

Health and Safety

Version: 4.2; effective from August 2017

Policy Summary: The Health and Safety – General Statement of policy document is a summary of the Cheynes Training approach to Health and Safety management.

Introduction

It is the policy of Cheynes Training to comply with the terms of the Health & Safety at Work Act 1974 and subsequent legislation and ensure all employees and apprentices for whom we have responsibility work and train in a safe and healthy environment and have access to all required health and safety information, training and supervision needed.

Cheynes Training will also ensure that that persons who are not employees or apprentices, who are on premises owned or managed by Cheynes Training, are accorded the same level of safety and protection against risks to health as accorded to employees and apprentices.

The allocation of health and safety duties at the Cheynes Training head office and are set out in our head office Health and Safety pack which is kept at our head office premises.

Cheynes Training will also ensure that Health & Safety arrangements of all locations where apprentices work and train are regularly monitored for compliance with the Health & Safety at Work Act 1974 and subsequent legislation.

Records of risk-based assessments for all locations where learners undertake work and learning will be kept at the Cheynes Training head office premises. A copy of the documents used are attached as an annex to this policy document.

Cheynes Training will, so far as is reasonably practicable, meet the legal duties and responsibilities placed on us by ensuring that within all premises where apprentices work or train:

- 1) Equipment and systems of work and training are safe and without risks to health.
- 2) Arrangements are in place for ensuring safety and the absence of risk to health in connection with the use, handling and storage of equipment and chemicals that are commonly used within the hairdressing industry.
- 3) Information, instruction, training and supervision are undertaken to ensure the safety of Cheynes Training employees and apprentices undertaking work and training.
- 4) Premises where Cheynes Training employees and apprentices work and train are in a condition that is safe and without risk to health, including adequate and safe means of access and egress.

The policy and the way in which it is operated will be reviewed and updated at least every twelve months.

William Howarth, Programme Director, Cheynes Training, August 2017

Salon Health Check - Health, Safety & Welfare Assessment



Salon _____

Address _____

Post code _____ Tel no. _____

No of people employed at this establishment _____

Areas where apprentices will be employed _____

This health, safety and welfare risk assessment was carried out today _____ (Date)

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

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, safety & welfare 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, safety & welfare assessment. This assessment is used to confirm that apprentices are not employed in areas 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 the risk. Cheynes Training will undertake follow up visits to monitor if appropriate action has been taken.

Risk banding of health, safety & welfare management risk.

<u>Section</u>	<u>Possible score.</u>	<u>Actual score</u>
A	40	
B	40	
C	40	
D	50	
E	40	
F	20	
G	30	
H	40	
Totals	300	

<u>Management systems score</u>	<u>Risk banding</u>	<u>Health, safety & welfare monitoring frequency</u>
Above 260 points	Low Risk within 52 weeks
220 to 260 points	Medium Risk within 39 weeks
180 to 210 points	High Risk within 26 weeks
150 to 170 points	Very High Risk within 13 weeks
Below 150 points	Extreme Risk	Immediately notify the Programme Director

Management systems risk: _____

The salon will therefore be visited within _____ weeks, to carry out a further health, safety & welfare risk assessment

I agree with the findings in the health, safety & welfare risk assessment carried out, I agree to address any area of identified risk

RTA (signature): _____

Head of Centre (signature) _____

Please read the following important information

The salon owner is legally responsible for all aspects of health, safety and welfare in the salon. RTAs are not allowed to offer advice on matters relating to health, safety and welfare. Cheynes Training recommends that the salon owner seeks professional advice on all aspects of health, safety and welfare; we 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 Salon Health Check assessment is accurate and complete, salon owners must not use the Salon Health Check as a substitute for expert advice.

Health, Safety & Welfare Assessment

Section A: Health and Safety Management System

Requirement	Yes	No	Comments – cross out those not applicable
A1. Does the salon have a copy of their standard written health and safety policy?	10	0	<i>Standard written health and safety policy seen Standard written health and safety policy not seen</i>
A2. Are all apprentices made aware of the salon's health and safety policy?	10	0	<i>health and safety policy on display / copy given to apprentices copy not on display and copy not available to apprentices</i>
A3. Are there written procedures in place for serious and imminent danger?	10	0	<i>viewed written procedures for serious & imminent danger procedures in place for fire, gas leak, bomb threat etc. no written procedures in place</i>
A4. Is there competent supervision in place to supervise apprentices?	10	0	<i>qualifications/experience for named supervisors adequate 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. Are young person's risk assessments for apprentices under the age of 18 carried out and recorded?	10	0	<i>young person's risk assessments are carried out (date carried out _____) young person's risk assessments are not carried out</i>
B2. Are COSHH assessments carried out and recorded?	10	0	<i>COSHH assessments are carried out (date carried out _____) COSHH assessments are not carried out</i>
B3. Are all substances/chemicals stored correctly?	5	0	<i>chemicals/substances are stored correctly chemicals/substances are not stored correctly</i>
B4. Is personal protective equipment issued to apprentices in line with risk assessments?	5	0	<i>personal protective equipment is issued as required personal protective equipment is not issued</i>
B5. Are apprentices made aware of risks to their health and safety?	10	0	<i>Apprentices are made aware of the risks Apprentices are not 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 appear safe access routes to and from places of work appear unsafe</i>
C2. Are all floors kept clean, dry and not slippery?	5	0	<i>floor conditions satisfactory floor conditions unsatisfactory</i>
C3. Are there suitable facilities for resting and the eating of meals?	5	0	<i>there are adequate facilities available for resting and eating there are inadequate facilities for resting / eating</i>
C4. Do hours of work and break entitlements for apprentices meet the Working Time Directive?	10	0	<i>correct hours of work and break entitlement are given correct hours of work and break entitlements are not given</i>
C5. Are the standards of general housekeeping satisfactory?	5	0	<i>housekeeping standards are satisfactory housekeeping standards are 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 no procedure is in place</i>
Possible score:	40	Actual:	

Section D: Work equipment/Electrical Equipment/Computers

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 date of last test / when next test due _____ 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 date of last test / when next test due _____ 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 non-competent persons are carrying out electrical work</i>
D5. Are all computers fitted with professionally maintained fire wall protection?	10	0	<i>All computers have professionally maintained fire walls Not all computers have professionally maintained fire walls</i>
D6. Are all computers regularly professionally checked for possible safeguarding threats?	10	0	<i>All computers are professionally checked for threats Not all computers are professionally checked for threats</i>
D7. Are users of computers (including apprentices) trained in the safe use of the internet?	10	0	<i>All users of computers are trained in safe use of internet Not all users are trained in the safe use of the internet</i>
Possible score:	50	Actual:	

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 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 are posted throughout the premises no written procedures are 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 _____) suitable fire fighting equipment not available fire fighting equipment not tested 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 extinguishes not mounted extinguishes require identifying as fire points</i>
E5. Is the fire alarm tested regularly?	5	0	<i>fire alarms tested regularly frequency and date of last test _____ 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 frequency and date of last practice _____ 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 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 box provision satisfactory first aid box provision not satisfactory</i>
F3. Is there an appointed person for first aid?	5	0	<i>first aider or appointed person available 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 HSE Accident Book (BI 510) not in use</i>
F6. Is there written procedures in place for the reporting requirements of RIDDOR 2013?	5	0	<i>procedure in place for reporting under RIDDOR 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>Health & Safety law notice on display Health & Safety law notice issued to each apprentice Health & Safety law notice not displayed or issued 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 certificate on display (date of expiry _____) certificate not on display cover not satisfactory</i>
G3. Does the company carry public liability insurance?	10	0	<i>public liability insurance carried public liability insurance cover not carried</i>
G4. Does the company display a No Smoking sign on these premises?	5	0	<i>No smoking sign displayed No smoking sign not displayed</i>
Possible score:	30	Actual:	

Section H: The Prevent Duty

Requirement	Yes	No	Comments – cross out those not applicable
H1. Have apprentices undertaken Prevent training and are they aware of the risks of animal rights, far-right extremism and radicalisation?	10	0	<i>Training delivered to apprentices and Fact Sheet signed Prevent training not yet delivered, Fact Sheet not signed</i>
H2. Have all educators undertaken Prevent training and are they aware of the risks from extremism?	10	0	<i>Training delivered to all educators and Fact Sheet signed Training not yet delivered, Fact Sheet not signed</i>
H3. Has the owner(s) undertaken Prevent training and are they aware of the risks from extremism?	10	0	<i>Training delivered to owner(s) and Fact Sheet signed Training not yet delivered, Fact Sheet not signed</i>
H4. Is the salon free from any form of extremist material on display?	10	0	<i>All areas checked and are free from extremist materials Not all areas checked for extremist materials</i>
Possible score:	40	Actual:	