

Health & Safety Assessment SV 2007

Salon _____

Address _____

Post code _____ Tel no. _____

No of employees at this establishment _____

Area where Candidates will be employed _____

This health, safety, welfare and equal opportunities risk assessment was carried out today _____ (date)

By: _____ (RTA), in consultation with _____ (HOC)

and is a record of the salon's health, safety, welfare and equal opportunities arrangements at this time.

Health and Safety Assessment risk banding section.

From the assessment carried out today, the salon has been risk banded to determine the frequency of future health and safety visits. The risk banding is based on the occupational risk category as defined by the Health and Safety Executive, and by the risk banding defined by this health and safety assessment. This assessment is used to confirm that Candidates are not employed in any area of unnecessary risk. Where areas of risk are identified, it is the sole responsibility of the salon owner or designated person to take appropriate action to remove or reduce the risk. RTAs will undertake follow up visits to monitor if appropriate action has been taken.

Risk banding of health and safety management risk.

<u>Section</u>	<u>Possible score.</u>	<u>Actual score</u>
A	40	<input style="width: 100px; height: 20px;" type="text"/>
B	40	<input style="width: 100px; height: 20px;" type="text"/>
C	40	<input style="width: 100px; height: 20px;" type="text"/>
D	20	<input style="width: 100px; height: 20px;" type="text"/>
E	40	<input style="width: 100px; height: 20px;" type="text"/>
F	20	<input style="width: 100px; height: 20px;" type="text"/>
G	25	<input style="width: 100px; height: 20px;" type="text"/>
Totals	225	<input style="width: 100px; height: 20px;" type="text"/>

<u>Management systems score</u>	<u>Risk banding</u>	<u>Health and safety monitoring frequency</u>
205 to 225 points	... Low Risk within 52 weeks
175 to 200 points	... Medium Risk within 39 weeks
145 to 170 points	... High Risk within 26 weeks
120 to 140 points	... Very High Risk within 13 weeks
Below 120 points	... Extreme Risk	Immediately notify the Programme Director

Management systems risk: _____

The salon will therefore be visited within _____ weeks to carry out an additional Health and Safety Assessment

I agree with the findings in the Health and Safety risk Assessment carried out today and I agree to address any area of unnecessary risk

Head of Centre (signature): _____

RTA (signature): _____

(RTA to retain white copy of each page and leave yellow copy with the HOC. RTA to send a copy of the report to Programme Director)

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Section A: Health and Safety Management System.

Requirement	Yes	No	Comments – cross out those not applicable
A1. Does the salon have a copy of the standard written health and safety policy?	10	0	<i>Standard written health and safety policy seen</i> <i>Standard written health and safety policy not seen</i>
A2. Are all employees made aware of the Salon's health and safety policy?	10	0	<i>health and safety policy on display</i> <i>copy given to employees</i> <i>not available to employees</i>
A3. Are there written procedures in place for serious and imminent danger?	10	0	<i>viewed written procedures for serious & imminent danger</i> <i>procedures in place for fire, gas leak, bomb threat etc.</i> <i>no written procedures in place</i>
A4. Is there competent supervision in place to supervise the trainee?	10	0	<i>qualifications/experience for named supervisors adequate</i> <i>qualifications/experience for named s'visors not adequate</i>
Name of supervisor:		Position:	
Deputy supervisor:		Position:	
Possible score:	40	Actual:	

Section B: Risk Assessments Undertaken by the Salon.

Requirement	Yes	No	Comments – cross out those not applicable
B1. Have risk assessments for young persons been carried out and recorded?	10	0	<i>young persons risk assessments carried out</i> <i>(date carried out _____)</i> <i>young persons risk assessments not carried out</i>
B2. Have COSHH assessments been carried out and recorded?	10	0	<i>viewed COSHH assessments</i> <i>(date they were carried out _____)</i> <i>COSHH assessments not carried out</i>
B3. Are all substances/chemicals stored correctly?	5	0	<i>chemicals/substances stored correctly</i> <i>chemicals/substances not stored</i>
B4. Has personal protective equipment been issued in line with risk assessments?	5	0	<i>personal protective equipment issued as required</i> <i>personal protective equipment not issued</i>
B5. Have the young persons been made aware of the risks to their health and safety?	10	0	<i>young persons have been made aware of the risks</i> <i>young persons have not been made aware of the risks</i>
Possible score:	40	Actual:	

Section C: Workplace Assessments.

Requirement	Yes	No	Comments – cross out those not applicable
C1. Is there safe access to and from all places of work?	10	0	<i>access routes to and from places of work satisfactory</i> <i>access routes to and from places of work not satisfactory</i>
C2. Are all floors kept clean, dry and not slippery?	5	0	<i>floor conditions satisfactory</i> <i>floor conditions unsatisfactory</i>
C3. Are there suitable facilities for resting and the eating of meals?	5	0	<i>adequate facilities available for resting and eating</i> <i>inadequate facilities for resting / eating</i>
C4. Are hours of work and break entitlements for each Candidate in line with the Working Time Directive?	10	0	<i>correct hours of work and break entitlement given</i> <i>Candidates not allowed correct hours of work and break entitlements</i>
C5. Are the standards of general housekeeping satisfactory?	5	0	<i>housekeeping standards satisfactory</i> <i>housekeeping standards not satisfactory</i>
C6. Are all waste products removed from the work area on a daily basis?	5	0	<i>procedure in place to ensure waste products are removed from work area and disposed of safely</i> <i>no procedure in place</i>
Possible score:	40	Actual:	

Section D: Work equipment/Electrical Equipment.

Requirement	Yes	No	Comments – cross out those not applicable
D2. Is the electrical installation tested/inspected in line with the IEE wiring regulations?	5	0	<i>electrical installation has been tested</i> <i>date of last test / when next test due _____</i> <i>electrical installation has not been tested</i>
D3. Are all portable electrical appliances tested/inspected and are records maintained?	10	0	<i>portable appliances tested/inspected</i> <i>date of last test / when next test due _____</i> <i>portable appliances not being tested/inspected</i>
D4. Is all electrical work undertaken by a competent person?	5	0	<i>all electrical work carried out by competent persons</i> <i>non-competent persons are carrying out electrical work</i>
Possible score:	20	Actual:	

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Section E: Fire Precautions and Risk Assessment.

Requirement	Yes	No	Comments – cross out those not applicable
E1. Are all fire exits identified by the running person sign?	5	0	<i>emergency escape routes adequately marked up</i> <i>emergency escape routes not adequately marked up</i>
E2. Are written fire procedures in place, and are they posted throughout the premises?	5	0	<i>written procedures in place and posted throughout the premises</i> <i>no written procedures in place</i> <i>procedures not posted throughout building</i>
E3. Is suitable fire equipment provided, is it regularly maintained and has training been given to senior people in the salon?	5	0	<i>suitable fire fighting equipment in place and training given (last maintenance date _____)</i> <i>suitable fire fighting equipment not available</i> <i>fire fighting equipment not tested</i> <i>senior people not trained in the use of equipment</i>
E4. Are all extinguishers mounted and identified as fire points?	5	0	<i>all fire extinguishes mounted and identified as fire points</i> <i>extinguishes not mounted</i> <i>extinguishes require identifying as fire points</i>
E5. Is the fire alarm tested regularly?	5	0	<i>fire alarms tested regularly</i> <i>frequency and date of last test _____</i> <i>fire alarms not tested / no records maintained</i>
E6. Is there a full fire evacuation drill carried out at least annually?	10	0	<i>fire evacuations carried out</i> <i>frequency and date of last practice _____</i> <i>fire evacuations not carried out /no records maintained</i>
E7. Has the salon produced a completed fire risk assessment?	5	0	<i>fire risk assessment produced by salon</i> <i>fire risk assessment not produced by salon</i>
Possible score:	40	Actual:	

Section F: First Aid and Accident Reporting.

Requirement	Yes	No	Comments – cross out those not applicable
F1. Is there at least one first aid box on the Premises that contains the required materials?	5	0	<i>first aid provision satisfactory</i> <i>first aid provision not satisfactory</i>
F3. Is there an appointed person for first aid?	5	0	<i>first aider or appointed person available</i> <i>first aider or trained appointed person required</i>
F4. Is there an accident book in use that complies with the Data Protection Act 1998? (This must be the HSE publication 'Accident Book' BI 510)	5	0	<i>HSE Accident Book (BI 510) in place</i> <i>HSE Accident Book (BI 510) not in use</i>
F6. Is there written procedures in place for the reporting requirements of RIDDOR 95?	5	0	<i>procedure in place for reporting under RIDDOR</i> <i>no procedure in place for the reporting under RIDDOR.</i>
Possible score:	20	Actual:	

Section G: Notices and Certificates.

Requirement	Yes	No	Comments – cross out those not applicable
G1. Is the correct health and safety law poster on display? (latest version is available from Her Majesty's Stationery Office (HMSO))	5	0	<i>New Health & Safety law notice on display</i> <i>New Health & Safety law notice issued to each employee</i> <i>New Health & Safety law notice not displayed or issued</i> <i>New Health & Safety law notice requires the two addresses</i>
G2. Is the current employer's liability insurance certificate on display?	10	0	<i>cover satisfactory</i> <i>certificate on display (date of expiry _____)</i> <i>certificate not on display</i> <i>cover not satisfactory</i>
G3. Does the company carry public liability insurance?	5	0	<i>public liability insurance carried</i> <i>public liability insurance cover not carried</i>
G4. Does the company display a No Smoking on these premises sign?	5	0	<i>No smoking sign displayed</i> <i>No smoking sign not displayed</i>
Possible score:	25	Actual:	

Health and Safety Assessment recommendations

The salon owner is legally responsible for all aspects of health and safety in the salon. RTAs are not allowed to offer advice on matters relating to Health and Safety. We strongly recommend that the salon owner should seek professional advice on all aspects of Health and Safety; we also recommend that the salon subscribes to the HABIA Health and Safety Club for Hairdressers. HABIA may be contacted on 0845 612 123 555. Although Cheynes Training has made every effort to avoid errors and to ensure the contents of this Health and Safety Assessment is accurate and complete, salon owners must not use the check-list as a substitute for expert advice.