

Academy Health and Safety Policy

Health and Safety

Version: 5.2; effective from November 2024

Policy Summary: The Academy Health and Safety Policy is a summary of the Cheynes Training approach to Health and Safety management within each of the Cheynes Training academies. The policy is promoted and distributed to each academy prior to the effective date and training is provided to senior managers and team members. Health and safety training for learners is included in each programme we deliver.

1. General Statement of Health and Safety Policy

The aim of Cheynes Training is to provide a safe and healthy working and learning environment for all team members, learners (apprentices, and anyone else registered on a learning programme with Cheynes Training) and for others who use or visit our premises on the days we deliver our training programmes, for example models.

1.1 Our aim is to:

- Establish and maintain a safe and healthy environment in each of the premises we use.
- Establish and maintain safe working procedures including the use, handling and storage of equipment and material by team members, learners and others who visit our premises.
- Ensure all work and training delivered at the premises we use does not adversely affect the health and safety of team members, learners and others.
- Provide information, instruction, training and supervision to enable team members and learners to avoid hazards and contribute positively to their own safety and health at work and in learning.
- Provide information to enable others who visit our premises to avoid hazards and contribute positively to their own safety and health whilst visiting our premises.
- Ensure we provide equipment that is safe to use and is without risk to health and safety.
- Provide appropriate protective clothing and safety equipment.
- Ensure effective procedures for the evacuation of premises in the event of a fire or other emergency procedure.

1.2 When contracting with other organisations for the leasing of premises, Cheynes Training will ensure that, so far as is reasonably practicable, the organisation we contract with maintains and promotes healthy and safe working practices.

1.3 Cheynes Training will regularly review and develop our safety policies and procedures and notify team members, learners, and others of any additions or alterations to our health and safety policies and procedures.

1.4 The policy and the way in which it is operated will be reviewed and updated annually.

Melanie Mitchell, Managing Director,
November 2024

2. Safety Responsibilities

2.1 Managing Director

The managing director of Cheynes Training has overall responsibility for health and safety and will ensure all team members and learners are fully committed to the policies and procedures that are in place to cover all key areas of health and safety. In addition, the managing director will identify and arrange training for all team members and learners following Health and Safety policy reviews.

2.2 Safeguarding Lead

The Safeguarding Lead at Cheynes Training has responsibility for ensuring learners under the age of 18, and others who may be vulnerable, are supported as far as reasonably practical should they experience specific safeguarding risks to their health and welfare.

2.3 Academy Head of Centre

The academy Head of Centre (HOC) acts as the health and safety lead at the Cheynes Training academy where they are based and is responsible for ensuring that company health and safety procedures are followed. The HOC will take specific responsibility for the following:

- a) General safety arrangements (including risk assessments) at the academy and at any external teaching site.
- b) Arranging annual health and safety inspections of each learner's workplace using the Cheynes Training Salon Health Check report.
- c) Liaising with the Cheynes Training managing director to ensure all identified hazards are removed or minimised and any health and safety concerns are effectively managed.
- d) Ensuring that each team member and learner receives induction and training in health and safety and in safe working practice.
- e) Ensuring that each team member and learner has all relevant health and safety literature including access to a Health and Safety Law poster.
- f) Ensuring that each team member and learner is aware of their own responsibilities regarding health and safety including informing the academy Head of Centre of any illness or other health issues they experience.
- g) Providing personal protective equipment (PPE) to team members, learners and, where applicable, visitors.
- h) Ensuring that expectant mother risk assessments are undertaken when required and in the appropriate timeframe.
- i) Ensuring that fire-fighting equipment and fire drills are carried out as required.
- j) Ensuring that the academy First Aid kit and Accident Book are correctly maintained.
- k) Ensuring team members and learners receive with regular updates on health and safety.
- l) The investigation and, where relevant, RIDDOR reporting of any accident that occurs on academy premises to team members, learners or visitors and submitting appropriate documentation to the Cheynes Training head office as speedily as possible.

2.4 Regional Training Advisor

Regional Training Advisors (RTAs) have responsibility for their own health and safety during visits to training academies; RTAs are also responsible for:

- a) Completing an Academy Health Check on each academy and forwarding the report to the managing director.
- b) Following up any minor health and safety concerns resulting from the Academy Health Check.
- c) Ensuring each team member and each learner has received appropriate induction to their academy including training in health and safety.
- d) Completing in-depth learner reviews for each learner including monitoring learner health and safety competency and awareness.
- e) Monitoring the health and wellbeing of each learner throughout the time the learner attends the academy.
- f) Reporting any concerns or issues regarding the health and safety of a learner directly to the academy Head of Centre and, where appropriate to the managing director.

2.5 Tutors, Learners, and Others

Tutors, learners, and others who use the academy also have a responsibility towards achieving a healthy and safe working and training environment and for taking reasonable care of themselves and others. If a tutor, learner or visitor notices a potential health or safety issue they are not able to easily correct, they must immediately report the issue to an appropriate person.

2.6 Head Office Team Members

The Cheynes Training head office team members are responsible for ensuring:

- a) Health and safety information, including that contained within Academy, Apprentice and Trainee Handbooks is forwarded to Regional Training Advisors, academy Heads of Centre, tutors, assessors and learners in a timely manner.
- b) Policies and procedures are posted on the appropriate Cheynes Training website pages.
- c) Appropriate DBS checks are carried out as required for all Cheynes Training team members and others where required.
- d) Communication about essential health and safety issues and policy updates is sent to senior managers, Regional Training Advisors and academy Heads of Centre in a timely manner.
- e) Records of risk-based assessments for all locations where learners undertake work and learning are kept securely at head office premises. A copy of the documents used are attached as an annex to this policy document.

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

3. Health and Safety Arrangements

The Management of Health & Safety at Work Regulations 1999 (Regulation 4) requires employers to implement arrangements that ensure all activities are carried out safely by using effective planning, organisation, control, monitoring and reviewing of the measures put into place.

3.1 The arrangement statements contained in this policy are designed to:

- a) Provide an indication of intent;
- b) refer to other documents which deal with specific safety matters be adopted into the culture of the company;
- c) allow the health and safety performance of Cheynes Training to be measured.

3.2 Risk Assessments

We undertake appropriate risk assessments in the following areas:

- Young Person Risk Assessment
- Young Person Travel Risk Assessment
- Safeguarding Risk Assessment
- Prevent Duty Risk Assessment
- Fire Safety Risk Assessment
- Remote Learning Risk Assessment
- Maternity Risk Assessment

3.3 **Rationale:** When undertaking risk assessments, we will use the following guidelines:

3.4 **Looking for hazards:** We will examine the workplace and look at what could be reasonably expected to cause harm. We will concentrate on significant hazards that could result in serious harm or affect several people. We will involve our team members in this process.

3.5 **Deciding who might be harmed and how:** In addition to team members and learners, we consider other who may not visit the workplace all on a regular basis, for example, visitors or members of the public.

3.6 **Evaluating the risks:** We will attempt to eliminate hazards altogether; however, we accept that even after all precautions have been taken, some risk usually remains. We shall decide for each hazard whether the risk is high, medium or low and endeavour to control the risks so that harm is unlikely.

3.7 **Recording and taking action on our findings:** We shall:

- Write down the more significant hazards and record our most conclusions.
- Inform our team members and learners of our findings.
- Plan and implement changes to eliminate or at least minimise the risk.

3.8 **Reviewing our risk assessments:** We review our assessments from time to time and add to an assessment whenever there is a significant change to our work practices and when we introduce significant new processes.

4. General Arrangements - the following apply to all Cheynes Training academies

4.1 Fire Safety

Fire remains one of the greatest hazards in the workplace and every effort must be made to ensure fire risk is minimised and that in the event of fire breaking out, every team member and learner knows how to follow evacuation procedures.

4.2 Fire Safety Responsibilities

The academy Head of Centre is responsible for ensuring all Cheynes Training policies are followed including the following:

- Fire Safety Notices - must be filled out, laminated and attached to the inside of every door in the academy.

4.3 In the event of a fire, action to be taken by the academy Head of Centre

The academy Head of Centre (or their nominated deputy) should:

- Ensure that everyone leaves the building and proceeds to the Fire Assembly Point
- Assists in removing casualties or anyone with disabilities from the immediate area
- Warn other users of the building, especially those on higher floors
- Assists in fighting the fire if practicable but only if trained to do so
- Provided it is safe to do so, remain in the vicinity of the fire and await the arrival of the fire brigade and give the following information to the senior fire-fighter:
 - Precise location of the fire
 - Details of any trapped persons and casualties
 - Information about special hazards in the area

4.4 Action to be taken by team members and learners

On hearing a fire alarm signal to take the following actions:

- Immediately switch off and unplug any electrical equipment being used
- Carry out the academy evacuation procedure for the academy
- Assist in the evacuation of 'persons at risk', including young persons
- Reassure learners, models and visitors and escort them to the exit
- Evacuate to the assembly point and report to the senior person present
- The first senior person through any fire exit (other than the main entrance or exit door) to remain in the vicinity of the door, provided it is safe to do so, and prevent any unauthorised re-entry to the building.

5 Health and Safety Training

Cheyne Training will provide sufficient information, instruction and training as is necessary to ensure the health and safety of team members and learners and also to any person not in direct employment, such as temporary staff.

5.1 Health and Safety training will be provided:

- During induction of a new or returning team members and learners
- As part of each training programme that we deliver to learners
- Following reviews of health and safety policies and procedures

6 General Housekeeping

The academy Head of Centre is responsible for ensuring that the following health and safety tasks are effectively carried out:

- Floors are swept regularly to ensure they are clear of hair, etc
- Spillages must be cleaned up immediately
- The wash areas are clean, and waste bins emptied at the end of the day
- All refuse is left out for collection on the appointed days
- Bulk refuse is disposed of promptly and safely
- All materials are stored in a safe and secure manner
- The working area is left in a safe and tidy condition
- Any problems with equipment should be reported to the academy Head of Centre
- All access and exit routes and passageways must be kept clear of obstructions

7 Electrical Equipment

The academy Head of Centre is responsible for ensuring all portable electrical equipment is used in compliance with manufacturer's instructions and that all equipment is tested in line with the Portable Appliance Testing (PAT) requirements.

- Equipment must be used in compliance with the manufacturer's instructions
- Extension leads must be used with care and routed to minimise tripping hazards
- Plugs and cables of equipment must be checked weekly for loose connections and faults
- Portable electrical equipment thought to be faulty must be immediately taken out of service and sent for repair
- Team members finding any faulty equipment between inspections should immediately report this to the academy Head of Centre.

8 Online Safety

Cheyne Training continually updates and advises all academy Heads of Centre, team members and learners regarding the safe use of information technology and, on how to use of the internet.

- 8.1 All learners are registered for four online modules as part of our safeguarding training, these include modules on online safety. These modules are certificated and provide a greater understanding of how learners can protect themselves and others.
- 8.2 During induction to the programme and on an ongoing basis, academy tutors are encouraged to remind learners of the following:
- Do not give out your personal details to people online who you do not know
 - Only share personal information (includes your messenger id, email address, mobile number and any pictures of you, your family, or friends) with people you do not know
 - Remember, if you publish a picture or video online – anyone can change it or share it
 - Be careful with SPAM / Junk email and texts: don't believe it, don't reply to it, don't click on links, don't use it

Continued:

- It is unwise to open files that are from people you don't know. You won't know what they contain – it could be a virus or an inappropriate image or video
- It often appears easier to get on with people online and say things you wouldn't say offline
- Some people tell lies online
- It's better to keep 'online friends' online. Don't meet up with any strangers. It is better to be uncool than unsafe
- It's never too late to tell someone if something makes you feel uncomfortable
- There are people who can help. Report online abuse or find more advice and support.

9 Safe Storage of Hairdressing Chemicals

The academy Head of Centre is responsible for ensuring the safe storage of chemical treatments

- Manufacturer's instructions must be strictly followed when storing chemical treatments.
- Chemicals should always be stored in a cool, dry place, with adequate ventilation.
- All containers should be clearly marked with the name of the contents and the hazard label issued by the manufacturer.
- Personal protective equipment must be used when storing and handling chemicals.
- Regularly inspect containers and storage racking for damage or corrosion. Immediately report any problems to the academy Head of Centre.
- Special care must be taken when storing or handling liquid chemicals, these must never be placed above eye level.
- Store the containers where they can be reached without excessive stretching or bending and ensure that they won't fall or be knocked over.
- Store the most hazardous chemicals at a low level.
- Do not decant chemicals into unmarked containers.
- Inflammable liquids must be stored separately in a flameproof area.

10 Chemical Handling.

The use of hairdressing chemicals and substances are a daily part of the operation of Cheynes Training, it is essential that these substances are stored and handled correctly.

- 10.1 All relevant information for each substance is contained in the academy COSHH Assessment and team members must sign the COSHH Register to acknowledge understanding of the hazards and the protective steps to be taken.

Every precaution must be taken to keep skin and eyes healthy

Continued:

10.2 **Safe Use of Hairdressing Chemicals**

The academy Head of Centre is responsible for ensuring manufacturer's instructions are strictly followed when chemical treatments are applied.

- a) Manufacturer's instructions regarding skin testing must always be followed.
- b) Gloves must be worn when handling, mixing, applying, and removing chemical treatments from the hair and scalp.
- c) Ensure all chemical treatment bottles, tubes or containers are safely disposed of.
- d) Spillages of chemicals must be immediately cleaned up.
- e) Chemical treatment must not be applied if the skin is inflamed or has cuts or abrasions.
- f) Where appropriate, barrier cream should be used to protect areas of the skin close to where a chemical treatment is applied.
- g) An eye bath kit must be available in case any chemical accidentally enters the eye.

11 **Consultation**

We have a duty to consult with all employees on matters affecting their health, safety, and welfare, for this reason we will consult with Cheynes Training academy Heads of Centre and team members in order to:

- Provide adequate information on what is proposed.
- Give those affected time to express their opinions.
- Listen and take account of their responses.

11.1 The method of consultation shall be at the discretion of Cheynes Training.

This policy will be reviewed annually and updated as needed.

Last Review: November 2024

Next Review: November 2025