

HEALTH & SAFETY POLICY

Salon Name:

Employer Name(s):

HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY

PART 1

HEALTH & SAFETY AT WORK – GENERAL POLICY STATEMENT

..... appreciates that people are our most valuable asset and we take our responsibility seriously for ensuring the environment we all train and work in is a safe and healthy one. We intend to lead by example in providing and promoting good practices, raising awareness throughout all our provision and with all our associates. Our policy is to adopt the best practice role possible by applying the following principles.

To meet our legal obligations as well as a 'duty of care' to clients and staff.

To ensure we have suitable and sufficient health and safety arrangements for the clients and staff welfare.

To monitor providers and to take appropriate action where acceptable standards are not being met.

To ensure staff receive adequate training and guidance in their role and responsibility for keeping a safe and healthy environment for themselves and their colleagues.

THE MANAGEMENT RESPONSIBILITIES INCLUDE:

The provision of tools, equipment and systems of work that are so far as is reasonably practicable, safe and without risk to health & safety.

The provision and maintenance, so far as is reasonably practicable of a safe place of work with proper access to and from that place.

Arrangements for ensuring, so far as is reasonably practicable safety from risks to health in connection with the use, storage and the handling of chemical substances used within the hairdressing profession. The provision of such information instruction supervision and training that is necessary to ensure so far as is reasonably practicable the health safety and welfare of staff at work.

The provision and maintenance of the working environment, so far as is reasonable and practicable, is safe without risks to health and has adequate regard for arrangements for welfare at work.

The management shall so far as is reasonably practicable comply with all statutory requirements for health & safety, welfare of all staff/ clients

with regards to MANUAL HANDLING /REPORTING of INJURIES, DISEASES/ DANGEROUS OCCURENCES REGULATIONS (R.I.D.D.O.R.) ELECTRICITY AT WORK/ PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)/ CONTROL OF SUBSTANCES HAZADOUS to HEALTH (C.O.S.H.H.)/ RISK ASSESSMENT.

It is recognised that all staff have a responsibility for their personal safety and also a duty of care to their fellow workers.

THE EMPLOYEE/LEARNER RESPONSIBILITIES INCLUDE:

The duty to comply with the safety instructions and directions as set down by the salon management.

The duty to use properly the means and facilities provided for safety and health at work.

The duty to refrain from the wilful misuse or interference with anything provided in the interest of health, safety and welfare, and any action that might injure themselves or others.

They shall inform management of any incidents or accident occurring at the salon.

EMPLOYERS RESPONSIBILITIES INCLUDE

The employer will comply with all relevant statutory duties in respect of Health and Safety and Welfare, and take all steps necessary for securing the health and safety of all staff / clients under the relevant legislation.

The employer must manage heath and safety and ensure that staff are given an induction highlighting the emergency procedures. The employer will provide appropriate training and ensure that staff are supervised by competent staff in a safe working environment and are supplied with suitable materials and safe equipment. The management shall so far as is reasonably practicable comply with all statutory requirements for health & safety, welfare of all staff and learners with regards to C.O.S.H.H, Manual Handling, Risk Assessment, R.I.D.D.O.R and Electricity at Work.

The employer will ensure that all relevant accidents and occupational related diseases to apprentices and staff are investigated, recorded and reported to BL HAIRDRESSING TRAINING and/or the relevant bodies as soon as possible.

The employer will agree that representatives from BL Training and the Skills Funding Agency may visit to monitor the apprentices / staff progress and to appraise health and safety. If the employer does not comply with important legislation it may be necessary to withdraw the learner from the placement.

SAFEGUARDING STATEMENT

This company has a strong commitment to the safeguarding of all its staff who are required to share this commitment.

Staff will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the company.

SIGNED _____ Employer(s)

Date _____

PART 2
STAFF RESPONSIBILITIES
(SUMMARY)

Employer Name.....
Responsible for ensuring implementation of Health & Safety provision
Responsible for identifying and arranging staff H&S training. Responsible for raising and auditing the Policy and Procedures also making changes according to external information e.g. Local Environmental Health Office/Health & Safety Executive.

Nominated person.....
Responsible for reporting accidents and incidents to the necessary authorities.
Ensuring any H&S issues in the centres are brought to the attention of the Employer.

STAFF RESPONSIBILITIES IN THE SALON

.....is responsible for overall implementation of H&S provision within the salon.
First Aid appointed person..... and First Aid Box.

Accident Book and Reporting incidents to the Employer.

Following and training staff on the salon evacuation Procedure.

Implementation of the H&S Policy and monitoring H&S procedures.

Maintaining H&S records in the Salon

Ensuring Risk Assessments are carried out and reviewed.

.....is responsible for Implementation of the Health & Safety Policy.

Contacting the emergency services (if required) and comforting patient, in the event of the first aider not being available.

Vetting and monitoring of H&S provision of staff and clients within the workplace.

Reporting any incidents or hazards to the Employer.

General housekeeping of the centre.

STAFF RESPONSIBILITIES

..... will lead on health and safety matters and have day-to-day responsibility of the salon.

..... will inspect the premises monthly and monitor H&S arrangements annually.

..... has been designated to be responsible for the health & safety and supervision of employees and clients during opening hours. They will report any failures of the policy, hazards, dangerous events etc. to the Employer.

All staff have a duty to act responsibly and are not to put themselves or others at risk by their acts or omissions. Employees must report any unsafe conditions to the employer and employees must co-operate with the company on health and safety matters. Employees and staff must use all control measures and follow safe procedures of work. Employees must keep the workplace clean and tidy.

H&S is a standard agenda item at staff meetings to ensure all employees are updated on health & safety issues. Relevant information will be posted around the salon on the notice boards.

.....is responsible for first aid, the first aid box and accident book.

The designated competent health & safety person for the company is Employees who have queries regarding health & safety should contact him/her.

..... are responsible for the evacuation of the salon in the event of an emergency and arranging practice drills.

.....is responsible for raising, reviewing and updating the H&S Policy and procedures as appropriate.

PART 3 RISK ASSESSMENT

Risk assessment record sheets are held in the salon.

Specific risk assessment sheets can be found additionally for:-

Pregnancy

Dermatitis

Asthma

COSHH

Control measures are in place as a result of the risk assessment process.

Risk assessments are completed annually for the salon by the Employer. It is the employers responsibility to ensure all individual risk assessments for learners and staff have been completed as required and are reviewed.

The significant risks are identified, recorded and will be made known to all relevant persons. Training, information, instruction and supervision will be provided as required. Controls measures will be put into practice as recommended from the risk assessment process.

It is the responsibility of the employer to carry out a personal risk assessment for a pregnant member of staff and ensure any actions or control measures are in place. The staff member will be issued with a copy of the risk assessment form.

(Please note it is the responsibility of the staff member to inform the company as soon as the pregnancy is confirmed ,risk assessment for pregnant staff should be carried out as soon as possible after the salon is made aware of the pregnancy and a copy kept in the salon staff files.

All staff members identified with a health problem will have an individual risk assessment carried out.

A Dermatitis check will be carried out with staff upon symptoms arising and a risk assessment completed if required.

PART 4 ARRANGEMENTS

4.1 ACCIDENTS

All employees who have an accident at work, or are ill as a result of work must report it to the employer and the accident book must be completed.

The employer is responsible for reporting any reportable accidents or incidents to the appropriate local authorities and RIDDOR legal requirements. The employer will investigate all accidents and incidents to determine the cause and resolve matters where possible.

..... is responsible for ensuring if any visitor or contractor has an accident in the centre it is recorded in the accident book.

All employees are encouraged to report any serious incident whether or not there is an accident.

The salon aim to fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4.2 FIRST- AID

A fully equipped First aid box is kept in each salon and is the responsibility of the salon manager.

There is a qualified first aider in all centres. In their absencewill be responsible for calling the emergency services (if necessary) and comforting the injured or unwell person, ensuring the person is suitably transported home.

Notices are placedin respect of the first aid provision indicating the first aider and where the kits are held.

First aid administered will be recorded in the accident book.

Employees must not take it upon themselves to render first aid and must always seek the appointed first aider or appointed persons. This person is Emergency telephone numbers are displayed on the first aid notices.

The salon aim to fulfil the requirements of the Health & Safety (First Aid Regulations 1981)

4.3 TRAINING, INSTRUCTION AND SUPERVISION

All employees will be issued with this policy and have access to the risk assessments and control measures. All new employees will be shown around the premises and have health & safety arrangements explained to them as part of their induction process.

Employees will have instruction in carrying out tasks safely this particularly applies to use of equipment and use of substances.

The salon will endeavour to ensure that employees are capable in terms of health & safety for all tasks asked of them.

Specific training and instruction will be provided as appropriate to the employees training as identified in the risk assessment. All employees will be trained in:

Fire arrangements
 Hazardous substances
 Safe use of equipment (including display screen equipment where appropriate)
 Employee responsibilities
 Use of personal protective equipment
 Personal Hygiene
 Health & safety arrangements
 Risk assessments and control arrangements
 Electrical safety
 Manual handling
 Good Housekeeping

Any employee who is uncertain about completing a task safely must ask a manager or supervisor. Anyone who wants further training in health & safety is encouraged to request it.

DO NOT CARRY OUT ANY TASK YOU DO NOT FEEL COMPETENT IN DOING.

Employees will be supervised by competent persons according to the risk and the employee's capabilities in health & safety for the tasks. New members of staff will be supervised by training staff until deemed competent in carrying out the task safely.

4.4 FIRE

The arrangements are as follows:

Fire Extinguishers are provided around the salon and located in the following areas:.....
 Fire escape routes and exit routes are marked in the centre.

A fire alarm is located.....
and can be identified as a (sound)..... please follow emergency evacuation processes.

The salon assembly point is for the evacuation procedure.

On discovery of a fire the alarm should be activated. Only persons trained in using the extinguishers should use them, all others should not attempt to tackle a fire but proceed safely to the assembly point via the escape routes.

All staff members are to ensure the premises are clear and call the emergency services if appropriate. The Manager will be responsible for accounting for everyone at the assembly point. (In the Managers absencetakes this responsibility)

Monthly fire drills will be organised, carried out and recorded by the

Fire alarms, exits, and extinguishers will be checked visually every month/annually by the Manager and a recorded. An annual check is made of all extinguishers and fire fighting equipment by an external company and labels attached to the extinguishers as proof of checking. Records of checks made are retained in the H&S file.

Employees or staff members must not interfere with any of the safety arrangements, keep fire routes and exits clear and follow notices explaining fire arrangements.

Smoking is forbidden in the salon and within of the entrances and exits, to prevent exposure to second hand smoke. Smoking is only permitted prior to commencing work and at lunch breaks. We support anyone wishing to stop smoking. Information from 'Fresh N.E. is available in all centres. www.freshne.com.

The company aim to fulfil the requirements of the Fire Precaution (Workplace) Regulations 1997.

4.5 EQUIPMENT

All equipment provided will be to the correct safety standards.

All guards, safety devises and controls must be used at all times by employees and this includes the use of personal protective equipment.

Any default in equipment or controls must be notified immediately to the salon manager and must not be used until deemed safe to use. Employees must check equipment is safe before using it.

Equipment will be maintained regularly.

Employees will not be allowed to use equipment unless they have been trained to do so in which case supervision and instruction will be provided.

An employee who is unsure of any piece of equipment, safety feature

or controls should ask the salon manager.

The company aim to fulfil the requirements of The Provision and use of Work Equipment Regulations 1998.

4.6 HAZARDOUS SUBSTANCES

An assessment of all hazardous substances has been carried out these are included in the risk assessment part of this policy and is kept in the Health & Safety File. Copies of the assessments are kept with the hazardous substances in

Employees must follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk.

If an employee feels ill as a result of using a substance they must report it to the first aider and record it in the accident book so that the matter can be investigated.

If an employee is uncertain about the use of any substance they must ask a competent member of staff for advice before using it.

Hazardous substances must be disposed of carefully and as recommended in the assessment.

Any Personal Protective Equipment must be worn by employees as recommended. Masks will be provided and must be worn by anyone with asthma.

All hazardous substances must be stored in their original containers and those containers stored correctly.

The company aim is to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 2002.

4.7 MANUAL HANDLING

Employees must not move any load they think may cause them an injury. Assessment of main tasks has been carried out and training will be given to all staff in safe methods.

Employees must follow the methods described in the assessment and training provided. Any employee injured during any manual handling operation accident must be reported and recorded in the accident book.

Employees must use lifting and carrying aids including trolleys where provided to move loads.

Two person lifts are encouraged where practical for e.g. larger stock boxes or the moving of furniture or heavier equipment.

Employees and learners will be shown how to lift and carry loads in the correct manner as part of the company training policy.

The company aim to fulfil the requirements of the Manual Handling Operations Regulations 1992.

4.8 EMPLOYEE AND LEARNER RULES.

Below is a list of some of the basic rules for employees to follow:

Keep your work area clean and tidy, particularly from things likely to cause a person to slip or fall.

Always use equipment the right way as per training and instructions.

Always wear the right personal protective equipment and clothing.

Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.

Never interfere with equipment, electricity or any safety features.

Do not smoke in the centres or withinmetres of exits/entrances.

Report any defects or damage to any part of the premises, equipment or machinery.

Do not put yourself or others at risk that includes horseplay or misuse of articles or substances.

It is a requirement of the employment and training agreement for employees to abide by the health & safety rules and anyone breaching safety rules will receive a written warning in the first instance

Any employee who notices a hazard must report it immediately. The Company encourages suggestions from employees to improve health & safety standards.

4.9 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)

The salon will provide free of charge all necessary Personal Protective Equipment (PPE) for employees to use this must be used when instructed to do so. PPE will be to European and British Standards and

provided in line with the result of the risk assessment.

Protective aprons face masks and disposable gloves are available for use when working with hazardous substances.

Misuse or non- use of PPE will be subject to disciplinary procedure.

The salon aim to fulfil the requirements of the Personal Protective Equipment at Work Regulations.

Barrier creams are provided and must be use as required.

Sterilisation Equipment is available in the salon and must be used.

4.10 ELECTRICITY

All electrical equipment will be maintained by the salon and this will include an inspection every year.

Any defect or damage to electrical equipment must be reported to the salon managers. Anyone suffering an electric shock must report it as an accident.

No employee must carry out repair work themselves. An electrical contractor will carry out any necessary electrical work.

Electrical equipment that requires testing an inspection will be made and a record kept of the result. Records will be kept in the Health & Safety file.

The salon aim to fulfil the requirements of the Electricity at Work Regulations 1989.

4.11 CONTRACTORS AND VISITORS

Contractors and visitors are the responsibility of the employer. In the case of an emergency it will be their responsibility to lead them out of the building to the assembly point.

Contractors must inform the company of any hazardous substances, electrical equipment or other equipment or anything else, which might affect the health, & safety of employees or learners. Contractors carrying out any work on our premises are expected to abide by the centres H&S instruction.

Any young person i.e. learner, work experience student or school

student will be treated as any other employee however particular attention and arrangements will be made for their supervision, training and instruction. Parents of school pupils receive H&S arrangement information/BL H&S Policy Statement (full policy is available on their request) and sign a consent form to confirm they agree with the provision we have in place.

4.12 PREMISES

The salon will be maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities will be provided and maintained by the salon employer.

A satisfactory working environment will be maintained by the salon with adequate lighting, heating and ventilation.

An inspection of the premises, fixtures, fittings, and equipment will be carried out monthly/annually*. Please delete as appropriate.

Any defects or damage to the premises or its fixtures or fittings must be reported to the salon manager.

A record of these inspections will be held in the health & safety file and are available to any member of staff.

The salon aim to meet the requirements of the Workplace (Health & Safety) Regulations 1992.

4.0 STAFF WELFARE

SMOKING POLICY

Smoking is strictly forbidden

We aim to protect everyone from second hand smoke

DERMATITIS/ASTHMA

The Health Surveillance Procedure and Risk Assessment Controls are extended to staff if applicable.

SICKNESS/ABSENCE MANAGEMENT POLICY

The employer will manage planned and unplanned absences in a supportive way.

PREGNANT RISK ASSESSMENT

On going risk assessments are made for all staff members when the

company is made aware of the pregnancy

EYE TESTS

Staff using Visual Display Units are entitled to eye tests which will be paid for by the company

LONE WORKERS

The salon employer will put systems in place to ensure any lone workers are monitored to maintain a safe working environment. These arrangements

are.....
.....
.....
.....

ALL OTHER PERSON'S ON THE CENTRES PREMISES SHALL:

- a) Observe all the company health & safety rules and instructions given by the persons enforcing the safety policy.
- b) Not work in the premises until safety rules have been understood and accepted
- c) Not work in the premises unless covered by the proper INSURANCE COVER.

5.0 SAFEGUARDING

Safeguarding training is carried out by all staff members to ensure the welfare of all employees. This includes a full explanation of salon rules relating to anti-bullying, harassment and discrimination. Any issues should be discussed with the employer.

ALL STAFF MUST READ THIS H&S POLICY AT THEIR INDUCTION AND RE READ WHEN ANY CHANGES HAVE BEEN MADE AND IT IS REISSUED.

IT IS THE RESPONSIBILITY OF ALL STAFF TO BE FAMILIAR AND ENSURE IMPLEMENTATION OF THIS POLICY AT ALL TIMES.

THIS POICY WILL BE UPDATED IF CIRCUMSTANCES OR LEGISLATION CHANGES OR ON AN ANNUAL BASIS UPDATED.

SIGNED:

SALON OWNER

DATE:

STAFF SIGNATURE SHEET:

I have read and understand my responsibilities in relation to the H&S Salon Policy:

Names:

Date: