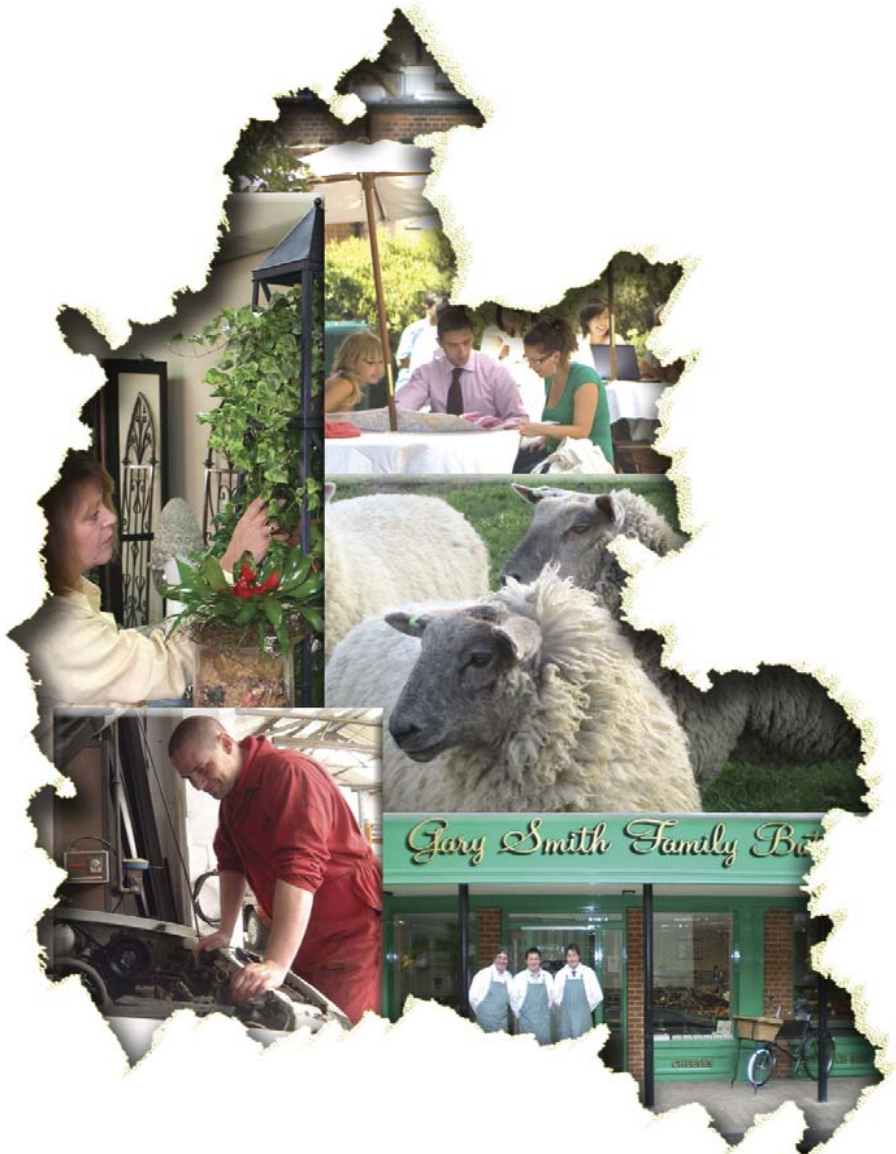


Staying Legal

(A Guide for Businesses)



OXFORDSHIRE ECONOMIC PARTNERSHIP & TBAC



The Oxfordshire Economic Partnership is a public private partnership that aims to develop a World Class economy for the county. It works in a number of ways to support the business community across Oxfordshire:

- *Free seminars on a range of subjects from leadership to innovation*
- *Events and information to enable your business to access the best learning and development opportunities for your workforce*
- *Maintains the Oxfordshire Business Database, a free online facility for increased B2B activity - visit www.oxfordshirebusinessdatabase.co.uk*
- *Publishes a quarterly magazine, Horizons & Futures that promotes the OEP and it's activities and showcases successful businesses in Oxfordshire*
- *Supports and promotes other partners involved in business support, including Oxfordshire Business Enterprise, Thames Business Advice Centre, the Federation of Small Businesses and the Oxfordshire Better Regulation Group.*

If you would like to find out more about the OEP's activities and how your business can be involved, please visit the website - www.oep.org.uk or contact Dawn Pettis, Business Engagement & Support Manager on 01865 816082 or email: d.pettis@oep.org.uk

TBAC

If you need any help or support in your business our mentors are available at no charge. TBAC provides a free service to businesses in Oxfordshire, and our mentors, who give their time for free, run their own businesses, so they have the experience to help. Contact us for more information or to arrange a meeting.

Tel: 01865 893305,
Website: www.tbac.org.uk
email: hello@tbac.org.uk

Contents

- 1.** Oxfordshire County Council Fire & Rescue Service
- 2.** Oxfordshire County Council Trading Standards
- 3.** District Councils – Environmental Health
 - *Food Safety*
 - *Health & Safety*
 - *Noise Nuisance and other pollution*
- 4.** Environmental Health Contacts
- 5.** Licences
- 6.** Where to obtain licences
- 7.** Better Regulation in Oxfordshire

1 Oxfordshire County Council Fire & Rescue



THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (FSO)

The FSO introduced in 2006, replaced nearly all previous fire regulations and broadly brought the control of fire safety into a single piece of legislation. It places a general duty upon employers or owners of premises to ensure the safety of employees, and non-employees, to take such fire precautions as may reasonably be required in the circumstances to ensure that premises are safe and a duty to carry out a risk assessment.

Where five or more employees are involved, or the premises are licensed, the findings of the risk assessment must be in writing. The FSO imposes a number of specific duties in relation to the fire precautions to be taken. It applies to virtually all premises with the exception of domestic premises. In the case of working from home, a single person working from home, which does not involve clients entering the house will generally be held to still be domestic house, thus the FSO will not apply. Full details, including a range of guides covering all types of premises, can be found (and downloaded free of charge) from the Communities and Local Government website;

www.communities.gov.uk/fire/firesafety/firesafetylaw

For more information, please contact:

Fire and Rescue Service HQ
Sterling Road,
Kidlington OX5 2DU

Tel: 01865 842999
Email: Fire.service@oxfordshire.gov.uk

2 Oxfordshire County Council Trading Standards

Trading Standards are responsible for a wide range of legislation controlling the advertising, marketing, distribution and supply of consumer goods and services throughout the manufacturing, importation and retail chain. The Service has a Business Advice & Regulation Team who offer help and advice to Oxfordshire businesses to comply with the law in the following areas:

- *Food labelling and standards,*
- *Weights and measures,*
- *Product safety e.g. toy safety, electrical equipment safety, cosmetic products*
- *Pricing;*
- *Unfair Trading Practices*
- *E commerce;*
- *Trade Marks (counterfeit goods)*
- *Under Age Sales*
- *Civil advice on contractual matters*
- *Excessive packaging*
- *Overloaded vehicles & weight restrictions*

For more information, please contact:
Oxfordshire County Council Trading Standards Service
County Hall,
New Road,
Oxford,
OX1 1ND

Tel: 0845 051 0845 option 2
Email: Trading.standards@oxfordshire.gov.uk
Or visit our website at
www.oxfordshire.gov.uk/tradingstandards



3

District Councils – Environmental Health



FOOD SAFETY

The District Council Environmental Health Departments have a duty to ensure all food and drink produced, stored, distributed and sold within their area, is safe to eat. They support businesses to help them comply with food safety law and maintain legal standards of hygiene and safety.

New food hygiene laws came into force from 1st January 2006. They affected all food businesses, including caterers, primary producers (such as farmers), manufacturers, distributors and retailers. Food business operators must comply with the provisions of the Food Hygiene (England) Regulations 2006, which also contain Temperature Control requirements, and the provisions of the Food Safety Act 1990.

Every food business, no matter what size and type, must take a risk based approach towards food safety and implement a food safety management system. This involves assessing the risk to food safety at all stages of the business from receipt to sale and where possible removing the risk or at least reducing the risk to a minimum. The food safety management system should be based on the HACCP principles (Hazard Analysis Critical Control Points). You must now keep up to date documents and records relating to your procedures.

For guidance on this subject, please visit: <http://www.food.gov.uk/foodindustry/guidancenotes/> or contact your local Environmental Health Department for advice

There is a legal obligation on food businesses to register with the local District Council Environmental Health Department (see chapter 4 for contact details)

WORKPLACE HEALTH & SAFETY

Environmental Health also aims to protect and improve the health, safety and welfare of workers, businesses and the public in Oxfordshire by regularly inspecting premises to advise on, and monitor compliance with, health and safety legislation.

The enforcement of health and safety is split between the Health and Safety Executive (HSE) and the Council. The HSE deals with issues of a specialist nature, whereas Environmental Health cover the smaller Service and Retail businesses.

For further guidance, contact the HSE at www.hse.gov.uk or your local Council. See chapter 4 for contact details.

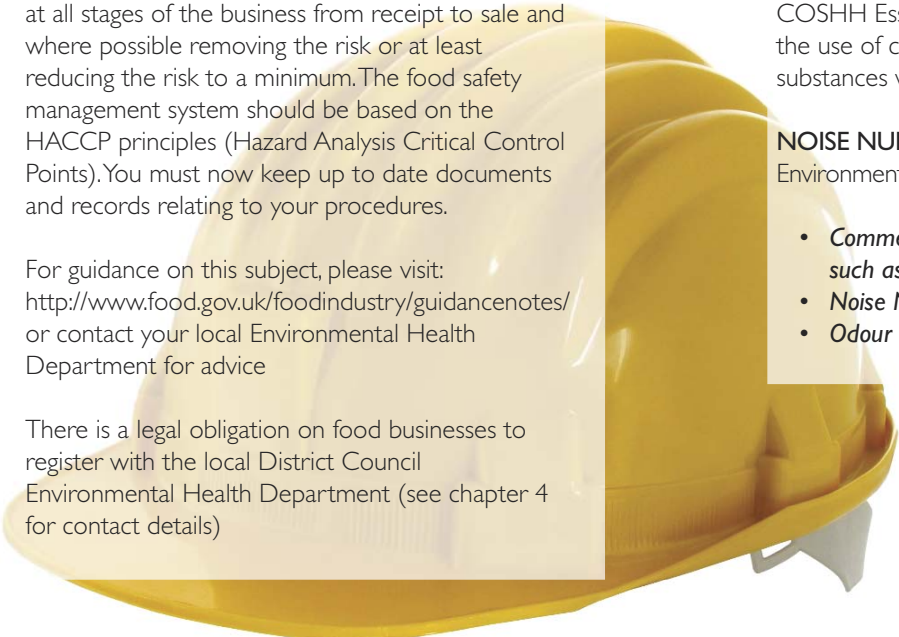
To report an accident at work electronically please go to the RIDDOR website: www.riddor.gov.uk

COSHH Essentials provides information about the use of chemicals or other hazardous substances www.coshh-essentials.org.uk

NOISE NUISANCE AND OTHER POLLUTION

Environmental Health can deal with the following:

- *Commercial and industrial noise – such as noise from construction activities*
- *Noise Nuisance - Audible Intruder Alarms*
- *Odour Nuisance and Air Quality*



4

For more information, please contact:

Environmental Health

Vale of White Horse District Council,
Abbey House,
Abingdon, OX14 3JE
Tel: 01235 520202
Fax: 01235 531981
www.whitehorsedc.gov.uk
email: foodandsafety@whitehorsedc.gov.uk

Public Protection Team

Cherwell District Council
Bodicote House,
White Post Road,
Bodicote, OX15 4AA
Tel: 01295 221803
Fax: 01295 221878
www.cherwell.gov.uk
email: sccd@cherwell-dc.gov.uk

Environmental Development Team

Oxford City Council
Ramsay House
10 St Ebbe's Street
Oxford, OX1 1PT
Tel: 01865 252887
Fax: 01865 252344
www.oxford.gov.uk
email: foodsafety@oxford.gov.uk

Environmental Health

South Oxfordshire District Council
Benson Lane
Crowmarsh Gifford
Wallingford, OX10 8ED
Tel: 01491 823203
www.southoxon.gov.uk
email: env.health@southoxon.gov.uk

Environmental Health

West Oxfordshire District Council
Elmfield
New Yatt Road
Witney, OX28 1PB
Tel 01993 861060
Fax 01993 861053
www.westoxon.gov.uk
email: foodhealthandsafety@westoxon.gov.uk

Health & Safety Executive

Infoline: 0845 345 0055

LOCAL OFFICE

Priestley House
Priestley Road
Basingstoke, RG24 9NW
Fax: 01256 404100
www.hse.gov.uk
email: Hse.infoline.connaught.plc.uk

5

Licences

By law, various activities can only take place if a licence has been obtained. The following licences are available (A-Z).

District Council

Personal and premises licences for liquor and entertainment and Temporary event notices

District Council

Animals running an animal boarding house, running a riding school, breeding dogs, running a pet shop, zoos

District Council

Body piercing, Including tattooing, acupuncture & electrolysis

Office of Fair Trading

Credit, Provision of credit to customers

District Council

Gambling, Licenses for betting shops and gaming machines

District Council

Housing and homes, Caravan sites, Houses in multiple occupation (HMOs)

District Council

Hackney Carriage & Private Hire, Licenses for drivers and vehicles

Trading Standards Safety Advisory Group

Petroleum & Explosives, Fireworks and premises which sell or store petrol

District Council

Co-ordination of responsible authorities for the Regulation of large events

District Council

Sales, money, Charity Collections, Street Trading,

District Council

Scrap dealer, Motor salvage operators, Scrap metal dealers

District Council

Waste Carriers Carriage of waste Environment Agency

6

For more information please contact:

Licensing Officer

South Oxfordshire District Council
Tel: 01491 823209
Fax: 01491 823201
www.southoxon.gov.uk
email: licensing@southoxon.gov.uk

Licensing Unit

Vale of White Horse District Council
Tel: 01235 520202
Fax: 01235 531981
www.whitehorsedc.gov.uk
email: licensing@whitehorsedc.gov.uk

Licensing Team

Community Services
West Oxfordshire District Council
Tel: 01993 861636
Community.services@westoxon.gov.uk

For licenses in relation to animals, gambling, scrap dealers, housing, body piercing in WODC, please call 01993 861060 or refer to www.westoxon.gov.uk

The Licensing Authority

Oxford City Council
Tel: 01865 252565
Fax: 01865 252344
www.oxford.gov.uk
email: licensing@oxford.gov.uk

Environment and Community

Cherwell District Council
Tel: 01295 221803
Fax: 01295 221878
www.cherwell.gov.uk
email: licensing@cherwell-dc.gov.uk

Office of Fair Trading

Fleetbank House
2-6 Salisbury Square
London, EC4Y 8JX.
08457 22 44 99
www.oft.gov.uk
Email: enquiries@oft.gsi.gov.uk

Environment Agency

PO Box 544,
Rotherham, S60 1BY
08708 506 506
www.environment-agency.gov.uk

7

Better Regulation in Oxfordshire

The Oxfordshire Better Regulation Group is a local collaboration between Environmental Health Officers, Trading Standards Officers and Oxfordshire Fire and Rescue. The Group was created to ensure that a more consistent approach is taken by regulators when dealing with local businesses and that between them, the various agencies adopt better ways of working that would:

- *Reduce burdens on business*
- *Improve public protection*
- *Improve workplace safety*
- *Increase the efficiency of local authority regulatory services.*

Two schemes introduced across Oxfordshire in 2009 illustrate what this means for local businesses:

SCORES ON THE DOORS

Every one of Oxfordshire's cafes, restaurants, pubs and takeaways can now display a 'star rating' certificate issued after an inspection by their local Environmental Health team. As well as serving a very useful marketing tool, the star rating also provides a very useful steer as to how the business can improve. Through Oxfordshire Better Regulation Group, the Scores on the Doors scheme is operated in a consistent uniform way across all five Districts. For more information, contact your local Environmental Health Team.

SMARTER INSPECTION SCHEME

To reduce some of the burdens on those local businesses who work hard to comply with all the rules and regulations and to ensure that local authority regulators concentrate their efforts on businesses that are struggling to comply or who choose to ignore advice and legal requirements, the Better Regulation Group has introduced a smarter way of working together.

Where an inspection is conducted by an Environmental Health Officer, Trading Standards Officer or Fire Safety Officer, a simple checklist will also be completed and shared with the other agencies. If no significant problems are found, it could avoid the need for other inspections by those other agencies. Of course, if a local business still prefers to see officers from all Regulatory Agencies, then this can be requested too.

By acting as the eyes and ears for each other, the local authority regulators can target resources to where they are needed most.

For more information, please contact Trading Standards, Fire Service, or your local Environmental Health Department.

