎ 01273 294429/e-mail  
[ehl.safety@brighton-hove.gov.uk](mailto:ehl.safety@brighton-hove.gov.uk)
- ◉ **Health & Safety Executive**  
☎ 0845 345 0055,  
[www.hse.gov.uk/hairdressing](http://www.hse.gov.uk/hairdressing)

### Trade associations

- ◉ **National Hairdressers' Federation (NHF)**  
[www.nhf.biz](http://www.nhf.biz) (☎ 0845 345 6500)
- ◉ **Habia (Hair And Beauty Industry Authority)**  
[www.habia.org](http://www.habia.org) (☎ 0845 2 306080)

### Franchised kitchens

If you run a pub or another business and let a kitchen out to a caterer to provide meals for your customers, you must make sure that the person running the kitchen is registered with Environmental Health. We need to carry out regular food hygiene inspections to check that meals are safe for your customers to eat. We also need to know when someone new takes over the running of the kitchen.

You can get registration forms from the Food Safety Team or download them from [www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety).

If you do let your kitchen out, it's a good idea to have a written agreement with your franchisee around who is responsible for maintenance of equipment, repair of the structure and deep cleaning, such as extract ventilation systems.

# How to... Report an incident

## Guidance on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Employers, the self-employed and those in control of premises have legal duties under RIDDOR, that require the reporting and recording of certain work-related accidents by the quickest means possible. Accidents should be reported to the Incident Contact Centre (ICC), Caerphilly Business Park, Caerphilly, CF83 3GG. The ICC is a 'one-stop' reporting service for workplace health and safety incidents in the UK and is open Monday to Friday between 8.30am and 5pm.

Incidents can be reported by calling 0845 300 99 23 or completing the appropriate on-line form at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The website is very straightforward and contains easy links to explanations about what constitutes a reportable incident.

Reportable incidents are:

- **Deaths** - if there is an accident connected with work and your employee, or a self-employed person working on the premises, or a member of the public is killed, you must notify the enforcing authority without delay.
- **Major injuries** - eg a fracture (other than fingers, thumbs and toes); amputation; dislocation of the shoulder, hip or knee; loss of sight, etc.
- **Over three day injuries** - an 'over three-day injury' is one which is not 'major' but results in the injured person being away from work or unable to do the full range of their normal duties for more than three days. These must be reported within 10 days.
- **Reportable Diseases** - if a doctor notifies you that your employee suffers from a reportable work-related disease, you must report it to the enforcing authority.
- **Reportable Dangerous Occurrences** - if something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately.

Regulations specify varying timescales for reporting different types of incidents. It is advisable to ring and report the incident as soon as possible on the above contact number.

## Safer Food Better Business project a success

The Food Standards Agency grant-funded project to help businesses in Adur, Worthing and Brighton & Hove to document their food safety procedures has now come to an end.

In Brighton & Hove, 444 businesses attended free seminars and 405 received coaching sessions on how to use the Safer Food Better Business (SFBB) pack to help them comply with legislation.

Feedback has been very positive. Proprietors say that the pack is easy to use and helps them prove that they are producing safe food.

Although there are no further coaching sessions, you can still obtain a free SFBB pack by phoning 0845 606 0667, or e-mailing [foodstandards@ecgroup.uk.com](mailto:foodstandards@ecgroup.uk.com). You can also get further information from the Food Standards Agency's website at [www.food.gov.uk/catering](http://www.food.gov.uk/catering).

There is also a pack for retail shops (details on [www.food.gov.uk/retail](http://www.food.gov.uk/retail)) and versions of the catering pack for Chinese, Indian, Pakistani, Bangladeshi and Sri Lankan cuisines (go to [www.food.gov.uk](http://www.food.gov.uk) and search for 'cuisines').



## New food safety qualifications

The Chartered Institute of Environmental Health has restructured its training courses.

Brighton & Hove City Council and other local training centres are now offering the following new qualifications in food safety:

- **CIEH Level 2 Award in Food Safety in Catering**

A one-day course with multiple-choice exam, suitable for anyone working in a catering or hospitality setting where food is prepared, cooked and served. This course has replaced the former Foundation/Basic Food Hygiene Certificate. Courses are held in Brighton once a month, or in-house training can be arranged for local businesses/organisations.

- **CIEH Level 3 Award in Implementing Food Safety Management Procedures**

A one-day programme including an assignment under exam conditions, equivalent to the former Intermediate Food Hygiene Certificate. Suitable for business owners and/or managers of small and medium sized catering businesses. This new qualification will help caterers to implement a food safety management system. We are currently offering this course at a special introductory price.

Please call 01273 295103 for details of the courses and bookings. For advice on suitable food hygiene training for your business, please call the Food Safety Team on 01273 292161.

## Summer barbecues

If you are changing your menu this summer and are including barbecued foods, it is essential that you take extra safety precautions to prevent food poisoning.

Bacteria such as E.coli O157, Salmonella and Campylobacter can cause serious illness.

Always make sure to cook chicken, pork, burgers, sausages and kebabs until they're piping hot all the way through, none of the meat is pink and any juices run clear. You could cook meat indoors to ensure proper cooking and finish it off on the barbecue for added flavour.

For further advice on preventing food poisoning, go to [www.eatwell.gov.uk](http://www.eatwell.gov.uk) and search for 'barbecues'.

## National Food Safety Week

11-17 June 2007

The annual National Food Safety Week is the point in the calendar for highlighting the importance of food safety and the basic principles of food hygiene.

Look out for displays in the City Direct reception areas at Hove Town Hall and Bartholomew House in Brighton.

The campaign focus for 2007 is 'the four Cs for food safety' - cleanliness, cooking, chilling and cross-contamination.

We welcome your views about Food & Safety News - please send comments to:

**Tim Nichols,**  
Head of Environmental  
Health & Licensing,  
PO Box 780, Bartholomew  
House, Bartholomew  
Square, Brighton BN1 1JP



## Information

For information and advice regarding food & safety services, please call the following numbers

### Food Safety

01273 292161

### Health, Safety & Licensing

01273 294429

### Trading Standards Business Advice

01273 292523

[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)