

Health and Safety Policy 2018

Effective for employees, students, governors and volunteers on or after 1 September 2018

Date: 25 August 2018

Date of next review: September 2019

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Section 1 – General Statement of Intent

L&F Training recognises and accepts its legal responsibilities for health and safety as detailed in the Health and Safety at Work etc. Act 1974. It is a policy that develops and ensures a safe, healthy and supportive environment for all employees, students, contractors and visitors, and it ensures that all reasonable steps are taken to achieve and maintain such an environment. L&F Training is committed to achieving a measurable improvement in health and safety performance, with legal requirements establishing a minimum acceptable level. This policy will be updated as the business changes in nature, size and each time a new product or piece of equipment is introduced to the business. To ensure the effectiveness of this policy and the way in which it operates, this policy will be reviewed annually, in accordance with our quality assurance cycle where any relevant amendments will be made where appropriate.

The objectives of the Health and Safety Policy are to;

1. Implement and maintain an effective and properly resourced health and safety management system
2. Promote standards of health, safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act
3. Annual self-assessment reports to ensure evaluation of health and safety and that quality improvements are implemented
4. Define health and safety responsibilities for staff, students, visitors and contractors
5. Provide and maintain a safe, healthy and supportive working/learning environment
6. Provide all employees with the necessary information, training, instruction and supervision to work safely and to ensure competence in their delivery of health and safety training to students
7. Ensure effective communication and consultation with staff, students and others affected by academy activities
8. Promote high standards of health and safety awareness and practices for students. Measure and review health and safety performance regularly at both academy and department levels with the aim of continuous improvement

Health and safety is a management responsibility and L&F Training is committed to ensuring that it is an integral part of the core management activity. L&F will accept its collective role in providing health and safety leadership of the academy and will lead by example in communicating and promoting this policy. The Business Manager, Fran Deeley, will be the designated Health and Safety Officer. Health and safety is an important management responsibility, and support and training will be provided to all staff to assist them in the implementation of this policy.

L&F Training will review health and safety performance annually and will ensure that health and safety matters are considered throughout standardisation meetings/staff meetings that are scheduled throughout the academic year. Additional reviews will be implemented if there were to be any major changes to the premises or activities were to occur.

L&F Training recognises its responsibilities under the legislation to the local community and is committed to reducing the impact of its activities on its surrounding environment helping to build a sustainable environment.

Risk Management

The risk assessment is carried out by Fran Deeley annually.

The findings of the risk assessment are reported to all staff and apprentices through:

1. Staff meetings
2. Induction of apprentices and new staff
3. Notice boards in the staff room

One of the main aims of this policy is to support the academy's general risk management by reducing and managing the risk of non-compliance with statutory health and safety legislations. It is essential to ensure that matters relating to occupational hygiene, environmental health and personal safety for students, staff, visitors and contractors, are communicated and dealt with as a matter of urgency.

The risks of failing to comply with the Health and Safety Policy and procedures include injury to students, visitors, staff and contractors; enforcement, prosecution, poor publicity, financial loss and inadequate records/negligence that invalidates insurance policies.

Name: Fran Deeley

Title: Business Manager

Signed: _____ Dated: _____

Health and Safety Policy



Definitions

Academy – L&F Training Academy

Managers – Managers of all levels who manage a department, staff or both

Staff – everyone employed by the academy

Student – persons enrolled on a learning programme being provided by L&F Training

PPE – means Personal Protective Equipment

HSE – means Health and Safety Executive

Section 2 – Organisation

2.1 Introduction

The Health and Safety Policy will be divided into three sections as follows: -

Section 1 – General Statement of Intent – the general aims and objectives of the Health and Safety Policy, signed by the Health and Safety Officer

Section 2 – Organisation – the organisational arrangements in place for implementing the aim and objectives, signed by the Health and Safety Officer

Section 3 – Arrangements – specific procedures to be designated to Managers, supervisors, staff, students, visitors and contractors to ensure the provision of a safe and healthy environment

The six key elements of the management system are:

1. Policy
2. Organising
 - Competence
 - Control
 - Co-operation
 - Communication
3. Planning and implementation
4. Measuring performance
5. Reviewing performance
6. Auditing

2.2 Policy

The academy has implemented and designated various policies and procedures which complement the aims and objectives of the Health and Safety Policy.

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2.3 Organising

Health and safety must be adhered to by all academy employees and everyone must be committed to ensuring continuous improvements in the provision of a safe, healthy and supportive environment. Staff must not ignore hazards which they identify but should make safe and communicate to the persons responsible. Staff must ensure that they display best practices at all time and they must be seen as setting a good example to students and visitors. Should any employee be found to be negligent and in any serious breaches of their health and safety duties, disciplinary action will be taken against them.

2.3.1 Competence

Managers need to be aware of relevant legislations and how to manage health and safety effectively. All employees need to be able to work in a safe manner and all students need to be taught to do so by the relevant qualified persons.

2.3.2 Control

Managers must identify key objectives for health and safety within their area and act upon them. Managers must provide clear direction and take responsibilities for their area.

2.3.3 Co-operation

The academy will endeavour to encourage all employees to aid in the development of a positive health and safety system

2.3.4 Communication

Effective communication is key to ensuring that the Health and Safety Policy is implemented within the academy. The academy will endeavour to provide all the relevant information to support with this. Relevant information is passed to all staff and any issues arising will be acted upon by the designated Health and Safety Officer, Fran Deeley. Health and Safety matters may be communicated in any of the following ways;

- Health and Safety Officer
- Academy Safeguarding Officer
- At staff and student inductions
- Continually via classroom sessions
- Mandatory staff health and safety training sessions
- Email

2.3.5 (i) Information, Instruction and Training – Provision of such is a legal requirement

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Electronic copies of the Health and Safety Policy will be held at the following locations:

- L&F main site

(ii) **Health and Safety Training**

All staff members undertake an accredited VTCT Health and Safety in the Workplace or accredited British Safety Council Health and Safety courses along with a refresher course at appropriate timely intervals

(iii) **Staff Induction**

It is the responsibility of the Health and Safety Officer to ensure that all new employees are familiar with all aspects of health and safety. It will be established at this point as to whether or not they hold a current health and safety qualification, if this isn't the case they are enrolled onto one

(iv) **Student Induction**

Each student is introduced to a new activity (including the use of hazardous substances). It is the responsibility of the lecturer to ensure that all the hazards and control measures are explained to them. The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity. Health and Safety in the workplace is monitored on monthly reviews and a health and safety vetting form is carried out at the time of sign up.

2.3.6 Responsibilities

(i) **Business Manager**

The Health and Safety Officer must ensure that the following actions are adhered to;

- Ensure there are effective communication and structures in place
- The workforce is engaged in the promotion and achievement of safe and healthy conditions
- The academy has a Health and Safety Policy in place, it is adhered to and monitored
- The academy has access to health and safety advice
- Sufficient resources are allocated within the academy to allow the effective implementation of the health and safety policy and all related procedures
- Employees are consulted on health and safety matters
- Has overall responsibility to health and safety within the academy
- Ensure all equipment is in safe working order, maintained and serviced where appropriate
- Ensure all protective clothing is available
- Ensure that risk assessments exist for all areas, where risks have been identified that they are reviewed and revised as necessary
- The on-going condition of the building, grounds, security, maintenance and minor works

(ii) **Teaching staff**

Teaching staff must ensure that the following actions are adhered to;

- Having direct responsibility for all health and safety matters within their own level of authority
- Ensure safe methods of working exist in accordance with recognised procedures

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- Ensuring all students are instructed in safe working practices and corrective action taken where necessary. In particular, students in high-risk areas must be supervised at all times
- Ensure all protective clothing is used, where relevant, at all times
- Ensure all hazardous substances are correctly used and stored correctly
- Ensure that hazards are identified and all health and safety that is out of their control is communicated to the Health and Safety Officer
- Ensure that students have received training in the academy's fire and emergency procedure

(iii) **The Health and Safety Officer**

The Health and Safety Officer must ensure that the following actions are adhered to;

- Establishing and implementing an effective health and safety management systems
- Raising the awareness of health and safety throughout the academy
- Implementing and monitoring procedures to ensure that there is a good knowledge of health and safety
- Monitoring risk assessments, safe systems of work, methods of work, maintenance and ensure that they comply with manufacturers recommendations
- Monitoring and ensuring that arrangements exist for emergency procedures
- Delivering staff development and staff induction sessions on health and safety matters
- Monitoring first aid levels
- Implementing and maintaining health and safety advice across the academy
- Seeking specialist advice as required and endeavouring to reflect accepted best practice within the academy's health and safety procedures
- Ensuring the health and safety matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and assisting where appropriate
- Ensuring that the academy receives an annual health and safety walk around inspection
- Ensuring the Health and Safety Officer carries out the employer Work Placement checks within the agreed timescale and notifying the relevant teams of any subsequent issues

(iv)

Employee Responsibilities (all staff)

Staff are reminded of their legal obligations under the Health and Safety at Work etc.

Act 1974 as mentioned below;

- Take responsible care of the health and safety of themselves and of other persons who may be affected by their actions
- Not to misuse anything provided in the interests of health and safety
- An employee must inform the academy of;
 1. Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety
 2. Of any matter which a person with the employees training and instruction represent a shortcoming in the employers protection

Employees are also responsible for;

- Familiarising themselves with the Health and Safety Policy
- Ensuring that students are informed of health and safety regulations, rules and procedures and that students and other staff in their areas of work apply these effectively
- Ensuring that unauthorised use of machineries or hazardous substances does not occur in their area of work
- Using the correct equipment and tools for the job being undertaken
- Ensuring hazardous substances are correctly used and stored
- Ensure that the visitors book is completed upon arriving and vacating the premises
- Ensure all visitors are supervised at all times

(v)

Student responsibilities

It is the responsibility of each individual student to take reasonable care of his/her Health and Safety and not to act in a manner that places others in danger

All students must;

- Be familiar and comply with fire and emergency evacuation procedures
- Assist teaching staff in maintaining good standards of cleaning

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- Use equipment only when authorised to do so
- Use the correct equipment and tools for the job being undertaken
- Report immediately to their tutor any accidents, first aid or equipment issues
- Take an active interest in health and safety

Students must not interfere or misuse anything provided in the interests of health, safety or welfare (e.g. misuse of fire extinguishers). Such behaviour must be dealt with appropriately

The academy will provide a health and safety induction to ensure that students are aware of their health and safety responsibilities

(vi)

Visitors

It is the responsibility of all visitors to take reasonable care of his/her own health and safety and not to act in a manner that places others in danger

Visitors must comply with;

- Instructions given by members of staff
- Must not tamper with emergency equipment
- Must bring to the attention of staff health and safety issues
- Must wear personal protective clothing when required to do so

2.4 Planning and Implementation

Planning is the key to ensuring that The Academy's health and safety efforts really work. Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture.

(i) **Risk Control** – The aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible. Risk assessments must be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, machinery/equipment and work/learning processes. If it is not possible to eliminate the risk completely, the risk must be minimised through the use of physical controls (e.g. machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.

- (ii) **Department Planning** – Directors/Managers must ensure that their risk assessments are up to date and cover all areas/activities within their area of responsibility.
- (iii) **Performance Standards** – Key performance standards will be set. These will be used by Directors/Managers in order to measure their health and safety performance. Other more specific performance standards will need to be set by Directors/Managers when planning and measuring health and safety performance within their area.
- (iv) **Self Assessment Reports (SARs)** – Directors/Managers are responsible for identifying weaknesses within their health and safety performance/risk control systems and providing details of how they plan to make the necessary improvements within the SAR completed.
- (v) **Reporting Defects** – Any defects to The Academy’s buildings, fabric of buildings and external areas on the premises must be reported to the Director.

With regards to defects in equipment/machinery, it is the responsibility of the Directors/Managers to ensure that they have a reporting and rectification system in place for the equipment/machinery that they are responsible for.

- (vi) **Reporting Hazards** – It is the responsibility of all employees to report any item/situation that they believe to be hazardous to the respective Manager (if they are unable to deal with it themselves). Hazards that pose an immediate risk must be reported by telephone to the health and safety officer immediately (on **07867692924**)
- (vii) **Insurance** – It is the responsibility of the Director to ensure that the Academy (and its subsidiaries) has adequate Employee and Public Liability insurance cover in place. Copies of the Certificate of Employers’ Liability Insurance will be displayed on the Academy notice boards and can be made available electronically on request.
- (viii) **Risk Assessment of Staff and/or Students with Disabilities/Medical Conditions/Behavioural Problems** – Staff and/or students with disabilities/medical conditions/behavioural problems that may affect their safety whilst working/learning will need to have their own PEEP assessment carried out by either the tutor/lecturer, relevant Student Support Assistant, or a member of the Health and Safety team. This includes those students enrolled on part-time and leisure courses. It is the responsibility of staff to report the need for such an assessment to either the relevant tutor/lecturer, Student Support Assistant or Health & safety Office as soon as they are made aware of any potential issues (i.e. during interview, enrolment, or following review of completed Health Forms)

2.5 Measuring Performance

- (i) Health and safety performance needs to be measured to find out if the Academy is being successful. **Active Monitoring** (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working.
- (ii) **Annual Walkaround Inspection and Health and Safety Audit** – It is the responsibility of the Health and Safety Manager to arrange and carry out an annual (as a minimum) walkaround inspection and health and safety audit for each academic department as per the Departmental Health and Safety Inspection Procedure. Following each audit, a full report will be produced and Directors/Managers are expected to ensure that all items on the action plan are carried out within the agreed timescales.

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(iii) **Risk Assessment Review and Audit** –Managers are responsible for ensuring that all areas/activities within their area of responsibility have been risk assessed and that such assessments have been recorded and are reviewed at least annually (please note that reviews should take place more frequently where the activity/area is deemed as either medium or high risk).

Directors/Managers must ensure that any new activities that are being considered for the forthcoming academic year are risk assessed **before** the activity commences to ensure that suitable controls are in place.

Risk assessments will be reviewed and monitored by the Health and Safety Manager during Annual Walkaround Inspections and Health and Safety Audits.

(iv) **Reactive Internal Inspections** (after things go wrong) – involves investigating injuries, cases of work-related illness, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why.

(vi) **Accidents/Incidents/Near Misses** – the Accident Reporting and Investigation procedure can be found on the Academy's Policy's under Health & Safety. All accidents, incidents and near misses must be reported. Accident/Incident/Near Miss statistics will be submitted for discussion during Health and Safety meetings. .

2.6 Reviewing Performance and Auditing

(v) Introduction –

External auditing will be carried out by the local authority, Fire Officer inspections, Insurance Company inspections, other providers of work-based learning/work experience where the Academy is the employer, HSE inspections, and external auditors (where appointed).

(vi) **Self Assessment Reports (SARs)** – The College is required to conduct and record a self assessment report. As part of that process, the health and safety performance of each department should be considered and compared against the standards set for that year. New standards by which health and safety performance can be measured for the forthcoming year must also be set. These must then be reviewed as part of the SAR review process.

This Health and Safety Policy was approved by the Director of L&F Inspired hair Academy on the date shown below following consultation with the appropriate employee representatives.

Signed by Fran Deeley(managing Director) Date: _____ Health and Safety Policy

Issue 8.0 – August 2018

ADULTS

L&F Inspired Hair Academy reviews the effectiveness of its health and safety policy annually.

- The salon manager is responsible for the induction of new senior staff and all other training in the salon.

Safety training includes instruction in:

- Lifting and handling of heavy and awkward equipment and packages.
- Storing, handling, using and disposing of chemicals.
- Minimising the risks of slips, trips and falls.
- Fire evacuation and the use of fire equipment.
- Handling electrical equipment safely.
- Responsibilities of staff to maintain a healthy and safe environment.

The health and safety law poster is displayed in the staff room.

NVQ levels 1,2 and 3 contain the mandatory unit G1 ‘ensure your own actions reduce risks to health and safety’ this is the first unit to be delivered and achieved by all apprentices. To enable learners to demonstrate currency of knowledge, each technical unit of each NVQ has a health and safety element at the start.

Health and Safety Policy SUPERVISION



Work experience students and apprentices will be supervised at all times. No work experience students will be allowed to carry out tasks if they are not competent. The salon manager is responsible for ensuring that the level of supervision is relative to the experience of the apprentice and the task being carried out. Stylists are responsible for apprentices who are carrying out services for them.

Supervision on 14-16 year olds is in place in a 1:4 ratio where sharp objects and chemical substances are in use. Where a 1:4 ratio is not in place no sharp objects or chemicals are to be used. Supervision for 16-18 year olds is in place in a 1:8 ratio where sharp objects and chemical substances are in use.

On receiving formal confirmation from a doctor midwife the company will carry out an individual assessment, a copy of which will be given to the employee. Reviews of the risk assessment will be planned, carried out and recorded at salient times throughout the pregnancy.

SALIENT TIMES

- Confirmation of pregnancy
- Letters from doctor or midwife
- Monthly meetings with manager

Records will be kept for each individual employee.

CLEANLINESS AND HYGIENE OF THE WORKPLACE

L&F Inspired Hair Academy hair salon has standards of cleanliness and hygiene. All employees and apprentices are required to be familiar with the daily and weekly jobs list to ensure these standards are maintained and to take positive steps to ensure that the salon is a safe and clean environment at all times. Staff and apprentices are required to clean and sterilise tools before using on clients.

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All tools used on clients must be clean and in good condition to ensure the safety of our clients.

ALL STAFF OF L&F INSPIRED HAIR ACADEMY SALON

MAINTAIN THE DAILY HYGIENE OF:

- The toilet on the premises at the all times throughout the day.
- The staff room.
- The salon floors, workstations and basin areas; ongoing throughout the day.

ENSURE THE SAFETY OF STAFF, CLIENTS AND VISITORS BY ENSURING THAT;

- Apprentices in the academy are fully supervised at all times.
- Visitors to the salon sign in the visitor's book.
- Razors and scissors are kept secure from children.
- Skin tests are carried out before all colouring services take place.
- Full consultations take place before any services.
- Sterilisation of all equipment takes place.
- Liquids and silicone products that fall on the floor are cleaned up immediately.

Where new products or equipment are being introduced to the salon or training these will be Communicated through:

- Manufactures training sessions
- Internal training session

ACCIDENTS - FIRST AID - WORK RELATED ILL HEALTH

ACCIDENT REPORTING PROCEDURE

- All employees and apprentices must report all incidents and accidents to the manager Who will then take control.
- If the emergency services are required DIAL 999 and ask for the appropriate service remembering to give the address of the salon.

ACCIDENT REPORTING RECORD BOOK

- **THE ACCIDENT RECORD BOOK** is located next to the **FIRST AID BOX** in the reception area.
- All accidents must be recorded with the date and nature of the accident fully described and signed by the injured person and the salon manager or responsible person. It is important to make sure all records are well written in case legal action might result.

FIRST AID BOX

The first aid box is in the main reception area.

FIRST AIDER - those responsible when accidents happen in the salon or academy:

HEALTH SURVEILLANCE

- Weekly inspected by training staff to check for dermatitis and RSI.

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- These inspections are recorded on the trainer's lesson plans.



REPORTING OF ACCIDENTS

The following will be formally as per RIDDOR requirements:

1. All reportable accidents
2. All reportable diseases (including dermatitis)
3. All dangerous occurrences

To minimise the risk of falls in the workplace the following rules are to be followed;

Always use the safety steps when;

- Reaching high cupboards
- Cleaning large mirrors
- Replacing light bulbs

Remember;

- Never stand on chairs to reach high places
- Always use the step ladder supplied
- If reaching high places ask a colleague to stand by the stepladder for safety.

NEEDLE STICK INJURY

If any member of staff should be injured by an electrolysis needle they must inform the Manager and receptionist immediately. The manager will arrange immediate transport to hospital and the receptionist will phone A&E to inform them that a needle stick injury is on the way. The incident must be recorded in the accident book.

EMERGENCY PROCEDURE-FIRE AND EVACUATION

ASSEMBLY POINT

Turn left from front of premises meeting point is at the top of Newton Road in the parking bays by the bus stop

FIRE EXITS

The entrance to salon, and Academy Training room back door

EVACUATION PROCEDURES

DISCOVERING A FIRE

1. Push panic button on alarm box.
2. Use the appropriate fire extinguisher by aiming at the base of the fire.
3. Senior stylist to telephone 999 and ask for the fire brigade immediately.
4. If anyone is injured ask for an ambulance too.

The above will also be reported to the SFA where apprentices are concerned.

MANUAL HANDLING

Manual handling instructions at induction includes:

- Correct lifting and handling demonstrated to all staff including apprentices.
- All staff demonstrates correct lifting and handling to their supervisor.
- Health & safety work packs include examples of correct lifting and handling.
- Staff receives copies of be safe booklet and NHF health and safety booklet at induction.

Heavy and/or awkward packages will not be moved by staff or apprentices but will be arranged for removal from the salon.

DISPLAY SCREEN

Exposure to computer screens is limited within the organisation but employees are not allowed to work longer than 2 hours before taking a break.

SLIPS, TRIPS AND FALLS

To minimise the risk of slips in the workplace the following rules are to be followed;

- If the floor is wet, the wet floor sign must be used until the floor is dry.
- Water splashed at the basin areas must be dried immediately.
- All liquid spillages are to be mopped up immediately.
- If a member of staff finds a patch of floor that is slippery it is their responsibility to ensure the floor is thoroughly cleaned and dried.

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- If a member of staff has used a product with silicone that has landed on the floor it is their responsibility to ensure the floor is thoroughly cleaned and dried.

To minimise the risk of trips in the workplace the following rules are to be followed;

- Do not allow electrical cables to trail across the floor.
- Unplug dryers, straighteners and clippers after use and put away safely.
- Keep walkways free from trolleys and cutting tools.
- Ensure all deliveries are stacked safely and do not obstruct walkways.
- Do not allow children to play with toys in salon walkways.

HEARING THE FIRE ALARM

1. Leave building by the nearest fire exit, escort clients and visitors with you.
2. Do not stay to gather belongings.
3. Gather at the **ASSEMBLY POINT**.
4. Do not re-enter the building.
5. Only re-enter the building when the fire brigade have said it is safe.

RECEPTIONIST'S SPECIAL RESPONSIBILITIES

- Check the toilet and staff room
- Check staff and clients in the salon from the computer/diary.
- Delegate a senior stylist to check everyone is gathered at **ASSEMBLY POINT**.
- Inform fire fighters if anyone is trapped inside the building and their location.

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Stylists and Therapists Responsibilities

- Ensure personal clients leave immediately through the nearest free exit.
- Gather at ASSEMBLY POINT.

Stylists Special Responsibilities towards their buddies

- Ensure all apprentices have evacuated the building and are gathered at the **ASSEMBLY POINT**.
- Do not allow apprentices to re enter the building for any reason.

IS THE PERSON RESPONSIBLE FOR THE FOLLOWING AND FOR MAINTAINING RECORDS OF THE CHECKS THAT ARE CARRIED OUT.

FIRE DRILL

- A fire drill for members of staff takes place every 6 months.
- All staff undertake the training twice a year.
- Staff attendance and the time evacuation took is recorded.
- Records are filed in the fire alarm log book.

ALARM SYSTEM AND EMERGENCY LIGHTING

A log book at the reception desk contains;

- Maintenance work carried out.
- False alarm details
- Fire alarm tests, dates and results.

CHECKING FIRE FIGHTING EQUIPMENT

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- The fire extinguishers are checked annually by a qualified person.
- Employees and apprentices receive training in the use of fire extinguishers.

COSHEE-SAFE HANDLING AND USE OF CHEMICALS

All employees and apprentices are given instructions and training so that they understand how to store, handle, use and dispose of chemicals safely. A risk assessment is carried out annually in line with assurance cycle and updated when a new product or service is introduced into the workplace.

HAZARDOUS SUBSTANCES USED IN THE SALON AND IN TRAINING

- Bleaching agents
- Hydrogen peroxide
- Permanent wave lotions
- Permanent colours (para dyes)
- Tone on tone colours (quasi dye)

APPRENTICE/STYLIST PROTECTION

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All employees and apprentices must wear protective gloves every time their hands come in contact with any chemical in the salon even if only for a short time e.g. when carrying out the following:

- Damping down perms.
- Checking perms.
- Neutralising perms.
- Mixing, handling and using colours and bleaches.
- Checking and shampooing off colours and bleaches.
- Gloves and protective aprons are provided by the cut for staff protection. This rule is enforced to avoid possibility of any staff member developing a skin condition such as dermatitis or allergic reaction to the products.

CLIENT PROTECTION

It is the responsibility of all employees/apprentices to ensure the safety of every client:

- All clients receive a full consultation before a chemical treatment takes place.
- Any necessary tests are carried out before a chemical treatment takes place.
- Clients receive a skin test before tinting on their scalp/eyelashes or eyebrows.
- All clients are questioned about skin reactions they have experienced.
- All clients protected with capes and towels ensuring they are well secured.
- Chemical treatments are supervised by stylist if carried out by an apprentice.

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The senior stylist is responsible when an apprentice or lesser stylist gowning up or carrying out any part of a chemical service for them. If a client or their clothing is harmed in any way, an investigation will take place and the senior stylist will be interviewed.

STORING-HANDLING-USING-DISPOSING OF CHEMICALS

STORE CHEMICALS

- According to manufacturer's instructions.
- Peroxides on a low shelf and in a cool dark position.
- All lids firmly in place.
- Powder bleach with plastic bag and lid tightly secured.
- Powder bleach stored in low cupboard.
- Away from children.

HANDLE CHEMICALS

- According to manufacturer's instructions.
- Always wear gloves.
- Handle with caution to avoid spillage or contact with skin and eyes.
- Do not breathe in powders or fumes.
- Act responsibly so that others are not in danger from your actions.

USE CHEMICALS

- According to manufacturer's instructions.
- Ensure that the client is protected to avoid accidents.
- Always wear gloves.
- Use with caution to avoid spillage or contact with skin and eyes.
- Do not breathe in powders or fumes.

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- Do not leave chemicals on work stations where they can cause accidents.
- Act responsibly so that others are not in any danger from your actions.

DISPOSE OF CHEMICALS

- According the manufacturer's instructions.
- Dispose of down the sink/basin with lots of water to flush.
- Do not put unused chemicals in the rubbish bin.
- Always wear gloves.
- Handle with caution to avoid spillage or contact with skin and eyes.
- Do not breathe in powder or fumes.
- Act responsibly so that others are not in danger from your actions.

STAFF AWARENESS WHEN USING ELECTRICAL EQUIPMENT

- All staff and apprentices are trained to use electrical equipment.
- Staff and apprentices are prohibited from operating electrical equipment if they are not trained.
- If staff or apprentices require extra training they should inform the salon manager.

USING ELECTRICAL EQUIPMENT

All staff and apprentices responsibilities:

- Be aware of faulty electrical equipment.
- Inspect all equipment for loose wires and broken casings.
- Turn on equipment before use to check for faults.
- If faulty label 'faulty' and explain why.
- Report faulty equipment to the manager.
- If the fault is serious contact an electrician.
- Switch off and unplug equipment at the end of the day.
- Do not let electrical cable to trail across walkways.



HAZARDS IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORK PLACE	FURTHER ACTION NECESSARY
FALLING OBJECTS	Staff Learners Clients Visitors	Staff and learners instructed on; <ol style="list-style-type: none"> 1. Safe storage procedures in the workplace 2. Effective stock management Heavy equipment & Materials kept at low levels.	Training given to new learners and new staff members

Health and Safety Policy

<p>NON ELECTRICAL EQUIPMENT AND TOOLS</p>	<p>Staff Learners Clients Visitors</p>	<p>Scissors and razors kept secure when not in use</p> <p>Tools sterilised to avoid risk of cross infection</p> <p>Sharps removed from the salon in a secure box.</p>	
<p>INFECTION CONTROL</p>	<p>Staff Learners Clients Visitors</p>	<p>Staff trained to identify infectious conditions of the scalp during consultations and report to manager.</p> <p>Clients refused service if infections identified Learner's hands checked weekly for dermatitis Glover & barrier cream supplied to staff & learners.</p> <p>Good laundry procedures for gowns & towels Tools sterilised to avoid risk of cross infection.</p>	<p>If dermatitis is identified then HSE will be informed through RIDDOR</p>
<p>SALON MAINTENANCE</p>	<p>Staff Learners Clients Visitors</p>	<p>3 monthly maintenance checks carried out</p> <p>Reporting procedures in place</p> <p>Reputable buildings company used</p> <p>Repairs carried out when necessary</p>	<p>Daily visual inspections of;</p> <p>The salon</p> <p>All toilets</p> <p>Reporting to</p>

HAZARD IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORKPLACE	FURTHER ACTION NECESSARY
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Health and Safety Policy

<p>HAZARDOUS SUBSTANCE</p>	<p>Staff Learners Clients Visitors</p>	<p>Risk assessment carried out annually and when new products are introduced</p> <p>Staff and learners trained to store, handle, use and dispose of all chemicals according to;</p> <ol style="list-style-type: none"> 1. Manufacturer’s instructions 2. Legal requirements 3. Salon requirements <p>Liquid chemicals stored at low levels Aerosols stored in cool dry places Gloves and aprons supplied to all staff and in various sizes Protective gowns and equipment provided for clients All client skin tested Hair tests carried out where necessary waste removed from the salon daily</p>	<p>Induction carried out for new learners and new staff members</p> <p>G20 health and safety is the first unit delivered and achieved</p> <p>Currency tested throughout the apprentices first year at introduction to all units of the NVQ</p>
<p>SLIPS TRIPS AND FALLS</p>	<p>Staff Learners Clients Visitors</p>	<p>Staff trained to keep floor and walkways;</p> <ol style="list-style-type: none"> 1. Clean free from hair clippings 2. Free from silicone products 3. Clean of trailing electrical wires 4. Dry-displaying wet floor signs when floor is wet 5. Free from obstructions e.g. delivery boxes and trolleys <p>Maintenance inspection of flooring Small ladder with high hand rail used when reaching high shelves and cleaning mirrors.</p>	<p>Induction carried out for new learners and new staff members</p> <p>Additional training when necessary through staff meetings and notice boards</p> <p>Daily visual checks Checked and recorded 3 monthly</p>

Health and Safety Policy

HAZARD IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORKPLACE	FURTHER ACTION NECESSARY
ENVIRONMENTAL CONDITIONS General salon working conditions and cleanliness	Staff Learners Clients Visitors	Workplace and Academy air conditioning in place and temperature monitored Cleaning jobs scheduled to promote good housekeeping No smoking allowed in the salon	Investigate air conditioning if temperature becomes too hot and humid in the salon
CHEMICAL SMELLS	Staff Learners Clients Visitors	Air conditioning and extraction systems installed	Look for new products with reduced smells
ERGONOMICS	Staff Learners	Gas lift chairs provided to ensure clients are at a comfortable height for learners and stylists Cutting stools provided for stylists Good positioning for washing hair Ensure enough work space available	
DELIVERIES	Staff Learners Clients Visitors	Staff training for manual handling on induction Stock put away on arrival Avoid obstructions to access Heavy and awkward items moved by	Receptionist organise safe removal of deliveries

Health and Safety Policy

HAZARD IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORKPLACE	FURTHER ACTION NECESSARY
HAZARDOUS SUBSTANCE	Learners Clients Visitors	<p>Risk assessment carried out annually and when new products are introduced</p> <p>Staff and learners trained to store, handle, use and dispose of all chemicals according to;</p> <ol style="list-style-type: none"> 1. Manufacturer’s instructions 2. Legal requirements 3. Salon requirements <p>Liquid chemicals stored at low levels Aerosols stored in cool dry places Gloves and aprons supplied to all staff and in various sizes Protective gowns and equipment provided for clients All clients skin tested Hair tests carried out where necessary Waste removed from the salon daily</p>	<p>Induction carried out for new learners and new staff members</p> <p>G20 health and safety is the first unit delivered and achieved</p> <p>Currency tested throughout the apprentices first year at introduction to all units of the NVQ</p>
SLIPS, TRIPS AND FALLS	Staff Learners Clients Visitors	<p>Staff trained to keep floor and walkways;</p> <ol style="list-style-type: none"> 1. Clean free from hair clippings 2. Free from silicone products 3. Clear of trailing electrical wires 4. Dry-displaying wet floor signs when floor is wet 5. Free from obstructions e.g. delivery boxes and trolleys <p>Maintenance inspection of flooring Small ladder with high hand rail used when reaching high shelves and cleaning mirrors.</p>	<p>Induction carried out for new learners and new staff members</p> <p>Additional training when necessary through staff meeting and notice boards</p> <p>Daily visual checks Checked and recorded 3 monthly</p>

HAZARD IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORKPLACE	FURTHER ACTION NECESSARY
ENVIRONMENTAL CONDITIONS General salon working conditions and cleanliness	Staff Learners Clients Visitors	Workplace and Academy air conditioning in place and temperature monitored Cleaning jobs scheduled to promote good housekeeping No smoking allowed in the salon	Investigate air conditioning if temperature becomes too hot and humid in the salon
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HAZARD IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORKPLACE	FURTHER ACTION NECESSARY
FALLING OBJECTS	Staff Learners Clients Visitors	Staff and learners instructed on; 1. Safe storage procedures in the workplace 2. Effective stock management Heavy equipment & materials kept at low levels	Training given to new learners and new staff members
NON ELECYTICAL EQUIPMENT AND TOOLS	Staff Learners Clients Visitors	Scissors and razors kept secure when not in use Tools sterilised to avoid risk of cross infection Sharps removed from the salon in a secure box	
INFECTION CONTROL	Staff Learners Clients Visitors	Staff trained to identify infectious conditions of the scalp during consultations and report to manager. Clients refused service if infections identified Learner's hand checked weekly for dermatitis Gloves & barrier cream supplied to staff & learners. Good laundry procedures for gowns & towels Tools sterilised to avoid risk of cross infection	If dermatitis is identified then the HSE will be informed through RIDDOR
SALON MAINTENANCE	Staff Learners Clients Visitors	3 monthly maintenance checks carried out Reporting procedures in place Reputable buildings company used Repairs carried out when necessary	Daily visual inspections of; The salon All toilets Reporting to



L&F INSPIRED HAIR ACADEMY RISK ASSESSMENT 2017

HAZARD IN THE WORKPLACE	WHO COULD BE HARMED	PRECAUTIONS IN PLACE TO MINIMISE RISKS IN THE WORKPLACE	FURTHER ACTION NECESSARY
FIRE	Staff Learners Clients Visitors	Fitted throughout the business; Smoke detectors Fire alarms 2x Fire extinguishers Staff and learners carry out fire drills twice a year	Checked and recorded monthly on sheets in salon diary Annual inspection of fire equipment Additional drills take place for new learners and new staff Regular weekly and daily random checks
ELECTRICAL EQUIPMENT	Staff Learners Clients Visitors	Annual PAT. maintenance & inspection carried out Effective procedures for reporting faulty equipment Electrical appliances unplugged at end of day Routine inspection of equipment & installation	Induction carried out for new learners and new staff Checked and recorded 3 monthly
GAS	Staff Learners Clients Visitors	All work carried out by corgi registered engineers Annual gas safety check Equipment maintained in accordance with manufacturer's recommendations	