




BL TRAINING HEALTH & SAFETY POLICY (FULL)

2021-22

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POLICY LEAD (SMT Member)	Mrs Gail Dalton-Ayres
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BL TRAINING HEALTH & SAFETY POLICY

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BL TRAINING HEALTH & SAFETY POLICY PART 1

HEALTH & SAFETY AT WORK – GENERAL POLICY STATEMENT

BL Training 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 Learners, staff and third parties.

To ensure providers have suitable and sufficient health and safety arrangements for the Learners' welfare.

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

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

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 workplace. 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 and Learners at work.

The provision and maintenance of the working environment so far 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 be reasonably practicable comply with all statutory requirements for health & safety, the welfare of all staff/ learners with regards to MANUAL HANDLING /REPORTING of INJURIES, DISEASES/ DANGEROUS OCCURRENCES REGULATIONS (R.I.D.D.O.R.) ELECTRICITY AT WORK/ PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)/ CONTROL OF SUBSTANCES HAZARDOUS to HEALTH (C.O.S.H.H.)/ RISK ASSESSMENT SAFEGUARDING. (See COMP 088 Safeguarding Children & Young Persons Policy & Procedures and all associated policies)

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

EMPLOYEE/LEARNER RESPONSIBILITIES INCLUDE:

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

The duty to use the means and facilities provided properly, 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 training centre or within the workplace.

EMPLOYER RESPONSIBILITIES INCLUDE:

The employer shall 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 learners/participants to the same extent and in the same manner as an employer is required to do about employees under the relevant legislation.

The employer must manage health and safety and ensure that learners are given an induction highlighting the emergency procedures. The employer must provide appropriate training and ensure that learners/participants 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 be reasonably practicable comply with all statutory requirements for health & safety, the 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 should ensure that all relevant accidents and occupationally related diseases to learners/participants are investigated, recorded, and reported to BL TRAINING and the relevant bodies as soon as possible.

The placement employer must agree that representatives from BL Training and European Skills Funding Agency may visit to monitor the learners/participants progress and to appraise health and safety. If employers do not comply with important legislation, it may be necessary to withdraw the learner from the placement.

BL TRAINING SAFEGUARDING STATEMENT

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

BL Training have a comprehensive library of safeguarding and welfare associated policies, please feel free to contact us for more details.

You can view a sample of policies related to staff, learners, and employers on our website www.blhairdressing.co.uk

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.

External stakeholders must comply with current legislation with employees/volunteers/young persons and vulnerable adults in your care.

Any incidents must be reported to BL Training Safeguarding local Senior Management Team member Judith Speed on 01912619636 or Safeguarding Director Julie Ritson on 01912619636.

SIGNED



(Company Directors Mrs Julie Ritson & Mrs Gail Dalton-Ayres)

PART 2
STAFF RESPONSIBILITIES
(SUMMARY)

DIRECTORS

JULIE RITSON DIRECTOR & GAIL DALTON AYRES

Responsible for identifying and arranging staff H&S training.

Responsible for ensuring implementation of BL Training Health & Safety provision.

Responsible for reporting accidents and incidents to the necessary authorities.

Ensuring any H&S issues in the academies are dealt with.

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

STAFF RESPONSIBILITIES IN TRAINING CENTRES

Local Senior Management Team members (Judith Speed / Ange Davenport / Guy Saxton)
are responsible for

Overall implementation of H&S provision within the centres

First Aid (appointed person) and First Aid Box

Accident Book and Reporting incidents to the Local Senior Management Team member

Evacuation Procedure

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

Maintaining H&S records in the individual centre H&S File

Ensuring Risk Assessments are carried out and reviewed

Training staff are 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 placement employers and Learners within the workplace

Reporting any incidents or hazards to the Local Senior Management Team members and general housekeeping of the centre

STAFF RESPONSIBILITIES

2.1 The Local Senior Management Team members will lead on health and safety matters and have the day-to-day responsibility of the company academies.

2.2 The Local Senior Management Team members will inspect the premises monthly and monitor H&S arrangements annually.

2.3 The Local Senior Management Team members have been designated to be responsible for the health & safety and supervision of employees and learners during attendance at the centre. They will report any failures of the policy, hazards, dangerous events etc. to Julie Ritson Director.

2.4 All employees and learners must act responsibly and are not to put themselves or others at risk by their acts or omissions. Employees and learners must report any unsafe conditions to the Local Senior Management Team member, or Julie Ritson and employees and learners must co-operate with the company on health and safety matters. Employees and learners must use all control measures and follow safe procedures of work. Employees and learners must keep the workplace clean and tidy.

2.5 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 premises on the notice boards.

2.6 The Local Senior Management Team members are responsible for first aid, the first aid box and accident book.

2.7 The designated competent health & safety person for the company is Julie Ritson, Director. Employees who have queries regarding health & safety should contact her.

2.8 The Local Senior Management Team members are responsible for the evacuation of the academies in the event of an emergency and arranging practice drills.

2.9 The Local Senior Management Team member is responsible for raising, reviewing, and updating the H&S Policy and procedures as appropriate.

PART 3 RISK ASSESSMENT

3.1 Risk assessment record sheets are held in each centre. Specific risk assessment sheets can be requested additionally for: -

- Dermatitis
- Asthma
- Epilepsy
- Pregnancy and new mothers

3.2 Control measures are in place because of the risk assessment process. These have been implemented and are included in the records of risk assessments.

3.3 Risk assessments are completed annually for each academy by the Local Senior Management Team members. It is the Local Senior Management Team members responsibility to ensure all individual risk assessments for learners and staff have been completed as required and are reviewed.

3.4 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.

3.5 It is the responsibility of the Local Senior Management Team members to carry out a personal risk assessment for a pregnant member of staff/learner and ensure any actions or control measures are in place. The staff member/ learners are 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 see Company Procedure Terms & Conditions of Employment) risk assessment for pregnant learners should be carried out as soon as possible after the academy is made aware of the pregnancy and a copy kept in the learners teaching file, monitoring file and centre H&S file on the server.

3.6 All staff members/learners identified with a health problem and school students going into employer's premises will have an individual risk assessment carried out.

3.7 A Dermatitis Health Surveillance Procedure is in place for all learners and is extended to staff if required.

PART 4 ARRANGEMENTS

4.1 ACCIDENTS

4.1.1 All employees and learners who have an accident at work, during training at the academies or are ill because of work must report it to the Local Senior Management Team members, and the accident book must be completed.

4.1.2 The Local Senior Management Team member is responsible for reporting any reportable accidents or incidents to the appropriate authorities, following the HS 008 Accident/Incident Reporting Procedure or HS 012 for a school student. The Local Senior Management Team member will investigate all accidents and incidents to determine the cause and resolve matters where possible.

4.1.3 The Local Senior Management Team members is responsible for ensuring if any visitor or contractor has an accident in the centre it is recorded in the accident book.

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

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

4.2 FIRST- AID

4.2.1 A fully equipped First aid box is kept in each academy and is the responsibility of the Local Senior Management Team members. BL academies do not have refrigerators to hold learner's medicines. Staff must not administer medicines to learners, though the first aider may assist the learner in taking their medicines if necessary.

4.2.2. There is a qualified first aider in all academies. In their absence, the contingency plan would be that the Training Staff are responsible for calling the emergency services (if necessary) and comforting the injured or unwell person, ensuring the person is suitably transported home. (Learners must not be sent home if there is no-one there to look after them)

4.2.3 Notices are placed throughout the premises in respect of the first aid provision indicating the first aider and where the kits are held.

4.2.4 First aid administered will be recorded in the accident book.

4.2.5 Employees or learners must not take it upon themselves to render first aid and must always

seek the appointed first aider or appointed persons. Emergency telephone numbers are displayed on the first aid notices.

4.2.6 The Company aims to fulfil the requirements of the Health & Safety (First Aid Regulations 1981)

4.3 TRAINING, INSTRUCTION AND SUPERVISION

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

4.3.2 Employees and learners will have instruction in carrying out tasks safely. This particularly applies to the use of the equipment and use of substances.

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

4.3.4 Specific training and instruction will be provided as appropriate to the employees and learners work or training as identified in the risk assessment. All employees and learners will be trained informed of arrangements at induction and matters associated with post holder roles, which may include:

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

4.3.5. Any employee or learner who is uncertain about completing a task safely must ask a local Senior Management Team member or training staff member. 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.

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

4.4 FIRE

4.4.1 The arrangements are as follows:

Fire Extinguishers are provided around the academies and identified by notices. Fire escape routes and exit routes are marked in each academy.

A fire alarm system operates on a sensory basis. There are break glass alarm points at each academy and emergency evacuation lighting.

An assembly point is identified for the evacuation procedure in each academy.

4.4.2 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.

4.4.3 All staff members are to ensure the premises is clear and calls the emergency services. The Local Senior Management Team members will be responsible for accounting for everyone at the assembly point. (In the Local Senior Management Team members absence, a named member of staff takes this responsibility)

4.4.4 Monthly fire drills will be organised, carried out and recorded by the Local Senior Management Team members.

4.4.5 Fire alarms, exits, and extinguishers will be checked visually every month/annually by the Local Senior Management Team members and a recorded on the COMP 160 Data & Monitoring Form and HS 003 Annual Monitoring Form. An annual check is made of all extinguishers and firefighting 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.

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

4.4.7 Smoking is forbidden in all academies and within 5 metres of the entrances and exits, to prevent exposure to second-hand smoke. Smoking is only permitted before 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.

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

4.5 EQUIPMENT

4.5.1 All equipment provided will be to the correct safety standards.

4.5.2 All guards, safety devices and controls must be always used by employees and learners, and this includes the use of personal protective equipment.

4.5.3 Any default in equipment or controls must be notified immediately to the Local Senior Management Team members and must not be used until deemed safe to use. Employees and learners must check equipment are safe before using it.

4.5.4 Equipment will be maintained regularly.

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

4.5.6 An employee or learner who is unsure of any piece of equipment, safety feature or controls should ask the training staff or Local Senior Management Team members.

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

4.6 HAZARDOUS SUBSTANCES

4.6.1 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 the training salon dispensary.

4.6.2 Employees and learners must follow the precautions and rules because of the risk assessment so that they do not expose themselves or others to any risk.

4.6.3 If an employee or learner feels ill because 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.

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

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

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

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

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

4.7 MANUAL HANDLING

4.7.1 Employees and learners 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 and learners in safe methods.

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

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

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

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

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

4.8 EMPLOYEE AND LEARNER RULES.

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

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

fall.

Always use the 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 within 5 metres 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.

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

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

4.9 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)

4.9.1 The Company will provide free of charge all necessary Personal Protective Equipment (PPE) for employees and learners use (at the academies) 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.

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

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

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

4.9.5 Barrier creams are provided and must be used as required.

4.9.6 Sterilisation Equipment is available in all centres and must be used.

4.10 ELECTRICITY

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

4.10.2 Any defect or damage to electrical equipment must be reported to a Local Senior Management Team member. Anyone suffering an electric shock must report it as an accident.

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

4.10.4 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.

4.10.5 The Company aims to fulfil the requirements of the Electricity at Work Regulations 1989.

4.11 CONTRACTORS AND VISITORS

4.11.1 Contractors/visitors to the academies as well as staff must sign in and out of the building. This is used in an emergency evacuation.

4.11.2 Contractors and visitors are the responsibility of the Local Senior Management Team members. In the case of an emergency, it will be their responsibility to lead them out of the building to the assembly point.

4.11.3 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.

4.11.5 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 (a full policy is displayed in all centres or available on request) and sign the consent form to confirm they agree with the provision we have in place.

4.12 PREMISES

4.12.1 All premises have an alarm system.

4.12.2 There are two appointed key holders for each centre for alarm company call outs to the premises.

4.12.3 Directors hold keys for each academy in case of emergency (Gail Dalton-Ayres covers Stockton/Darlington centres) Julie Ritson covers Newcastle centre)

4.12.4 Wheelie bins are to be stored indoors at the end of the day except the evening before collection (to prevent these being used to aid a break in).

4.12.5 Security lights are fitted where appropriate at all academies.

4.12.6 Staff members leaving the premises at the close of work are responsible for checking doors and windows are locked before leaving the building.

4.12.7 Staff members must follow the Lone Worker Policy in place (see section 5.8) Line local Senior Management Team members must ensure a named buddy is assigned to each staff member; new staff members are given a named buddy at induction.

4.12.8 The academies will be always maintained in a safe and healthy condition. Employees and learners must take responsibility for general housekeeping, cleanliness, and tidiness.

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

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

4.12.11 An inspection of the premises, fixtures, fittings, and equipment will be carried out monthly/annually.

4.12.12 Any defects or damage to the premises or its fixtures or fittings must be reported to the Local Senior Management Team members.

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

4.12.14 The Company aims to meet the requirements of the Workplace (Health & Safety) Regulations 1992.

4.13 DISPLAY SCREEN EQUIPMENT (DSE)

4.13.1 All **relevant** DSE users will be offered an eyesight test, which will be paid for by the Company. To request this, an HS 014 Eye Test Request Form is completed and passed by the staff member and is passed to their line local Senior Management Team member for endorsement.

4.13.2 All workstations will be assessed, and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of the DSE.

4.13.3 Employees and learners are required to have a short regular break (e.g., 5 minutes every hour) during continuous use of DSE.

4.13.4 Employees and learners will be shown how to use the DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.

4.13.5 The Company aims to meet the requirements of the Display Screen Equipment Regulations 1992.

Scheme Safety Check List

All staff and learners must receive instructions in the following:

- a) Procedure in the event of a FIRE
- b) Procedure in the event of required FIRST AID
- c) Procedure in the event of REPORTING an ACCIDENT
- d) Procedure for C.O.S.H.H
- e) Procedure for MANUAL HANDLING
- f) Procedure for RISK ASSESSMENT
- g) Procedure for ELECTRICAL TOOLS and EQUIPMENT
- f) Use of PERSONAL PROTECTIVE EQUIPMENT

5.0 STAFF WELFARE

5.1 SMOKING POLICY

Smoking is strictly forbidden

We aim to protect everyone from second-hand smoke (see section

4. 4. 7. in this H&S Policy)

5.2 CHILDCARE VOUCHERS SCHEME

These are available to staff who pay for childcare see Terms and Conditions of Employment.

5.3 DERMATITIS/ASTHMA

The Health Surveillance Procedure and Risk Assessment Controls are extended to staff if applicable. (See sections 3.6 & 3.7 in this H&S Policy)

5.4 SICKNESS/ABSENCE MANAGEMENT POLICY

This policy is in place to manage planned and unplanned absences in a supportive way. (See COMP 058 Staff Absence Management Policy within the Quality Procedures. Company Procedure Terms & Conditions of Employment)

5.5 FLEXIBLE WORKING

The company may offer flexible working hours if a reasonable request is made. (See COMP 059 Flexible Working Guidelines within the Quality Procedures and Terms and Conditions of Employment)

5.6 PREGNANCY RISK ASSESSMENT

On-going risk assessments are made for all staff members when the company is made aware of the pregnancy (See section 3.5 of this H&S Policy)

5.7 EYE TESTS

Staff using Visual Display Units are entitled to eye tests which will be paid for by the company (See section 14.13.1)

5.8 APPOINTMENTS FOR TESTS

Government statistics show many women are undiagnosed for cervical cancer because they are put off going for a smear test due to work commitments. The government urges employers to give women paid time off to attend a 3-year smear testing cycle during the working week. This would equate to half a day maximum every three years, to get these vital tests done. BLHT directors have approved this idea and have implemented this scheme. Staff must produce a doctor's letter to confirm this is due and the time off will be given for the appointment. The same option will be extended to male employees for appointments such as testicular cancer checks.

5.9 LONE WORKERS

Local Senior Management Team members must ensure there are at least two persons in the academy whenever practically possible.

All local Senior Management Team members must delegate a buddy for salon visiting staff to contact via text or call when the staff member is in a safe zone, i.e., bus or car, after their last visit of the day or when a lone worker leaves the academy.

All staff members are to give their partners/next of kin their Line Local Senior Management Team members phone number in case they need to contact them

5.10 STRESS MANAGEMENT POLICY

BL recognise that workplace stress is a health & safety issue and acknowledge the importance of identifying and reducing the cause of stress in the workplace.

We, therefore, have in place the COMP 135 Stress Management Policy that applies to everyone in the organisation. Employees are responsible for their own Health & Safety and that of their colleagues. Local Senior Management Team members are responsible for the implementation of this policy, and the company is responsible for providing the resources to carry it out effectively.

The COMP 135 Stress Management Policy & Procedures outline the responsibilities of the Company, management, and employees in ensuring that excessive pressures are minimised and, in the event, that an adverse reaction arises, that stress is managed effectively.

Employees are made aware of the COMP 135 Stress Management Policy included in the Policy Section of the Quality Manual, at their staff induction.

Individual HS 002 Stress Risk Assessments and Support Plans are carried as required.

5 11 MENTAL HEALTH WITHIN THE WORKPLACE POLICY

BL Training recognises their responsibility, as an employer, to identify and reduce risks to mental health arising within the workplace, and to ensure that staff members who are experiencing or recovering from mental health problems are supported and enabled to continue in employment wherever possible.

Therefore, this policy aims to:

- Promote mental health and well-being for all staff employed
- Raise awareness of factors within the workplace that may adversely affect mental health
- Will support staff experiencing or recovering from mental health problems
- Provide a framework that supports the employment and training of people with a history of mental health problems

Employees are made aware of the COMP 205 Mental Health in the Workplace Policy included in the Policy Section of the Quality Manual, at their staff induction.

6.0 SAFEGUARDING

6.1 BL have in place a COMP 088 Safeguarding Policy & Procedures (refer to this for further safeguarding information)

6.2 There is a designated Safeguarding Director and Local Senior Management Team member.

6.3 Safeguarding training is mandatory for all staff members

6.4 Staff members must only use reasonable force to restrain a learner if they are liable to hurt themselves or others

ALL OTHER PERSON'S ON BL 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.

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

ALL STAFF ARE TO COMPLETE THE HS 005 H&S POLICY CONFIRMATION SIGNING SHEET. (Held in the Centre H&S File)

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

PART 7 PROCEDURES

7.1 A Company HS 001 Health & Safety Policy has been implemented, which states our commitment, identifies responsibilities, arrangements, and procedures for Health & Safety. This policy is issued to all relevant parties and reviewed annually as part of the Quality Policy Review. Staff sign the HS 005 H&S Confirmation Signing Sheet held in the centre H&S File to confirm they have read the policy and whenever changes are made.

7.2 Employer Vetting is carried out for all new workplaces and then every two years to ensure employers meet the required Health & Safety standards.

(See Assessors Procedure Contracting with a Salon)

7.3 Learner Health & Safety Inductions. The learners' complete inductions into the Training academies and workplace, these include relevant health and safety information.

(See Assessors Procedures Induction/ Starts and Reviews (first review))

7.4 Learner Health & Safety Monitoring is carried out every six months (at alternate reviews) to confirm the learner is maintaining health & safety awareness and ensuring there are no health & safety issues concerning the learner.

The monitoring visit is carried out by the BL Staff member with the learner, and an ASS 020 Learner H&S Monitoring Form is completed; this includes health surveillance for dermatitis.

Any problems identified are brought to the Local Senior Management Team members' attention who will decide the necessary action required.

The ASS 020 learner H&S Monitoring Form is filed into the learner Monitoring File with their Progress Review.

7.5 Risk Assessment. The Local Senior Management Team members are responsible for ensuring risk assessments are carried out for their academy.

Assessments are made for all apprentices identified with a health problem to ensure their safety and necessary support.

Assessments and controls are recorded on an HS 002 Risk Assessment Form. Copies are made available to relevant persons within the academy.

The HS 002 Risk Assessment Forms are reviewed on an annual basis; this is recorded on the HS 003 Centre H&S Monitoring Form and is held in the Academy Health and Safety File on the server.

7.6 Health & Safety Checks are made by the Local Senior Management Team members on a monthly and annual basis and recorded on a COMP 160 Data & Monitoring Form (monthly) and HS 003 Centre H&S Monitoring Form (annually)

A monthly visual check is made of the centre including: -

- Fire exits and extinguishers
- Electrical and Personal Protective Equipment
- The general condition of the building
- Monthly fire drills are carried out.

Any minor concerns or problems are addressed by the Local Senior Management Team members.

Any serious concerns or problems are recorded on the COMP 160 Data & Monitoring Form and brought to the Director's attention at the monitoring meeting. The Director will endeavour to resolve the problem.

7.7 Health & Safety is a standard agenda item at staff meetings to discuss and keep all staff informed and updated with H&S issues.

Minutes of all Staff Meetings are held.

7.8 Staff Training. All staff members are trained in relevant H&S requirements to perform their job role. H&S training requirements are identified as part of the individual staff development plan, and **staff should not carry out any task if they do not feel competent or have not received the necessary H&S training to do so.**

7.9 Staff Induction. All staff members receive a company induction during which the staff member is made aware of the company HS 001 Health & Safety Policy, and this is discussed.

(See Company Procedure Staff Induction) The HS 005 H&S Policy Confirmation Signing Sheet is held in the Centre H&S File. This is signed to ensure all staff members are familiar with the policy and when changes are made.

7.10 Signing in and out of the building. All staff and visitors must sign in on entering and out on leaving the building. A HS 004 Staff/Visitors Log is in each centre and is used in the event of an emergency evacuation of the building.

PART 8 COVID-19 PREPARATIONS

In light of the Covid 19 pandemic which has impacted globally we will endeavour to follow all government guidelines, updates, recommendations and ESFA/DfE updates related to training. We have an **Apprenticeship Continuity Plan** which outlines emergency protocols. We have a duty of care to both internal and external stakeholders and as such have raised the following documents which can be found in the:

BL Training: Quality Manual Folder 10 Covid 19 Policies and processes.

- Staff inductions planned for safe return
- Apprentice induction planned for safe return
- Risk assessments saved in quality manual folder

In addition, we have also raised the following:

- Back to Work Plans
- BLHT Recover Plans
- BLHT Suspected and positive Covid 19 testing
- Covid Governance
- LFT Procedure
- Track and Trace Posters

All staff have the responsibility to familiarise self with these procedures and ask their line managers for further clarification if required.

Directors will occasionally update these policies and processes if the government guidelines change to reflect the current national situation.

Any changes will be communicated to:

- Employees via staff training session (may be virtual or in person based on Covid secure protocols)
- Apprentices and employers via email / telephone call discussions in academies or in the workplace and will be uploaded onto BLHT website (Covid 19 tab) and social media updates.
- Parents via letters, emails, website, and social media updates.