



Health and Safety Policy Statement

Health and Safety at Work Act 1974

Approved by: Lisa Robertson

Last reviewed on: 03/2024

Next review due: 03/2025

Introduction

At New You Hair Academy, our unwavering commitment revolves around prioritising the health, safety, and welfare of all individuals utilising our premises and engaging in educational activities. We have meticulously crafted a comprehensive policy to establish a secure and conducive environment that promotes effective learning and personal development.

Our overarching policy is structured on the following foundational pillars:

- Ensuring Health, Safety, and Welfare
- Safe Working Procedures
- Safe Buildings
- Emergency Preparedness
- Risk Management
- Employee Consultation
- Safe Handling of Substances
- Information, Instruction, and Supervision
- Competent Workforce
- Accident Prevention
- Incident Investigation and Prevention
- Policy Review

Roles and Responsibilities

New You Hair Academy places paramount importance on health and safety, with defined roles and responsibilities for effective implementation.

Board of Directors:

The Board of Directors exercises ultimate control over New You Hair Academy, playing a pivotal role in shaping the institution's health and safety policies. Their responsibilities include policy decisions, strategic guidance, monitoring and review, resource allocation, premises management, plant and equipment safety, training and instruction, and ensuring a safe working environment with welfare facilities.

Lisa Robertson - Day-to-Day Responsibility:

Lisa Robertson is entrusted with the day-to-day responsibility for implementing our health and safety policy. Her role encompasses fostering a positive safety culture, reporting to the Directors, seeking advice, ensuring staff cooperation, overseeing safety procedures, conducting an annual risk assessment review, and managing training access.

Lisa Robertson - Responsibility Areas:

To uphold and enhance health and safety standards, Lisa is assigned responsibilities in the following areas:

- Premises
- Facilities
- Fire safety
- Signage

Employee Responsibilities:

All employees at New You Hair Academy are expected to:

- Read the Health and Safety Policy
- Cooperate with management on health and safety matters
- Comply with health and safety arrangements
- Use provided safety equipment
- Take reasonable care of their own and others' health and safety
- Maintain a tidy and safe environment
- Follow safety instructions when using equipment
- Supervise learners and provide guidance on using equipment safely
- Report any health and safety concerns promptly
- Follow the accident reporting procedure

Learner Responsibilities:

All learners at New You Hair Academy are expected to:

- Follow safety and hygiene rules
- Abide by safety instructions provided by teaching and support staff

Health & Safety Risks

New You Hair Academy is committed to maintaining a safe and secure environment, addressing health and safety risks through comprehensive arrangements.

Robust Risk Assessment System:

We maintain an extensive set of risk assessments covering various aspects of educational activities, school visits, and overall premises management. These assessments are easily accessible to all staff members on our shared drive, ensuring ready access for review.

Staff Involvement and Authorisation:

All staff members actively engage in the risk assessment process, conducting assessments related to their respective areas. These assessments are authorised and approved by Lisa Robertson, overseeing health and safety matters.

Reporting and Monitoring:

Findings from each risk assessment are promptly reported to the senior management, including Lisa Robertson, ensuring awareness of potential risks and necessary actions.

Risk Control and Implementation:

To address identified risks, Lisa Robertson will approve actions required to eliminate or control these risks effectively. These actions will be efficiently implemented to ensure the safety and well-being of everyone involved.

Oversight and Verification:

Lisa Robertson takes responsibility for ensuring approved risk control measures are successfully implemented, monitoring their effectiveness to minimise or eliminate identified risks.

Regular Review and Adaptation:

Recognising the dynamic nature of educational activities, we conduct regular reviews of risk assessments, with a minimum frequency of annually. Any significant changes trigger an

immediate review to ensure continued relevance and adequacy, with outcomes carefully logged in the risk assessment log.

Consultation with Employees

We have established a comprehensive and inclusive approach to consultation with employees, ensuring their voices are heard and insights considered.

Weekly Meetings and Supervisions:

We actively encourage weekly meetings and supervisions as forums for employees to engage in meaningful dialogue, share feedback, express concerns, and propose ideas related to their work environment and health and safety matters.

Continuous Training and Development:

Through ongoing training programs, we empower our employees with relevant knowledge and skills related to health and safety, providing opportunities for contributions, questions, and a deeper understanding of safety protocols and best practices.

Direct Consultation with Lisa Robertson:

Our dedication to open communication extends to direct consultation with Lisa Robertson, overseeing health and safety matters. Lisa engages in discussions with employees, valuing their perspectives and actively seeking input on various health and safety aspects.

Directors' Oversight:

The Directors, with overarching responsibility for New You Hair Academy's well-being, actively ensure efficient implementation of identified maintenance tasks.

Reporting Problems:

Open communication is a cornerstone of our safety culture, encouraging reporting of any equipment-related issues promptly.

Annual Inspection of Electrical Equipment:

To maintain optimal safety, we conduct annual inspections of electrical equipment, with Lisa Robertson managing an inventory of equipment and addressing reported issues.

Pre-Purchase Safety Checks:

Before acquiring new substances, we conduct meticulous safety checks, ensuring suitability and adherence to safety standards.

Safe Handling and Substances Hazardous to Health

Our comprehensive approach to ensuring safe practices involves multiple responsible parties and clear guidelines.

Key Aspects of Our System:

- Safe Handling and Use of Hazardous Substances
- Identification and Assessment
- Implementation of Actions
- Communication and Awareness

Identification and Assessment:

Lisa Robertson identifies substances requiring a COSHH (Control of Substances Hazardous to Health) risk assessment.

Implementation of Actions:

Upon completing COSHH assessments, Lisa Robertson ensures prompt and effective implementation of identified actions.

Regular Review:

We review COSHH assessments every term or following changes in work activities or incidents, ensuring safety measures remain up-to-date and effective.

Manual Handling

We take every precaution to minimise the risk of injury from manual handling operations. Members involved in such operations receive comprehensive training in lifting and handling techniques. We emphasise individual capabilities, ensuring that all staff and learners only lift equipment or furniture within their physical capacity. Pregnant or new mothers are exempt from manual handling activities, prioritising their well-being during this critical time.

Various aspects to ensure everyone's safety

Health and Safety Notice Board:

We prominently display the Health and Safety Law poster on our dedicated Health and Safety notice board. This ensures that essential safety information is accessible to all staff, learners, and visitors, providing clear guidance on their rights and responsibilities regarding health and safety.

Customised Information and Training:

We recognize that each learner or employee may have unique needs and requirements. Our health and safety information and instruction are tailored to address individual circumstances, ensuring that everyone receives the necessary guidance to remain safe at all times.

Ongoing Support:

We believe in the continuous improvement of health and safety practices. As part of our commitment to fostering a safe environment, we conduct regular training sessions, refreshers, and workshops to reinforce health and safety best practices.

Competency for Tasks and Training

Our comprehensive approach to competency and training encompasses various aspects to support the continuous development of our team:

Induction Training:

All employees undergo thorough induction training to familiarise them with our organisation, policies, and procedures. As part of the induction process, Health and Safety training is provided

by accredited contractors to ensure that our staff is well-versed in essential safety protocols from the start.

Individual Training Needs Assessment:

As part of the annual review process, we conduct a thorough assessment of each individual's training needs, including Health and Safety requirements. This ensures that our staff's skills and knowledge remain up-to-date and relevant.

Training Identification through Risk Assessment:

Our proactive approach includes identifying training needs through a comprehensive risk assessment process. We recognize that specific tasks and roles may require specialised training to mitigate potential risks effectively.

Training Records Management:

We maintain meticulous records of all training undertaken by our staff. These records are centrally stored in the Main Office, allowing easy access for monitoring and verification purposes. These are also stored on our google drive.

Job-Specific Training:

We provide comprehensive job-specific training to equip our staff with the skills necessary to perform their roles effectively.

Training Coordination:

Lisa Robertson, in consultation with the external advice, takes charge of identifying, arranging, and monitoring training sessions. This collaborative approach ensures that training aligns with organisational goals and remains relevant to our staff's needs.

Continual Improvement:

We emphasise continual improvement and encourage our staff to pursue additional training opportunities that contribute to their professional development and enhance their capabilities.

Accidents, First Aid and Work Related Ill Health

Health Surveillance:

Lisa Robertson oversees the arrangements for health surveillance, ensuring the health and well-being of employees engaged in these tasks. Health surveillance records are securely stored to maintain confidentiality and compliance.

First Aid Provision:

We maintain a well-equipped first aid box in our provision. Additionally, portable first aid kits are provided during educational trips. Lisa Robertson oversees the maintenance of first aid supplies, and any usage of these supplies is promptly reported. All staff are first aiders who play a vital role in handling medical emergencies as outlined in our First Aid Policy.

Accident and Ill Health Reporting:

All accidents and incidents of work-related ill health are diligently recorded in the accident book, which is kept in a locked cupboard at our provision. Lisa Robertson holds the responsibility of reporting significant accidents, diseases, and dangerous occurrences to the relevant enforcing authority as stipulated by RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

Administration of Medicines:

Medication is administered to learners only after receiving parental consent. Trained and nominated staff members are responsible for administering medicines, and detailed records are meticulously maintained. Medications are securely stored to ensure controlled access. Exceptions for asthma medication and 'epipens' are made after consultation with parents, with appropriate storage arrangements and protocols followed. All medication administration during school hours is strictly regulated to minimise risks and ensure the safety of our learners.

Monitoring

We place a strong emphasis on monitoring and continuously improving our working conditions and safe practices. To achieve this, we have implemented a comprehensive and proactive monitoring framework, which includes the following measures:

Ongoing Spot Checks:

Regular spot checks are conducted each month to assess our working conditions, ensuring that safe practices are being followed.

Employer/Employee Meetings:

Monitoring is an integral part of our employer/employee meetings. Health and safety-related agenda items are consistently included in these meetings to keep all staff members informed and engaged in maintaining a safe and healthy environment.

Accident and Work-Related Sickness Investigations:

In the event of an accident, Lisa Robertson takes immediate responsibility for conducting thorough investigations. The primary objective is to identify the root causes of the incident and implement measures to prevent its recurrence.

Action on Investigation Findings:

Lisa Robertson acts on the findings of these investigations. It is our collective responsibility to address any issues or vulnerabilities identified and implement appropriate measures to prevent similar incidents in the future.

Emergency Procedures

New You Hair Academy is dedicated to ensuring the safety of all staff, learners, and visitors in the event of a fire emergency. Our comprehensive emergency procedures are designed to be efficient and effective, minimising risks and ensuring swift action.

Fire Risk Assessment:

Lisa Robertson is responsible for conducting and implementing the fire risk assessment. This assessment is regularly reviewed and updated to address any changes in our premises or activities.

Fire Exits and Escape Routes:

Ensuring the safety of our occupants is of utmost importance. Lisa Robertson oversees the maintenance and appropriateness of fire exit signage. Exit plans are prominently displayed in the classroom to guide occupants in the event of an evacuation.

Fire Safety Equipment:

To maintain optimal fire safety, New You Hair Academy diligently maintains and checks fire extinguishers on an annual basis. Lisa Robertson tests alarms weekly, ensuring they function correctly and records the results.

Fire Drills and Evacuation:

To practise our emergency response, evacuation drills are conducted every six months and thoroughly recorded. The results, including evacuation times and any issues identified, are promptly resolved.

Fire Procedure:

All staff members receive extensive training on fire procedures. In the event of a fire, individuals must activate the nearest fire alarm, call emergency services at 999, and promptly evacuate the building by the nearest available exit, leaving personal belongings behind. Occupants gather at the designated assembly point at the corner of Church lane.

Electrical Safety:

New You Hair Academy prioritises electrical safety, ensuring all portable electrical equipment is inspected and tested annually. An inventory of equipment is managed by Lisa Robertson, who also addresses any issues reported by staff.

Educational Visits:

When organising off-site trips, we thoroughly assess risks and strictly adhere to the guidance provided by the Local Authority's Educational Visits Adviser. We use the platform Evolve to ensure that we have the best possible chance at ensuring we have all the risks covered.

Asbestos and Legionella:

For the safety of all, there is no asbestos in New You Hair Academy. Legionella risk assessments are carried out, and appropriate testing is conducted as required.

Slips, Trips, and Falls on the Level:

We have diligently assessed and controlled the potential for slips, trips, and falls within New You Hair Academy, implementing procedures for mopping floors and conducting regular hazard inspections.