



## In this month's issue:

- **LOCAL NEWS**
  - Youth Migration Study
  - 'Buy with Confidence'
  - Email Bank Scams
  
- **BUSINESS TIP**
  - Key Health and Safety Points
  
- **BUSINESS NEWS**
  - 'Scores on the Doors'
  - Check out your Businesses Health!
  
- **USEFUL LINKS**

## LOCAL NEWS

### YOUTH MIGRATION STUDY

Groups across the Highlands and Islands and beyond are being urged to have their say in a major online survey to discover the deciding factors behind living and working in the region.

Highlands and Islands Enterprise are appealing to young people, aged between 15-30 years old, who have opted to stay in the Highlands and Islands; those who may return to the area and others who are considering moving to the region, to give their opinion of it as a place to live.

Hailed as the biggest of its kind for the area and with the chance of winning vouchers for anyone taking part, researchers are inviting a big response from young people to find out what they think about education, jobs, quality of life and communication in the region. The survey is running until 28th July.

**If you don't fall within the age range yourself, perhaps you could encourage others that do, whether family or friends to complete the survey and get them to encourage their family and friends also.**

Your assistance with this would be very much appreciated.

Visit [www.youthmigration.org](http://www.youthmigration.org) to take part in the on-line survey

## ‘BUY WITH CONFIDENCE’

Over 30 local businesses have now joined Comhairle nan Eilean Siar’s ‘Buy with Confidence’ Scheme. The scheme, run by the Comhairle’s Trading Standards section, helps to establish and maintain high standards of trading in the Western Isles. The scheme supports Western Isles building trades businesses while giving protection to the island’s consumers.



Local businesses displaying this logo are approved members of the new Scheme.

A list of approved members can be found on [www.cne-siar.gov.uk/buywithconfidence](http://www.cne-siar.gov.uk/buywithconfidence)

## EMAIL BANK SCAMS

Please be aware of emails asking for your bank details as there have been a spate of scam emails being circulated recently ‘supposedly’ from various Banks including the Halifax, Nat West and Lloyds. The Comhairle’s Trading Standards department have stressed that these messages are scams and therefore **please do not respond to them.** Reputable Financial Institutions will not contact you in this manner in order to get your personal details.

## BUSINESS TIP

### KEY HEALTH AND SAFETY POINTS

At the outset health and safety in an organisation should be led from the top and then filtered down through the organisation. If managers know what the issues are by physically seeing them then they can be more proactive on how to solve the concerns and thus showing employees the importance that management hold their health and safety in and prompting them to also take an interest in the issue.

Together with remembering to **Plan, Deliver, Monitor and Review** the following are key health and safety points that are legal requirements that businesses need to act upon:

1. **Register a new business** – with the Health and Safety Executive and your local authority.
2. **Employers Liability Compulsory Insurance** – ensure you have this and display it.
3. **Competent Health and Safety supervisors** – to assist you with meeting and keeping within the health and safety legal requirements.
4. **Health and Safety Policy** – this should be decided upon and used as a management tool.
5. **Risk Assessment** – to identify what hazards there are in the workplace and what precautions can be taken to prevent accidents and ill health.
6. **Welfare Facilities** – adequate toilet, washing facilities and drinking water etc. available to employee's
7. **Training** – Ensure free health and safety training is provided. Furthermore ensure all workers are adequately trained for their jobs and never leave an unqualified employee in charge of dangerous machinery. Eg. School leavers, work placement students, etc.
8. **Consult** – your employees on your health and safety policy to ensure they are all aware of them.
9. **Health and Safety Law Poster** – display this or provide a leaflet to employee as they must be informed of the procedures and policies.

10. **Report** – ensure this is always kept up-to-date with work-related accidents, hazardous occurrences and infections.

For more information please visit the Health and Safety Executives website at [www.hse.gov.uk](http://www.hse.gov.uk). Their website is full of useful information on all industries, from footwear to engineering and hairdressing.

They also have a monthly feature of 'Myth of the Month' and this month's myth is that 'adults can't put a plaster on children's cuts'. For more information on this please visit the website at <http://www.hse.gov.uk/myth/index.htm>.

## **BUSINESS NEWS**

### **'SCORES ON THE DOORS'**

The Food Standards Agency is currently seeking views on a UK-wide proposal to establish a new scheme to provide consumers with information on the hygiene standards of food businesses, entitled 'Scores on the Doors'. As the name suggests the businesses may display their scores on their doors, windows and websites to allow consumers to make an informed decision about dining in or buying from that establishment.

Trained local officers will go into the business, whether it be a café, restaurant, take-away, supermarket or other retailer, to check and grade whether they are complying with legal requirements, in particular health and safety. Furthermore trials have found that the scheme also provides recognition to the businesses together with encouraging them to raise their standards.

The agency is seeking views on the schemes design, scope, visibility, fairness and implementation strategy including the grading and scoring system.

For more information on the scheme and for expressing your views on the Scottish consultation please visit the Food Standards website at [http://www.food.gov.uk/news/newsarchive/2008/may/scores#h\\_2](http://www.food.gov.uk/news/newsarchive/2008/may/scores#h_2).

### **CHECK OUT YOUR BUSINESSES HEALTH!**

Business Link have recently published a document detailing ways of tackling the credit crunch and with their 'Business Health Check Tool' you will be able to ascertain which areas of your business you have to take more notice of and helps you analyse key areas of your business' finance and administration with the aim of avoiding failure.

The tool can help you work out whether your business could be in trouble, and shows how external business advisers can provide help and expertise. However this is only a guide and therefore should only be used as a signal to investigate the problem further.

The Business Health Check can be found at:

<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1077717513&r.t=ONEOFFPAGE&r.i=1080678461&r.s=e>

## **USEFUL LINKS**

The following are useful links that may also assist you succeed and grow in your sector by networking with other groups and gaining more tips and information:

- Please visit the Business Advantage website for loan and business advice and information [www.cne-](http://www.cne-)

[siar.gov.uk/eds/business](http://siar.gov.uk/eds/business).

- The Princes Scottish Youth Business Trust offers start-up funding and advice to young people aged between 18 and 30, with a business idea. They also offer expansion funding and more information is available at <http://www.psybt.org.uk/Regions/WesternIsles.aspx>.
- [www.businesshebrides.co.uk](http://www.businesshebrides.co.uk) – The most complete local online listing of businesses and organisations in the Outer Hebrides.
- [www.hiebusiness.co.uk](http://www.hiebusiness.co.uk) - very useful for staff and clients and very user friendly support so well worth visiting. The site will be regularly updated so any changes in legislation etc will be incorporated promptly.
- The Business IT Guide is operated by e-skills UK and assisted by The Highlands & Islands Enterprise offering useful hints and tips on IT solutions for small businesses as they have found that small businesses in the UK are losing millions of pounds from lost revenue due to not being adequately IT literate. Please visit them at [www.scotland.businessitguide.com](http://www.scotland.businessitguide.com)
- A regular 'Socio Economic Update' is published containing useful information on the local economy at: <http://www.cne-siar.gov.uk/factfile/index.htm>
- 'Aim-Hi' ([www.aim-hi.org](http://www.aim-hi.org)) is an online forum for the Creative Industries sector - please feel free to register your interest and visit the site at <http://s4.invisionfree.com/aimhi/>.
- The Creative Industries section of Comhairle nan Eilean Siar also publishes a periodic newsletter on the website at <http://www.cne-siar.gov.uk/eds/creativeindustries/index.htm>. Creative Industries focus on the arts, crafts film, and television, publishing, and new media sectors and therefore this is worth a read if you specialise in this sector to help you keep ahead of your competitors.

---

If you have any feedback or suggestions for us to make this service more relevant please e-mail your comments to [business.advantage@cne-siar.gov.uk](mailto:business.advantage@cne-siar.gov.uk). If you wish to discontinue your subscription to Business Advantage please send a blank e-mail to [business.advantage@cne-siar.gov.uk](mailto:business.advantage@cne-siar.gov.uk) putting UNSUBSCRIBE in the subject box. Remember that we guarantee never to sell or give your e-mail address to anyone else.

**Good luck**

## The Business Advantage Team

This information is meant as a starting point only. Whilst all reasonable efforts have been made, the publisher makes no warranties that the information is accurate and up-to-date and will not be responsible for any errors or omissions in the information nor any consequences of any errors or omissions. Professional advice should be sought where appropriate.

Business Advantage  
Department for Sustainable Communities  
Comhairle nan Eilean Siar  
James Square  
9 James Street  
Stornoway  
Isle of Lewis  
HS1 2QN

Tel: +44 (0)1851 707317  
Fax: +44 (0)1851 707319  
Email: [business.advantage@cne-siar.gov.uk](mailto:business.advantage@cne-siar.gov.uk)  
Web: [www.cne-siar.gov.uk/eds/business](http://www.cne-siar.gov.uk/eds/business)