

# Health & Safety

Health and safety is one of the most important issues in the workplace. Every day thousands of people are injured at work and around millions of working days are lost as a result. The effects of poor health and safety practice on individual companies can be devastating, particularly for smaller firms.

Salon owners and managers can be held personally responsible for failure to control health and safety and the penalties for placing people at risk can be very high. This is often not understood until after the event, when it is too late.

The purpose of this document is to outline the overall approach to managing health and safety that is taken by Cheynes Training. Although hairdressing is not considered to be a 'high risk' industry, we all need to work together to ensure the safest possible working environment exists in every salon.

## Preliminary Health and Safety Check

It is the responsibility of Cheynes Training to ensure that all of the essential aspects of health and safety are in place before a salon can start operating funding supported apprenticeship training.

The starting point for health and safety is the Initial Visit made by the Regional Training Advisor (RTA) prior to a salon starting the programme. The RTA will check out the existing health and safety arrangements using the Salon Health Check as a checklist to ensure the essentials of good practice are being met by the salon. The RTA is not allowed to provide advice,

The RTA Initial Visit is just the start of this process. It is not until everything is judged satisfactory that the salon can commence on the programme and move on to the next stage of the health and safety management process.

## Health and Safety Contractual Arrangements

Immediately a salon commences on the programme, the salon owner is asked to sign a contract between the salon and Cheynes Training. This agreement sets out the main health and safety aspects and this is reviewed each year to take into account any changes to health and safety legislation.

## Health and Safety Literature

Cheyne Training strongly recommends that all salons subscribe to the Habia Health and Safety pack. Without doubt, this is the easiest way to ensure your salon is meeting the health and safety requirements is by using the Habia Health and Safety pack.

To order the Habia Health and Safety Manual telephone 0845 6123555 or visit the Habia Shop at [www.habia.org/](http://www.habia.org/)

In the event of any accident occurring in the workplace, an Accident Report Sheet must be immediately submitted to the Programme Director. Details on the procedures to be followed are contained in the Head of Centre Handbook.

On joining the programme, each Candidate is issued with a Logbook which also contains important health and safety literature and Candidates must be encouraged to study this information. There is also a checklist in each Logbook that gives details of the induction process, several aspects of which deal exclusively with health and safety awareness.

### Health and Safety at Work Policy Statement

Every company employing five or more people must by law write down its policy for health and safety and make it available to all employees. In the event that a salon does not have an up to date Health and Safety Policy Statement, Cheynes Training recommends using the pro-forma contained in the the Habia Health and Safety Pack.

### Induction and Health and Safety

Each new Candidate must undergo a thorough induction to the programme following the comprehensive checklist contained in the Candidate Handbook. Several specific areas relating to health and safety are covered during this process.

### Monitoring Health and Safety in the Workplace

Legal responsibility for Health and Safety in the workplace remains with the owner of the business and in some circumstances, with individual employees. If an accident does occur and any individual has been found to be negligent, that individual can be held personally responsible under the Health and Safety at Work Act, 1974.

At least once each year, the Regional Training Advisor will visit the salon specifically to check on Health and Safety at Work using the Salon Health Check checklist to ensure every aspect of health and safety is being maintained. In the event that health and safety policy is not being maintained, RTAs are instructed to bring the matter to the attention of person responsible for health and safety at the centre and together with that person agree and record an action plan to bring the centre back in line in the shortest possible time.

### Changes to Health and Safety Policy

Changes to the health and safety policy of salons may come about due to new health and safety legislation coming into force. Salons will be notified of new legislation and RTAs will be asked to ensure that changes are brought to the attention of salons; however it remains the legal responsibility of the salon owners to ensure that the changes are introduced.

If any accidents do occur, even minor accidents, a review of procedures must be undertaken to see if any changes in policy or in work practices are required. Cheynes Training will take an active part in this review in order to ensure that the risk of similar accidents is reduced to an absolute minimum.

### The Health & Safety Executive

The Health and Safety Executive (HSE) publish many helpful leaflets on various aspects of Health and Safety and your Local Authority's Environmental Health department is a further source of information.

### Summary

Health and Safety is an essential part of commercial life in the 1990s. Sadly, it is often neglected by some firms with potentially disastrous consequences.

The programme has an excellent record of paying special attention to health and safety matters and through our system of management, outlined in this document, we intend to maintain this fine record and our reputation of being caring, responsible people who put the health, safety and welfare of the young people under our supervision before everything else.