



Environmental Health Services

Food safety advice and support for
local businesses





Food Safety Services

Businesses are required to meet a number of statutory and complex commercial standards which aims to protect customers and to ensure that all businesses are meeting the same requirements.

Newport City Council's Food Safety Service has a wealth of experience of advising local businesses across many sectors. We can provide businesses with expert advice, identify emerging compliance needs, and avoid costly mistakes.

Food Safety Officers can support businesses to ensure compliance with statutory regulations. Services are flexible so that businesses can choose the elements needed to receive the right level of support required.

Our areas of expertise include:

- Providing business start-up advice
- Food hygiene training
- Advice on the Safer Food, Better Business system
- Helping businesses achieve and maintain a rating of 5 on the food hygiene rating scheme
- Food safety management systems
- In-depth knowledge the Food Hygiene Rating Scheme
- Avoidance of cross contamination
- Control of allergens
- Advice on safe sous-vide cooking
- Approval of premises involved in products of animal origin

Business advice

Business advice and education is a vital part of the way we support our local businesses. New businesses are able to get access to free advice from the food safety team (the first 30 minutes are free). We can provide a range of advice via email or on the telephone and can provide details on a number of helpful sources of information.

More in depth support and advice is offered on a chargeable basis at an hourly rate. Alternatively officers can arrange to visit businesses for a coaching session at a fixed rate.

Food hygiene rating coaching

Food Safety Officers can help businesses plan to ensure they receive the highest food hygiene rating and give advice on how it can be maintained.

This low-cost service gives access to resources, advice and one-to-one coaching. Officers will work with you to achieve and maintain a rating of 5 without the usual high price tag of consultancy fees.

The cost for this service is £120 (inclusive of VAT) for 2 hours and includes a site visit and one to one coaching.

Pre-inspection audits

Food Officers can carry out mock audits or inspections which can assess how businesses could be rated when inspected officially. A report with recommendations on improvements will be provided to enable adjustments to be made prior to an official inspection under the rating system.

Call the Food Safety Team to discuss and book a suitable date and time.

The cost for this service is £120 (inclusive of VAT) for 2 hours and includes a site visit and report of findings with associated advice where appropriate.









Primary Authority Partnership

Primary Authority (PA) allows businesses to be involved in their own regulation. It enables them to form a statutory partnership with one local authority who could then provide robust and reliable advice for other councils to consider when carrying out inspections or addressing non-compliance.

Being in a Primary Authority Partnership will help businesses manage relationships with local authorities across the UK and will simplify the regulatory processes and reduce the cost of compliance.

As well as significant financial savings, a PA can also help reduce the risk to businesses ensuring that it is both profitable and productive.

Newport City Council's Public Protection Service offers a range of PA partnerships to suit individual needs. These include:

- Pay as you go partnership
- Fixed fee partnership
- Bespoke partnership

Primary Authorities provide robust, bespoke and assured advice that must be respected by all local regulators. This enables businesses to invest with confidence in products, practices and procedures knowing that the resources they devote to compliance are well spent.

Food Safety Officers can work with businesses to prepare a national inspection plan. This would give guidelines to other councils regarding the way businesses should be inspected to minimise unnecessary checks.

As part of this service we can provide all of the previously listed free support as well as the following:

- Single point of contact for Environmental Health, Trading Standards and Licensing
- A national inspection plan (if required)
- Detailed analysis of statutory defences
- Auditing of procedures and processes as required
- Site visits in Newport and the surrounding areas
- Access to a reliable source of information

We are also able to work closely with colleagues in South Wales Fire and Rescue Service who are experts in fire safety compliance.

Advantages of a Primary Authority

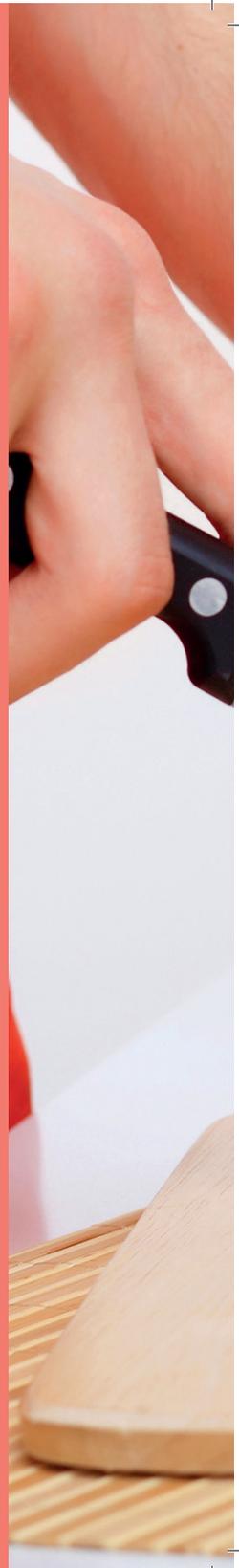
- Financial savings
- Reduced compliance costs
- Reduced risk
- Improved standards
- Fewer inspection, information requests and checks on your business nationally
- Guaranteed level of service and support
- Access to other sources of helpful information

Partnerships are specific to your business and the services required and therefore the charges will vary.

The cost structure is based solely on a 'cost-recovery' model.

The main purpose and motivation of Newport City Council's Public Protection Service is not to make a profit, but to improve the protection of the public and ensure that businesses operate to the same standards.

For more information on costs please get in touch.









Training courses

We offer a number of training courses for businesses which cover different aspects of food hygiene. These are detailed below:

CIEH Level 2 Food Safety

The Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Safety is for anyone working in a food business. Whether in catering, manufacturing or retail you are responsible for safeguarding the health of anyone who consumes food that has been prepared, processed, stored or sold by the food business. Food handlers have a special responsibility for safeguarding the health of consumers and to ensure that the food they serve or sell is safe to eat.

Who is this course for?

- Food handlers preparing or cooking food for consumers
- Anyone wishing to refresh previously learned skills and knowledge
- Businesses wishing to offer staff development for food employees
- Self-employed small business owners

Course overview

This course covers the minimum industry standards for processes and procedures expected of any food handler. The content reinforces the importance of food safety and provides delegates with an understanding of how to identify and control food safety hazards in their own workplace.

Cost

The cost of this course is £45 per delegate inclusive of VAT and includes all course materials and entry to the exam

HACCP Principles and Practice course

The HACCP Principles and Practice Course teaches effective and practicable management for identifying food safety hazards.

HACCP is a food safety management system that enables businesses involved in food production to maintain the safety of the products. It is essential that managers, supervisors and those with responsibility for food safety understand the system and its implementation.

This course is for cooks, supervisors and managers within catering settings.

Course overview

This course will ensure that you meet your legal obligations and minimise risks. You will learn about food safety management based on codex principles and application of HACCP. You will also learn how to monitor, evaluate and review processes and procedures such as dating and stock rotation, designed to document the monitoring and management of a food safety system.

Course delivery and aims

This 4-hour course will involve practical tasks and activities. Assessment will be carried out through the completion of the activities to establish that candidates have understood the following:

A certificate of attendance will be issued to all candidates that have participated in and completed the activities successfully.

Cost

The cost of this 4 hour course is £55 per person (inclusive of VAT) and includes all course materials and assessment as part of the course.









Bespoke courses offered

If you have a specific training need that requires a tailored course we can help to build training material around your needs.

This may be covering any of the following:

- Food safety management – use of Safer Food Better Business processes
- Allergen awareness and control
- Avoidance of E Coli cross contamination
- The Food Hygiene Rating Scheme and how to maximise your rating

Please contact us to discuss your particular requirements.

Venue for training courses

The majority of our training is delivered at our offices in the Civic Centre, Newport. Both audio-visual equipment and refreshment facilities are available.

If you prefer us to deliver a course in your own premises, where numbers and facilities allow, this can be arranged. Please contact us to discuss this in more detail.



Environmental Health Services

Contact us at:

T: 01633 656656

E: environmental.health@newport.gov.uk

www.newport.gov.uk/foodsafety