

# **HEALTH AND SAFETY POLICY** AT **MARK** BETTS HAIR EDUCATION

Effective from Sept 18

## **HEALTH AND SAFETY POLICY**

Mark Betts is committed to providing a healthy and safe working environment for all its employees, students and other people affected by its activities.

As managing director, I am committed not only to ensuring that, as a minimum, the training school and salon's complies with the requirements of all relevant legislation and the safe learner concept, but also that we pursue the achievement of best practice in Health and Safety management.

I recognise and value the benefits of a well-managed pro-active Health and Safety Policy.

In order to achieve this aim the training school and salon's has the following key objectives:

- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks.
- To ensure that employees, students and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision.
- To consult with employees' representatives on health and safety matters.
- To make arrangements for co-ordination and co-operation with other employers where, Mark Betts employees or students share premises, facilities or activities with people working in other organisations.
- Employees or students share premises, facilities or activities with people working in other organizations.
- People from other organisations are working in training school premises or on training school activities.
- To ensure that the demands of activities do not exceed the capabilities of staff or students to carry out the work without risk to themselves or others.
- To ensure that sufficient resources are made available for the provision and maintenance of a safe and healthy working environment.
- To continuously monitor and review the effectiveness of the training school's arrangements and where appropriate to implement improvements.

Whilst I accept the main responsibility for implementation of this policy, individuals have an important role in cooperating with those responsible to ensure a Healthy and Safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

**MARK BETTS (MANAGING DIRECTOR)**

## **Health & Safety Responsibilities**

Within the following paragraphs the outline of Health & Safety responsibilities will be shown for each specific individual responsible within the company:

### **Board of Directors**

The board of directors have the overall and the final responsibility for the health safety within the group of companies. In addition, the director will identify and organise training requirements for staff and learners, including First Aid and Basic Hygiene.

### **The General Manager**

The General Manager is responsible for overlooking the health & safety officer and for auditing all policies. The General Manager will also audit vetting and monitoring forms, ensuring that they are done within line to the companies' quality assurance plan.

### **The Company Health & Safety Officer**

The companies Health & Safety Officer is responsible for ensuring that all procedures are implemented, monitored and reviewed on a regular basis and all policies are designed to meet current legislation. The Health and Safety Officer acts as Health and Safety Representative for Mark Betts and takes specific responsibility for:

1. General safety arrangements (including risk assessments)
2. Ensure all staff are aware of their own responsibilities with regard to H&S Procedures and the legal requirements of the HASAW Act 1974 and the Management of Health, Safety and Welfare Regulations 1999.
3. Provision and maintenance of protective clothing and equipment to designated members of staff.
4. Responsible for investigating all accidents that occur within the salons.
5. To be responsible for fire fighting equipment, fire drills and maintenance of first aid kits and accident books.
6. Acquisition of relevant safety literature for students and employers.
7. Completion of Risk Assessment documentation.
8. Completion of learner incident report form and submission to use.
9. Take appropriate action to remove or minimise risks to self, staff, learners or visitors to the company.
10. To provide employers and learners with regular updates on Health and Safety.
11. Organise the Health and Safety inspections and monitoring in employers premises.
12. Ensure any non-compliance of a Health and Safety check is actioned and monitored for completion.
13. Ensure all premises including employers have valid and current employer and public liability insurance.

## **Training Staff**

Training staff have individual responsibility for their own Health and Safety. They take specific responsibility for:

1. Monitoring and review of learners in salons on an ongoing basis.
2. Completion of learners' reviews to show continuous Health and Safety competence and awareness.
3. Ensure all learners receive appropriate induction to their place of work.
4. Report any concerns or issues around learners Health and Safety to the Health and Safety Officer.
5. Report any risks or hazards to the Health and Safety Officer.

## **Learners**

All learners and staff have the responsibility to ensure that they co-operate with supervisors and managers to provide a safe working environment.

Reasonable care must be taken at all times and any individual who notices a hazard or potential risk must report it to either a supervisor or management with immediate effect.

## **Summary of Arrangements**

### **Investigating & Reporting**

All accidents and dangerous incidents are to be reported in each sites accident report book and referred to the health & safety officer.

The health & safety officer will then record and report where applicable to the relevant bodies such as ESFA, Prime contract holders and the HSE.

### **First Aid**

Mark Betts recognises and provides first aid facilities in line with the 1<sup>st</sup> Aid at work Regulations. Each centre has either a qualified first aider or appointed person.

All first aid boxes are maintained by the health & safety officer on a weekly basis .

### **Safety Inspections**

A general inspection is carried out at the beginning of each day by either an appointed person or the health and safety officer to identify any potential hazards or incidents. Further inspections of tools and equipment are to be carried out by each individual before use.

The board of directors make assessments and inspections on a quarterly basis of the buildings general upkeep and maintenance.

The companies policy is to carry PAT testing on a 12 monthly basis.

### **Risk and General Assessments**

An annual risk assessment is carried out on each premises or when a change or alteration occurs which affects staff, learners or the general public. These results are reflected in the risk assessments file.

Mark Betts also carries out a yearly fire risk assessment on all premises.

An external risk assessment for any out off site activity will be carried and approved by management .

## **Fire Drills and Evacuation**

Fire drills are to be carried out in all premises on a minimum 6 monthly basis and recorded. Fire officers are listed on all notice boards in each premise.

A register of all staff, learners and members of the public is to be kept at all times. Mark Betts will provide provision for disabilities as appropriate to the building.

## **Vetting & Monitoring**

A health & safety visit is arranged by the health and safety officer before a learner starts a placement or begins programme and each employer is given an appropriate risk banding. The risk band of the salon will determine the length of time between monitoring visits. Each salon is re-vetted every 2 years.

The General Manager is responsible for ensuring all vetting and monitoring documents are audited as part of the company quality assurance plan.

Further learner health & safety monitoring is recorded on quarterly reviews by tutors.

## **Recruitment**

All new learners and staff complete a health questionnaire upon interview.

Any relevant health issues are then identified and passed onto potential placements and employers if necessary.

## **Training of Staff**

All staff and learners receive appropriate health & safety training for their role within the company. The content of expected health & safety duties will be based on their occupational experience and health & safety qualifications.

## **DBS Disclosures**

DBS checks are carried out on all training staff and all records are held within the directors' office in line with companies Safeguarding policy.

The cost of the check is covered by Mark Betts and issues highlighted through the checks are held on an individual basis through the company directors.

## **Health & Safety Personnel list for all Sites**

Board of Directors: Mark Betts & Allison Betts

General Manager: Nikki Armitage

Health & Safety Officer: Mark Betts

1<sup>st</sup> Aiders : Nikki Armitage

## **Appointed Persons**

Almondbury Centre: Nikki Armitage

Batley Training Centre: Rachel Hudson