

# Health and Safety Policy



## Introduction

HAHA College is committed to providing and maintaining a healthy and safe working environment for all our staff, and in ensuring that their work does not adversely affect the health and safety of other people such as learners, clients and other visitors.

### The aim of this policy is to:

- Comply with requirements of relevant legislation
- Identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks
- Ensure that staff (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- Consult with staff and/or their representatives on health and safety matters
- Provide and maintain safe and healthy premises and work equipment
- Ensure that staff are competent to do their tasks, providing training where necessary
- Maintain appropriate health and safety management systems and arrangements;
- Monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements

### Roles and Responsibilities:

The Directors (Steve Churcher and Lisa Campbell) have overall responsibility for:

- Ensuring that the Health and Safety Policy is implemented effectively by its Managers and staff
- Ensuring that robust health and safety management systems and arrangements exist
- Bringing the policy to the attention of staff, learners and Apprentices through the induction and appraisal processes and ensuring that everyone has adequate levels of competency to complete their work tasks safely
- Keep up to date on developments in health and safety legislation and practice
- Revising the policy as necessary to ensure that it remains valid
- Identifying the hazards and relevant legislation applying to the company and assessing the associated risks
- Planning and implementing arrangements to eliminate or control significant risks and to comply with the relevant legislation by ensuring all work related hazards are identified and suitable and sufficient risk assessments are undertaken
- Developing local procedures and safe working practices
- Monitoring the above arrangements to ensure that they are working effectively
- Recording the significant findings of their risk assessments in an appropriate manner
- Ensuring that staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered
- Receive accident and incident reports, investigate and report under RIDDOR as appropriate, compile and analyse accident and incident data
- Reviewing and monitoring our health and safety arrangements and policy annually to support continual improvement
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**All staff are responsible for:**

- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions
- Co-operating with the management team so far as is necessary to enable the risks to be controlled and achieve compliance with relevant legislation;
- Using all work equipment and substances in accordance with the instruction and training received
- Not intentionally misusing anything provided in the interests of health, safety and welfare; and
- Reporting to the Manager any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements

Additionally to staff responsibilities assessors are responsible for ensuring learners and apprentices are:

- Informed of this policy at induction
- Informed of health and safety risk assessments that could impact on them
- Notified of changes in health and safety policies and procedures that affect them
- Ensuring learner workplace assessments are carried out appropriately
- Cooperating with others in keeping the environment safe
- Taking care to avoid injury to themselves or others by being appropriately dressed and not misusing or causing damage to equipment, materials or the premises
- Aware of their responsibility to report any hazard to the person in charge or other responsible person immediately
- Aware that all equipment brought in by learners must be visually checked for any obvious defects before use. Staff have the right to deny use if concerned.

**Apprentices:**

The employer has the primary responsibility for the health and safety of the apprentice in the workplace and should be managing any significant risks. As the training provider, HAHA College will complete a Health and Safety checklist to confirm that the employer is taking reasonable steps to manage risks.

**Promotion and Engagement:**

HAHA College will ensure the promotion of a safe and healthy environment by the embedding of health and safety into the apprenticeship programme and through our activities, assessments and training sessions.

All apprentices/learners will be made aware of this policy on induction, and will have electronic access to the policy, along with their personal responsibilities and how to address any breach in the policy.

The Health and Safety Policy will be discussed with the apprentice's manager at induction to promote engagement and ensure that appropriate workplace policies and procedures are in place to protect apprentices.

**Staff Training and Professional Development:**

All newly appointed staff will undertake an induction programme to make them aware of the policy expectations, their personal responsibilities and how to address any breach in the policy.

HAHA College will provide all staff with mandatory health and safety training to raise

awareness of the importance of health and safety, and equip them with the knowledge and skills required to meet HAHA College commitment to providing a healthy and safe environment.

### **Identify and Manage Concerns:**

Risk assessments will be carried out annually or in response to updates in legislation. This will support our commitment to provide and maintain a healthy and safe working environment for all our staff, learners and apprentices.

Management will identify hazards and risks, who might be harmed, check that protective measures are effective and decide if additional measures need to be put in place.

### **Health and Safety of Apprentices:**

We are committed to ensuring the health and safety of our learners/apprentices. We achieve this in the following ways:

- We regularly assess our training environment to ensure it meets the necessary standard, including having sufficient first aid materials, accident reporting, fire extinguishers are updated etc.
- Visual risk assessments are carried out before each training session
- Health and safety is embedded into every training session and assessment
- We ensure apprentices receive appropriate safety instruction as an integrated part of their programme
- Risks in the workplace are discussed with the employer and health and safety is covered in review meetings to make sure apprentice are working in a safe working environment We encourage and support an open culture within our academy so that apprentices feel able to talk to us about any concerns regarding health and safety and their well-being at work
- We provide information and contact details about further information, advice and guidance surrounding mental health, stress and well-being issues

### **Employer Due Diligence:**

HAHA College aims to ensure that all health and safety standards are met by conducting employer due diligence prior to apprentice enrolment. This may include Safeguarding and Prevent, registration with the HSE and Employer Liability Insurance.

Should an employer identify that they do not have these in place, an apprentice cannot be enrolled on programme.

### **Ill Health and Accidents for Apprentices on Programme:**

In the event of an accident or ill health whilst the apprentice is at their normal place of work whether undergoing apprenticeship training at the time or not, HAHA College would expect to be notified of such an event and where required the details surrounding the accident or ill health.

HAHA College would fully support the employer and the apprentice where required and or necessary. HAHA College would continue regular communication through- out the period of ill health or until the apprentice is recovered from any accident, providing any information, advice and guidance along with support for both the apprentice and employer.

In the event of a break in learning to cover any period of ill health or as a result of an accident; as and when the apprentice and employer are ready for the return, HAHA College will prepare both parties for this. Whilst the employer bares the main

responsibilities in relation to the health and safety of its employees, HAHA College recognises that it has an important role to play in ensuring the health and wellbeing of its apprentices. We are committed to assist and provide a supporting role to employers in their health and safety duties.

In the event of an accident or ill health whilst the apprentice is not at their normal place of work we would seek to be notified. We expect our staff to recognise the signs of ill health or injury with their apprentices and notify the management. HAHA College would notify the apprentices employer with the apprentices permission following an assessment of how the injury or ill health will impact both the apprentices ability to continue their apprenticeship training and their ability to carry out their duties at work. We would fully support both the apprentice and the employer where necessary and continue communication with all parties throughout the period of injury or ill health. HAHA College will continue to monitor the apprentices progress and provide the necessary support and reasonable adjustments to enable the apprentice to complete their apprenticeship.

### **Safeguarding:**

HAHA Safeguarding Policy and Procedures is available for staff OneFile. It is also available for all learners on OneFile and a copy is on display in our academy.

In the event of a safeguarding concern, please contact:

**Leiana Elley - Safeguarding Lead**

**Jon Campbell -Safeguarding Support Officer**

**Vicky Hallgalley -Safeguarding Officer & Mental First Aider**

**Ways to Contact**

**Safeguarding Whatsapp: 07359900421**

**Email: [safeguarding@hahatraining.co.uk](mailto:safeguarding@hahatraining.co.uk)**

**Website: [www.hahatraining.co.uk/safeguarding/](http://www.hahatraining.co.uk/safeguarding/)**

### **Health and Wellbeing:**

HAHA College aims to recognise the importance of both physical and mental wellbeing of its employees and apprentices. We understand that to recognise, predict and adapt to the changing needs of its people is an important and valuable contribution and example to uphold. We provide employees and apprentices with confidential assistance where required.

### **Basic Safety Training:**

Basic safety training is provided to all staff and learners on induction.

1. All significant hazards which might be encountered, including those where the safety of staff, learners and members of the general public may be affected.
2. Measures which ensure that staff and learners are adequately trained to undertake any task which may be required of them.
3. The emergency procedures covering fire precautions/evacuation and first aid arrangements.

4. The procedure for reporting all accidents, near misses, acts of violence and threatening behaviour and hazards in the workplace.

Details of induction training and other health and safety training received will be recorded.

### **First Aid:**

HABA College has a duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2002) and the Health and Safety (First-Aid) Regulations 1981 to ensure that, so far as is reasonably practicable:

- There is equipment and facilities to adequately and appropriately deliver first aid when the circumstances arise.
- There are a number of suitably trained persons to adequately and appropriately deliver first aid when the circumstances arise.
- Staff are to be competent persons in the event of an accident and no suitably trained persons are available.

### **Accidents, Incidents or Near Misses:**

All staff, learners and apprentices should familiarise themselves with:

1. The name of any First Aider
2. Location and contents of first aid boxes
3. What to do in the event of an accident or sudden illness
4. The nearest telephone and other means of seeking help in an emergency e.g. mobile phones
5. It is stressed that, unless the nature of an illness or injury occurring is clearly understood, the emergency services (telephone 999) should be requested to help. In exceptional circumstances the doctor of the person concerned could be called. A First Aider should be immediately contacted in case of accident or illness
6. All accidents, incidents and near misses, however minor, are to be reported in the accident book. Staff should sign the accident, incident and add any additional information/steps that have been taken to avoid a repetition. All incidents reported to the Salon Manager/Educator (as all First Aid Trained).
7. A near miss is an unplanned event that does not cause injury or damage, but could do in the future

### **Fire:**

In the event of a fire the first consideration must be to ensure that the building is evacuated as quickly and as smoothly as possible. Therefore, it is essential that everyone using the building knows the procedure to follow in the event of fire. If a fire is small and you are trained in using fire fighting equipment you may tackle it providing you feel competent to do so. But you should ensure the alarm has been raised, others are evacuated and you are not endangering your own welfare.

**Reporting:**

HABA College will ensure systems and procedures are in place for incident reporting, escalation, investigation and where applicable, notification to the local authority. It is the responsibility of the employer to record and report incidents regarding health and safety, however, it is the intention of HABA College to work in collaboration and cooperation with all its employers and expect that information relating to any Accident, Incident or Near Miss, Fire Evacuation or other warning is also passed to [info@hahatraining.co.uk](mailto:info@hahatraining.co.uk) to ensure the safety and wellbeing of our apprentices.

**Monitoring and Reviewing:**

This policy will be monitored and reviewed annually or in response to changes in legislation.

Those responsible within the centre are:

Steve Churcher - Managing Director/Company Owner

Lisa Campbell - Operations Director

**The centre agrees to comply with the appeals procedure as outlined above:**

**Signature:**

**19/6/2024**