**HEALTH AND SAFETY POLICY**

Health and Safety at Work Act 1974
***Our general statement of policy is:***

* To provide adequate control of the Health and Safety risks arising from our work activities;
* To consult with our employees on matters affecting their Health and Safety;
* To provide and maintain safe plant and equipment;
* To ensure safe handling and use of substances;
* To provide information, instruction and supervision for employees and learners;
* To ensure that everyone is competent to carry out allotted tasks after having provided adequate training;
* To prevent accidents and cases of work-related ill health;
* To maintain safe and healthy working conditions; and
* To review and revise this policy as necessary at regular intervals.

**Signed**



**Managing Director Date: October 2023 (Reviewed annually)**

All staff are to be conversant with this document.

Copies of this document are to be displayed where they can be inspected by all

staff and are accessible to learners on each floor

**RESPONSIBILITIES**

* Overall and ﬁnal responsibility for Health and Safety is that of Chris Rogers
* Day-to-day responsibility for ensuring this policy is put into practice is managed by Vicki Stacey who will ensure Health and Safety standards are properly managed
* Health and Safety risks arising from our work activities
* Risk assessments will be undertaken by Chris Rogers.
* The ﬁndings of the risk assessments will be reported to Chris Rogers
* Action required to remove/control risks will be approved by Chris Rogers/ Jean Rogers
* Chris Rogers will be responsible for ensuring the action
* Chris Rogers will check that the implemented actions have removed/reduced the risks.
* Assessments will be reviewed every 12 months as a maximum or when the work activity changes, whichever is soonest.

**CONSULTATION WITH EMPLOYEES**

Employees are consulted at monthly meetings. Trainers at weekly meetings, and all employees at other times as identified by them or the responsible officer

Learners are actively encouraged to report all concerns, suggestions, and ideas to the responsible officers

**SAFE PLANT AND EQUIPMENT**

* Chris Rogers will be responsible for identifying all equipment/plant needing maintenance.
* Chris Rogers will be responsible for ensuring effective maintenance procedures are drawn up.
* Chris Rogers will be responsible for ensuring that all identified maintenance is implemented.
* Any problems found with plant/equipment should be reported to Chris Rogers
* Chris Rogers will ensure that new plant and equipment meets Health and Safety standards before it is purchased.

**SAFE HANDLING AND USE OF SUBSTANCES**

* Vicki Stacey will be responsible for identifying all substances which need a COSHH assessment.
* Vicki Stacey will be responsible for undertaking COSHH assessments.
* Vicki Stacey will be responsible for ensuring that all actions identiﬁed in the assessments are implemented.
* Vicki Stacey will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
* Vicki Stacey will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

**INFORMATION INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is displayed in the **Hairdressing Salon** .

Supervision of young workers/trainees will be arranged/ undertaken/monitored by all staff

Vicki Stacey is responsible for ensuring that our employees working at locations under the control of other employers are given relevant Health and Safety information.

**COMPETENCY FOR TASKS AND TRAINING**

* Induction training will be provided for all employees by Recruitment
* Job speciﬁc training will be provided by Vicki Stacey and trainers with requisite knowledge
* Training records are kept at/by administration staff
* Training will be identiﬁed, arranged and monitored by Vicki Stacey and trainers

**ACCIDENTS, FIRST AID & WORK-RELATED HEALTH**

* Health surveillance is not required for employees for current roles/ training
* First aid equipment is kept in the admin office in each building
* The appointed First Aiders are Vicki Stacey (centre manager) & Michelle Baker (Recruitment) Carole Mitchell (Beauty Department)
* All accidents and cases of work-related ill health are to be recorded in the accident record file and notified to MIS / Recruitment . The file is kept in the admin office H and S cabinet
* (Building no 1)
* Chris Rogers is responsible for reporting accidents, diseases and dangerous occurrences
* Chris Rogers is responsible for investigating accidents.
* Chris Rogers is responsible for investigating work-related causes of sickness absences.
* Chris Rogers is responsible for acting on investigation ﬁndings to prevent a recurrence.

**EMERGENCY PROCEDURES: FIRE AND EVACUATION**

Overview of the premises at 2 Elizabeth Court

The buildings are of modern brick/ block construction with all floors either at or above street level. Each has a rear access / emergency escape route which is controlled by a panic bar. Neither has a connection to a gas supply. Each has its own fire alarm system and safety/ escape notices and these are serviced, maintained and tested by ACE Fire Equipment. Each building has a certificated lift. Fire doors are fitted and maintained where necessary.

**Emergency procedures – Fire and evacuation**

* Vicki Stacey is responsible for ensuring the ﬁre risk assessment is undertaken and implemented.
* Escape routes are checked by staff daily
* Fire extinguishers are maintained and checked by Ace Fire Ltd, with monthly checks by staff for correct location and accessibility
* Alarms are tested by Ace Fire at 6 monthly intervals
* The emergency evacuation assembly point is on the broad footpath immediately outside the Chinese Buffet restaurant.

Members of staff use various rooms and it is impractical to identify a particular member for safety on a given floor. In view of this all staff members will take responsibility for the floor on which they may be to ensure that all persons are safely out of the building during an alert. Emergency evacuation will be demonstrated to learners and staff on their induction and subject to a drill at regular intervals

**The trainer in charge of each group of students will maintain an accurate register of those present IN the building at any given time and will then be responsible for ensuring the safe presence of each learner when at the assembly point. They will then report to the person in charge of the evacuation (Vicki Stacey) and immediately report any absentees.**

**In the event of a genuine incident, the responsible person will then liaise with the senior fire and rescue officer and provide this information.**

All staff and visitors are required to sign in and out of the building so that an accurate record of who should be in the building is maintained at all times. This must include temporary absence for breaks and other short term excursions.

The large number of students using our facilities necessarily presents a difficult monitoring task. In order to fulfill our safety obligations these procedures must be strictly adhered to.