

HEALTH & SAFETY POLICY STATEMENT

SensualSpa Beauty Trainings consider the Health & Safety of all employees, trainees and

customers to be of primary importance to the well-being of the business and it is our continuing aim to

make the Company a safe and healthy place in which to work and be trained. To achieve this we must all take ownership of an active Health & Safety policy designed to achieve: -

- A safe and healthy environment for all employees and trainees.
- The prevention of accidents involving personal injury and occupational related diseases.
- The prevention of incidents causing plant damage, dangerous occurrences etc.
- The co-ordinated interpretation and implementation of statutory and other requirements to achieve

good practices recognised by the Industry.

-Reducing Hazards and Risks

-The control of visitors and contractors on site.

-The undertaking of any tests, examinations, samples and records as are necessary to monitor the

working environment and equipment supplied.

It is my duty to ensure that the Committee Members and I take ownership of health and safety matters and that the Company provide safe systems of work, training and a clean and healthy working environment within their sphere of business.

In its commitment to prevent injury and ill health to employees, contractors and others affected by day to-day operations, and in striving for continual improvement of the Health and Safety Management System, the Company sets annual objectives and targets against which its performance is monitored.

We will provide effective facilities for consultation between management and employee representatives;

All employees and trainees have the opportunity to address safety problems and health related matters with myself for Company and placement matters.

Senior management recognise the need to conduct the business in a manner that is in line with current legislation and codes of practice and will ensure that appropriate arrangements are in place to comply with all legislative duties and any other requirements.

Equally, it is the duty of each and every employee to assist the organisation in the attainment of its

Health and Safety objectives. The organisation expects employees to take reasonable care of their own health, safety and welfare and that of others who may be affected by their actions.

SensualSpa Beauty Trainings current health and safety objectives are:

- All policy documents will clearly illustrate where changes have been made.
- Awareness of moving vehicles in parking bay areas will improve.

This policy is communicated to all staff, visitors, stakeholders, contractors etc. via www.beautytrainings.co.uk and is displayed on the common room notice board.

Document prepared by Sandra Bujnowska Training Manager

THE POLICY

1. INTRODUCTION

Section 2 (3) of the Health & Safety at Work Act 1974 states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as

often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees". (Please see para 10).

Regulation 4 of the Management of Health and Safety at Work Regulations restates the above

requirements as part of a company management system.

Regulation 3 (1) of the Management Regulations requires every employer to make a suitable and

sufficient assessment of:

- a) The risks to the health and safety of his employees whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in

connection with the conduct by him of his undertaking.

New Regulations also require:

- i) The employer to designate competent personnel to take charge of health and safety activities or

to use outside agencies;

- ii) The employer to provide for first-aid, fire and emergency arrangements;

iii) The employer to provide information and training for employees and to consult worker's

representatives on health and safety matters and

iv) Employees to take care of their own and others safety and to co-operate with their employer.

NOTE

The Health & Safety (Training) Regulations extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided

pursuant to a training course or programme, or training for employment, or both" i.e., all people

receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

The Safe Learner

SensualSpa Beauty Trainings is totally committed to the concept of the "safe learner" and makes every effort to translate the concept in to practical applications for the learner.

This is achieved by focusing the effort in the "transfer" stage where information/training is being

delivered to the learner.

This is typically with the tutors in the 'training centre'/college, and through the supervisor in the

workplace. Intervention at this level is liable to have the most significant impact.

The focus is on instilling in the individual learner a sense of responsibility for self, and others, and

providing a supportive climate to encourage the appropriate development of the individual's skills.

Violence/Bullying /Abuse

The Health and Safety Executive's definition of work-related violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Any allegation will be thoroughly investigated by the Training Manager and where necessary the appropriate action taken.

2. RESPONSIBILITIES

The Training Manager has corporate responsibility for safety and occupational health and hence will

ensure that an effective policy is maintained to prevent injuries, loss or damage to property, of risks to persons, whether employed by SensualSpa Beauty Trainings or not, but affected as a result of

Company activities.

The Training Manager will ensure that all employees and trainees fulfil their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this

obligation. Will also initiate actions to ensure the elimination or reduction of risks to safety and

health.

In its commitment to prevent injury and ill health to employees, contractors and others affected by day to-day operations, and in striving for continual improvement, the Company sets annual objectives and targets against which its performance is monitored.

DESIGNATED COMPETENT PERSON

The Training Manager will appoint a 'Competent Person' who will be responsible for developing,

communicating and implementing a cost effective, strategic safety programme for the Company as a

whole. This will be done through liaison with the Training Manager who will ensure that the Company has, at all times, the capability and resources to operate safely.

The designated 'Competent Person' will co-ordinate activities relating to safety at all work locations

within the Company and monitor standards achieved by regularly auditing for safe systems of work, and recording the results of such audits.

Tutor/Instructors

Every Tutor and/or Instructor has the responsibility for their own safety and occupational health as well as that of the trainees for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description.

Tutors and/or Instructors are responsible for developing suitable programmes to encourage safety

awareness and ensuring compliance of all personnel, including on site contract personnel with

Company safety principles, standards and policies as laid down by the Training Manager. Specifically

they must ensure:

i. That each trainee is given sufficient information at the start of any training course about

company policies and housekeeping rules.

ii. That each trainee is competently and adequately supervised and provided with experience and

training necessary to undertake their appointed tasks safely;

iii. That trainees in their charge are given sufficient time and resources to undertake practical tasks

safely and efficiently;

iv. That adequate, competent qualified supervision is provided for ALL jobs;

v. That the procedure to be used for each task is adequately thought out, hazards identified and

appropriate safety precautions taken and the procedure properly communicated to the

operators;

vi. That equipment and facilities are kept in a safe condition and any faults reported;

vii. That equipment supplied to the trainees is properly selected, used and maintained to allow safe

completion of the work;

viii. That all of the above apply when personnel or trainees are working away from their normal

place of work.

3. First Aid

First-aiders are responsible for providing first aid to injured personnel until more medically qualified

personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the

Tutor/Instructor in charge should direct injured personnel to the trained first aiders – A list of first aiders is at each first aid location.

The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book.

5. Employees (to include trainees/learners)

Every employee has a continuing duty to exercise responsibility and to do everything reasonably

practicable to prevent injury to themselves and others.

Employees must at all times use appropriate safety clothing and equipment as recommended and

provided by the management; they must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Training Manager.

6. RISK ASSESSMENTS & COSHH RECORDS

Assessments of risks in each work station/area will be carried out by nominated staff members who will submit their written reports to the Training Manager for further discussion and the implementation of any necessary action.

The designated 'Competent Person' will be specifically responsible for the recording of risks

associated with hazardous substances.

7. PERSONAL PROTECTIVE EQUIPMENT

Items of personal protective equipment (PPE) will be issued to staff and trainees as required in order to comply with the Personal Protective Equipment at Work Regulations 2002.

PPE will be issued against a signature and the recipient of each item of PPE will be responsible for the

correct use, care, storage and maintenance of that item.

All aspects of the company Health and Safety policy will be communicated to SensualSpa Beauty Trainings staff, trainees and, where applicable, placement providers. The policy shall be reviewed

at regular intervals not exceeding one year but sooner should there be a significant change in company procedures and activities, which invalidate sections of the current policy.

This company is fully covered with current employers and public liability insurance under policies, which include trainees and other participants within the company.

2. PROVISION OF SAFETY POLICIES AND RISK ASSESSMENTS

The company health and safety policy will be implemented and communicated by the persons named in section 1 above. This policy will embrace all training programmes on offer by the company.

The health and safety responsibilities and any additional duties of care of company staff shall be

included in their written job description.

Risk assessments will be carried out in all risk activities and significant risks will be recorded along with the control measures taken to eliminate, or if not possible, to reduce them to an acceptable level.

3. STAFF COMPETENCIES

It is a requirement that all company staff should be provided with health and safety training relevant to their responsibilities and experience. Details of such training and the outcomes shall be recorded.

Trainees and other participants shall always be supervised by a person possessing the relevant

competencies and the ratio of supervisor to trainee will be appropriate to the activity.

Competent personnel will investigate and record all accidents and dangerous occurrences within the

company and also on placement providers' premises where these incidents involve an SensualSpa trainee.

4. WORKING ENVIRONMENT

All placement premises shall be inspected by the placement officer to ensure that they comply with the relevant statutes concerning such things as space, lighting, heating and ventilation etc, e.g. the

Workplace Regulations, the Management Regulations, the Factories Act, H&S at Work etc Act,

Provision and use of Work Equipment Act, etc.

5. EQUIPMENT, MATERIALS AND SAFE SYSTEMS OF WORK

Where applicable trainees will only be allowed to work with equipment and machinery which has been declared safe for use; this will be documented in such a way as to clearly advise

providers of prohibitions applicable to trainees. Adherence to this requirement will be checked by

regular monitoring visits.

It is important that all trainees are issued with the necessary protective clothing and equipment and that they receive proper training, information and instruction in the safe use of such items.

6. ACCIDENT AND DISEASES INVESTIGATING AND REPORTING

It is essential that all company staff and named supervisory personnel at placement providers are made fully aware of the format of RIDDOR and the reporting requirements of it. The placement and

monitoring officers at SensualSpa have a duty of care to ensure that this requirement is understood.

All accidents, dangerous occurrences and illnesses shall be investigated and recorded. Following the

recording and/or reporting procedure it is stressed that preventative action must be implemented as

soon as possible to prevent a repeat occurrence.

8. EMERGENCY PLANNING

Placement providers shall comply with all conditions of the Fire Precautions Act 1971 and the

subsequent Fire Safety (Places of Work) Regulations. This will include the provision of safe access

and egress, the signing of escape exits and routes, the annual checking of fire extinguishers, the

holding of regular fire drills together with the recording of drill outcomes, the training in the use of firefighting equipment and the display and communication to trainees of all emergency procedures.

Adequate first-aid provision must be made with a method for keeping records of all injuries no matter how slight.