

Business Fire Safety

If you own, manage or operate a business then you need to comply with fire safety law.

You must:

- Carry out a fire risk assessment of the premises and review regularly
- Tell staff or their representatives about the risks you've identified
- Put in place and maintain appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training

A fire risk assessment covers:

- Measures to reduce the risk of fire breaking out or spreading
- Means of escape from the premises
- Measures for ensuring that the means of escape can be safely and effectively used at all times
- Means for fighting fires on the premises
- Means for detecting fire and giving warning in case of fire
- Arrangements for action to be taken in the event of a fire, including the instruction and training of employees, plus measures to minimise the effects of the fire.

Your local Fire and Rescue Service team can provide advice and support to help you comply with fire safety law:
<https://www.fireservice.co.uk/information/ukfrs/>

Health and Safety

Health and safety management should be a straightforward part of managing your business. It involves practical steps that protect people from harm and the future success of your business.

You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment for yourself, your employees and your customers.

The Health and Safety Executive has some helpful information and guides:

H&S ABC – An easy guide to health and safety <http://www.hse.gov.uk/abc/>



Your Growth Hub

Growth hubs are open to all businesses at all stages of their growth journey and can signpost you to the most appropriate business support which is free to access. They're Government backed but impartial and independent. Whatever you're looking for help with: employment, finance, adoption of technology, skills, marketing, intellectual property, exporting, and statutory regulations. They've got something for you.

They offer:

- A website with business articles, fact sheets, 'how to' guides and toolkits
- Locally based experts that can refer you to business support services
- A gateway to accessing training, courses, workshops and networking opportunities
- Access to finance and grants

Some also have a telephone support line

For details about your local growth hub see the outer cover of this leaflet or visit the national growth hub website at www.growthhubs.co.uk

Your Council's Economic Development Service

Each Council has an Economic Development service which exists to support local business growth and development.

They help businesses to find out more about the business community, business support and advice packages, local and sub-regional business networks, premises and development opportunities

Business guide to local regulations

Your local contacts

at your fingertips



Pollution, Waste and the Environment

Your business has a duty of care to make sure that you don't cause damage to the environment.

Many business activities are carefully regulated to ensure this doesn't happen. Acting in a socially and environmentally responsible way is more than just a legal duty as it can affect your reputation line and the long-term success of your business.

By contacting your local Council, they can help you by advising on regulations and permits, how to avoid complaints from neighbours and how to avoid any enforcement action.

Business Waste

As a business you have a duty of care to dispose of all your recyclable materials and commercial waste:

- You can't dump waste at the household tip or in household bins.
- You must use a licensed contractor to get rid of your waste properly and safely.
- You must keep your waste stored securely.

For more information on managing your waste:

<https://www.gov.uk/managing-your-waste-an-overview>



Contact the Growth Hub on:

Humber LEP

Tel: 01482 485 260

Web: www.humberlep.org/business/growth-hub/

Email: info@humberlep.org

ACAS

The Advisory, Conciliation and Arbitration Service (ACAS) provides free, impartial information and advice to employers and employees on all aspects of workplace relations and employment law. They support good relationships between employers and employees that underpin business. If things go wrong, they also provide conciliation to help resolve workplace problems. They also provide training and tailored advice to employers.

They also provide good value, high quality training and tailored advice to employers.

ACAS vision: To make working life better for everyone in Britain.

ACAS helpline: 0300 123 1100 (8am-6pm Monday to Friday)

For training, support and advice visit: acas.org.uk



What is Better Business for All?

It's a partnership between businesses and regulators working together to simplify the red tape and make it easier for you to understand. BBFA has been designed to:

- Show you how complying with regulations will benefit your business
- Help you see that your local regulators are there to support and guide you
- Let you have a say in the delivery of regulatory services

How can it help your business?

By saving you time and money to help you to:

- Quickly access the support you need about the regulations affecting your business
- Get it right first time so there's no cost to you to put things right

How do I get help for my business?

Find out more by reading this information leaflet and visiting the link on the cover.



Other Useful Contacts

Business Support Helpline

Telephone: 0300 456 3565

enquiries@businesssupporthelpline.org

Monday to Friday, 9am to 6pm

Federation of Small Business

www.fsb.org.uk

Chambers of Commerce

<https://www.britishchambers.org.uk/>

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Your Local Council Business Services

Your local Council provides a wide range of support and advice for businesses.

Here you will find information about how to make sure your business complies with the law.

When should I get advice?

It is always best to get advice before you start or change a business activity. This means

that you will get it right first time and will avoid costly mistakes, fines and court proceedings.

Your council will provide you with straightforward, correct and up to date advice.

You can access this advice directly from the council service and will find lots of supporting information on their website.

Business Law Checklist

- Planning and Building Control
- Food Safety Advice
- Trading Standards
- Licences
- Fire Safety
- Health and Safety
- Pollution Control and Commercial Waste

Food Safety Advice

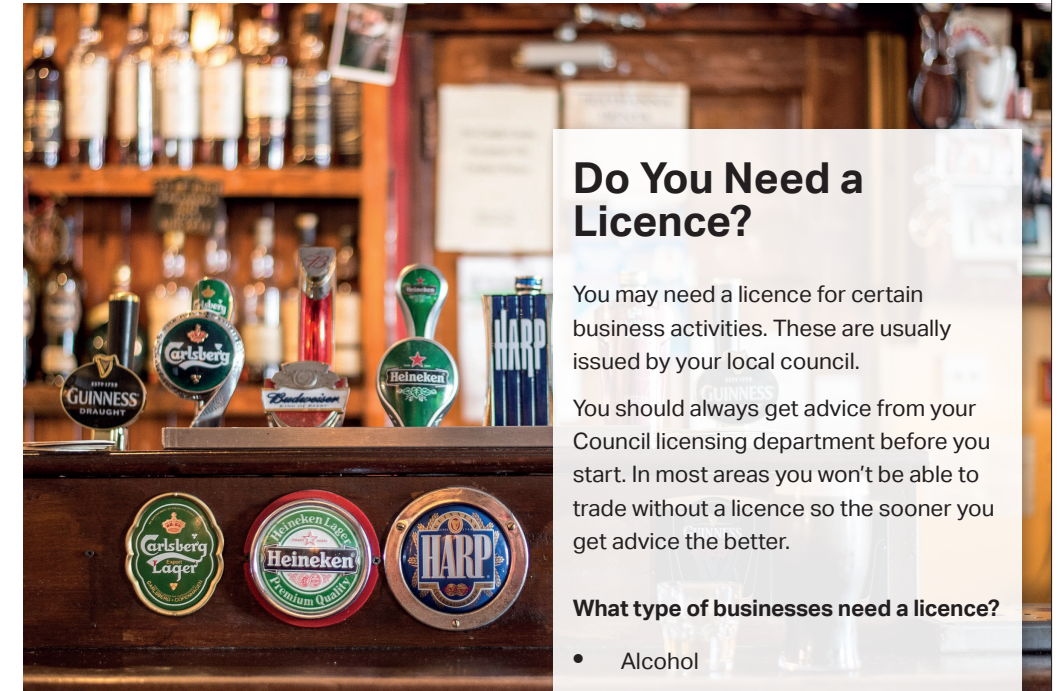
Whether you're a manufacturer, café or restaurant owner, farmer or butcher, as a food business operator you are required by law to ensure that your business is producing and selling safe goods.

Your local council food safety team can help you with detailed advice to get you started and to make sure you get it right first time.

The Food Standards Agency www.food.gov.uk Business Advice could help you with:

- Safer Food Better Business which is a food safety management pack to help businesses comply with food hygiene regulations
- Food Hygiene Rating Scheme
- Allergen advice

<https://www.food.gov.uk/business-guidance/allergen-guidance-food-businesses>



Do You Need a Licence?

You may need a licence for certain business activities. These are usually issued by your local council.

You should always get advice from your Council licensing department before you start. In most areas you won't be able to trade without a licence so the sooner you get advice the better.

What type of businesses need a licence?

- Alcohol
- Entertainment
- Gambling Licences*
- Food businesses need to register at least 28 days before they start
- <https://www.food.gov.uk/business-guidance/register-a-food-business>

*Before you can get a licence for a gambling premises you first need to make an application to the Gambling Commission www.gamblingcommission.gov.uk for an Operator's Licence.

You May Also Need a Licence if your Business Involves any of the Following:

- Market and mobile trading, street cafes and those with tables and chairs
- Taxi and Private Hire drivers, vehicles and operators
- Animal boarding and breeding, pet shops and zoos
- Horse riding establishments
- Keeping a dangerous wild animal
- Street trading and distribution of printed material
- Charitable street collections and house-to-house collections
- Special treatments and skin piercing
- Hairdressing and barbering
- Sex shops and sex cinemas
- Motor salvage and scrap metal dealing

There are also national authorities for some types of business:

- The Gambling Commission
- Security Industry Authority (for door supervisors)
- Environment Agency

Planning and Building Control

It is your responsibility to obtain the correct planning permission and approval for all building work taking place on your business's premises. Your local council website will have lots of guidance, information and resources on:

- Planning applications
- Local land charges
- Building control
- Planning policy
- Street numbering and naming
- Land use monitoring

Planning

Planning permission is required if you:

- Build something new
- Make a major change, like building an extension
- Change the use of your building

To make a planning application directly to your local council visit:

<https://www.planningportal.gov.uk>
This provides up to date information, forms and a fee calculator.

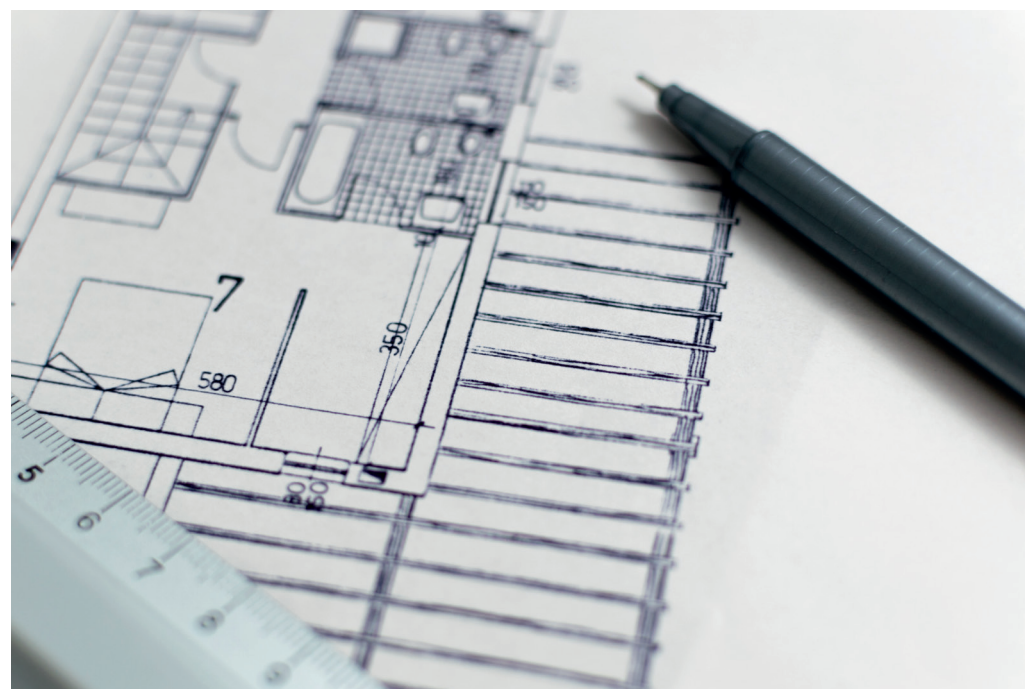
Building Control

Building Control ensures that any changes or any new buildings that are built are in line with current legislation and that changes are made to a high standard. You will need building control approval if you:

- Create a new building
- Build an extension
- Convert a loft
- Alter a building's structure
- Carry out improvements

To ensure the safety and quality of the build, the work must be inspected and signed-off at various stages by a building control inspector from either your council or an approved independent company. When the work is finished you must have a completion certificate.

If you want pre-application advice for planning and building control applications contact your local council directly.



Trading Standards

What is Trading Standards?

Your local Council runs a trading standards service to:

- Protect consumers from illegal trading practices
- Provide advice to help you comply with consumer law

How Can Trading Standards Help My Business?

You can access support for your business around:

- What you sell – goods, digital and services
- Where you sell – on-premises, off-premises and distance sales
- How you sell – consumer contracts, good practice, pricing and payments
- Other topics – underage sales, food and drink (labelling and composition), animal health and animal feed, weights/measures, product safety, manufacturing and importing

Other helpful info:
<https://www.businesscompanion.info/>

