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1. OWNER’S STATEMENT OF INTENT

Having recognised that there is a need within our company to embark upon a formal programme of Safety Management and Accident Prevention, we have drafted this Policy Statement to assist us with the implementation of a formal Safety Management Programme.

The scope and range of operations, including our Salon, static and mobile teams are included within this policy statement and sufficient and adequate funding will be available to enable the programme to be effectively implemented.

The assistance and co-operation of clients will be sought at the earliest opportunity in respect of safety input.

This statement of intent and the safety policy manual, shall be reviewed, and augmented from time to time, by in-house safe working codes of practice and guidance notes referring to specific processes and operations.

The full co-operation of all persons engaged on company business is expected and required.

Signed: Lyn Shankster

Date: 1st January 2013

Lyn Shankster
(Owner Elanele Beauty Center)
SAFETY MANAGEMENT STRUCTURE

Lyn Shankster
Owner

Philip Hughes
Health & Safety & Environmental Consultant

Staff Safety Representative
3. RESPONSIBILITIES OF THE COMPANY

1. The line diagram on the preceding page shows the safety management structure of the company.

2. Statements and requirements refer to all employees.

3. In all company operations, the prevailing statutory requirements will be adhered to.

4. Relevant codes of practice issued by professional bodies which may influence the management of health, safety and welfare of employees or others involved with, or affected by, the operations of the company will be followed within work methods.

5. Safety management directives issued by the company shall be acted upon.

6. All accidents involving injury to persons, weather in the employ of the company or not, and where such incidents may affect the operations of the company shall be reported as prescribed within company procedures and as required by statute.

7. All incidents involving equipment or property shall be reported as required in 6. Above.

8. Where deemed necessary, the company will commission an independent, competitive incident investigation to:
   
   i) Show the chain of incident causation
   ii) Recommend effective and practical remedial action

   The appointed investigator shall have the full and unstinting co-operation of all concerned.

9. Action will be taken to eliminate sources of repetitive injury and/or damage to equipment, and property.

10. The safety management and accident prevention programme incorporated into this document and contained within supplementary instructions, memoranda and internal safe working codes of practice, is designed and intended to involve all employees.
4. GENERAL

1. Copies of this Safety Policy Manual will be displayed in the Salon and any other place under the control of the company.

2. The location of the safety Policy Manuals shall be formally made known to all employees, who shall be issued with a copy of the Owner’s Statement of Intent.

3. All Employee’s shall be formally notified as to the location of the Safety Policy Manuals.

4. Supplier’s members of the public, clients and others who may be affected or influenced by this Safety Policy Manual shall be made aware of the requirements of this document.

5. It is incumbent upon all persons to co-operate with the effective and successful implementation of this Safety Policy Manual.

6. This Safety Policy Manual shall be revised and updated from time to time as may be required by:

   i) Statute
   ii) Changing Work Conditions
   iii) Experience

7. This Safety Policy Manual shall be supplemented from time to time by specific process Safe Working Codes of Practice which shall have due regard for:

   i) Legislation
   ii) Approved Codes Of Practice
   iii) British Standards

   To enable its practicable application and implementation, in work processes.

8. All employees, Suppliers, Clients are encouraged to submit suggestions and ideas which would promote further awareness in the effective management of Health, Safety and Welfare.

9. From time to time, employees will be required to attend safety seminars and lectures relating to Health, Safety and Welfare.
10. All employees and where necessary, clients, will respond to recommendations made to implement safety management requirements insofar as such matters may affect them.

11. All employees and clients will be aware that the company requires that the management of Health, Safety and Welfare shall be an integral part in their every day duties.
5. Training

Where required by Legislation

Appropriate training shall be implemented where required by legislation; this shall include, but not be limited to:

- Kinetic Lifting & Carrying
- Safety Orientation Course
- First Aid Course
- Use of Salon Beauty Equipment

General Training

Training shall be administered both "on-the-job" and "off-the-job". The nature and detail of such training will be appropriate to the type of equipment, the nature of the perceived hazard and the safety responsibilities of the person involved.

A safety training programme shall be established for safety personnel, managers, supervisory personnel and workers as appropriate in order that they are provided with a comprehensive understanding of the rules, regulations, statutory requirements, procedures and instructions which are relevant to their duties and the law.

All managers, supervisory personnel, shall be trained in safety management.

Reference should also be made to the current quality assurance procedure for training.

Induction

Induction is the act of introducing a new employee to the company and it is the responsibility of the person who engaged the worker to ensure this is implemented. (SEE FORM HS 001)

Induction is not simply a "one off" act which is conducted when someone first joins the company; it is ongoing and part of the supervisory function.

Personnel are to be re-inducted when moved from one workplace to another and on each individual contract.
6. EQUIPMENT

MOBILE POWER OPERATED EQUIPMENT

The following shall apply to all mobile/portable power operated equipment.

a) Such equipment shall be suitable and maintained for the purpose for which it is being used.

b) All such equipment shall be set up and operated by competent, trained personnel.

c) Emergency cut-out devices shall be incorporated.
7. **FIRST AID**

1) First aid requisites shall be available at the Salon and static sites under the control of the company, unless a certificate of shared welfare is in force.

2) First aid requisites shall be retained in an impervious container, which shall be used only for that purpose and be clearly marked with a green cross.

3) All first aid treatment shall be recorded in the Accident Book.

4) Persons found to be responsible for any misuse; abuse or theft from a first aid container shall be liable to dismissal.

5) Mobile teams shall be provided with individual first aid containers within which shall be adequate requisites for the task being undertaken.

6) First aid training to at least "appointed person" approved standard shall be undertaken, during a time scale to be determined.

7) All persons operating under the control of the company shall be made aware of prevailing first aid and emergency arrangements.

Particular attention must be given to work locations, which it is possible for personnel to be exposed to hazards such as:

1) Sharps
2) Pathogenic materials
3) Contaminated materials
4) Contagious diseases
5) Human waste

Such information can only be determined by a pre-work survey and the co-operation of the client.

Emergency first aid procedures will be provided as required by the potential hazard found to be present (See also "Personal Protective Equipment")
8. OCCUPATIONAL HEALTH AND HYGIENE

The company is becoming more aware of the upgrading of occupational health and hygiene as a component of any safety management programme. The following general requirements will therefore be applicable to all persons working under the control of the company.

Personal protective equipment shall be supplied to employees as required by:

- Statute
- The work process involved
- Company rules

Noise levels must be maintained at the lowest practicable level. This may be achieved by ensuring that powered equipment is in good condition, properly maintained and serviced.

Any substances used during the work process shall:

- Be clearly identified
- Have the manufacturer's recommendations for use clearly marked.
- Have any restrictions regarding the use of the product formally brought to the notice of the operative.

Where reasonably practicable, facilities will be provided to enable personal hygiene standards to be maintained whilst at work.

Individuals involved in certain processes or tasks may require formal notification to be given to their medical practitioners advising of such involvement. Notification will be made with the co-operation of the individual concerned, who shall also receive a copy.

All available information will be notified to individuals under the control of the company regarding any process, product and substances which may influence their standard of occupational health.
9. PERSONAL PROTECTIVE EQUIPMENT

Where required by statute, personal protective equipment shall be provided to employees free of charge. Such items may include:

- Eye Protection
- Gloves
- Suitable Uniform

All protective clothing and/or equipment shall be suitable for the purpose for which it is being used.

Misuse or non-use of protective clothing/equipment as may be required will be deemed as negligent and will be a dismissible action.

A record of personal protective equipment issued shall be maintained (See Form HS 003).
10. FIRE PREVENTION AND FIRE FIGHTING

The company acknowledges that fire prevention is an essential part of its operation, and therefore seeks to maintain areas of work and premises to the highest standards. The following points will be adhered to in order to discharge our responsibility:

a) All portable fire fighting equipment will be positioned as instructed, and shall be suitable for that location.

b) Employees shall be instructed in the correct use of fire fighting equipment.

c) Any discharge of an appliance shall be reported to the immediate supervisor who will ensure a spare appliance is made available.

d) All fire escape routes will be maintained free of obstructions and clearly marked.

e) All electrically powered equipment will be maintained in good working order and disconnected when not in use.

f) Work areas will be maintained clear of combustible waste, so far as reasonably practicable.

g) Advice from suppliers or manufactures will be adhered to in respect of use, storage and disposal of any flammable or combustible material.

h) When working within areas owned or controlled by the client, or their representative, specific fire prevention and fire fighting first aid procedures in force will be strictly adhered to. The company will ensure that all employees at that location will have knowledge of such procedures.
11. DOCUMENTATION, NOTICES ETC.

STATUTORY NOTICES AND REGISTERS

Statutory notices will be displayed in work areas as required.

Statutory registers shall be entered and maintained by authorised, trained personnel as may from time to time be required.

SAFETY TRAINING NOTICES

Safety training and safety awareness notices shall be displayed as appropriate in work places.

PUBLIC WARNING NOTICES

Public warning notices shall be posted so as to ensure that persons in the vicinity of a work process shall be aware of the potential hazard / task in progress. Such notices may be augmented by physical barriers.
12. SAFETY MANAGEMENT AND LIAISON WITH CLIENTS

In order to effectively implement the requirements of this policy statement and the relevant statutory provisions, it will be necessary to educate and convey the message to our clients as appropriate.

CO-ORDINATION

All activities will be properly co-ordinated. All Therapists working within the Salon will ensure that their activities are carried out within the statutory frame work and according to company and location rules.

13. PROTECTION OF THE PUBLIC

All tasks and work processes will be undertaken with due regard for the safety and protection of our clients and any other member of the public or individuals who may be affected by the company's operations.
14. EMPLOYEES GENERAL DUTIES

Under the Health and Safety at work Act 1974, employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities. Employees are also required to co-operate with their employers and others in complying with statutory requirements, and may not interfere with or misuse anything which is provided to promote and protect Health, Safety and Welfare, as required by statute and company rules.

The relevant sections of the Act are quoted below:

SECTION 7

IT SHALL BE THE DUTY OF EVERY EMPLOYEE WHILE AT WORK

a) TO TAKE REASONABLE CARE FOR THE HEALTH AND SAFETY OF HIMSELF AND OF OTHER PERSONS WHO MAY BE AFFECTED BY HIS ACTS OR OMISSIONS AT WORK:

b) AS REGARDS ANY DUTY IMPOSED UPON HIM BY HIS EMPLOYER OR ANY OTHER PERSON BY OR UNDER ANY OF THE RELEVANT STATUTORY PROVISIONS, TO CO0OPERATE WITH HIM SO FAR AS IS NECESSARY TO ENABLE THAT DUTY OR REQUIREMENT TO BE COMPLIED WITH.

SECTION 8

NO PERSON SHALL INTENTIONALLY OR RECKLESSLY INTERFERE WITH, OR MISUSE ANYTHING PROVIDED IN THE INTERESTS OF HEALTH, SAFETY, OR WELFARE IN PURSUANCE OF ANY OF THE RELEVANT STATUTORY PROVISIONS.
15. RESPONSIBILITIES

SIGNATORY OF THIS SAFETY POLICY MANUAL

The following duties shall be the responsibility of the individual signing this Policy Manual.

a) To ensure, that to the best of his or her ability, that the statement of intent, the arrangements and the duties are fully implemented by the persons to whom they refer.

b) To ensure that all personnel working under the control of the company are fully aware of the details contained within this document.

c) To insure that this policy manual is displayed in a prominent location and is available to individuals and organisations who require sight or copy of it.

d) To attend such safety management meetings, seminars or presentations as may be arranged from time to time.

e) To monitor the implementation of Safety Management recommendations, procedures and Codes of Practise in the course of operations.

f) To arrange for such training as may be required for staff, operatives, subcontractors and self employed individuals, to ensure the effective implementations of the requirements of this policy manual and specific supplementary safety procedures.

g) To arrange for the monitoring of purchasing procedures in respect of equipment materials and substances, and their safe handling, storage and use.

h) To ensure that adequate and sufficient expertise, time and safe systems of work are incorporated into all tenders and work processes.

i) Where deemed necessary, to introduce emergency procedures.

j) To set a good personal example in the implementation of safe working practices.
Salon Manager, Therapists, Receptionists.

The responsibilities of Salon Managers, Therapists and Receptionists are to:

a) Co-operate with and assist the company in the establishment, implementation and maintenance of the requirements of the Safety Policy Manual, together with all safety related legislation and safety instructions which may from time to time be issued by the company or the company’s appointed representative/s.

b) Ensure that operatives under their direct control are aware of their general duties as contained within this document.

c) Ensure that all tasks and operations are carried out in a competent and safe manner.

d) Ensure that all equipment and tools are used in a safe manner and are in good working order and maintain records as to maintenance and testing.

e) Ensure that young persons and trainees work under the direct supervision of a competent person.

f) Ensure that all incidents where personal injury is suffered, or where equipment or tools are damaged - or any incident which could affect the company or its operations - are reported to the immediate supervisor and recorded in the accident/incident book.

g) Ensure that access and the egress from work areas are maintained in a safe manner and that the stacking and storage of materials is carried out in a safe and methodical manner.

h) Report to the immediate supervisor any unusual circumstances, which may affect the health, safety or welfare of any persons.

i) Attends and participates in safety training.
SAFETY POLICY MANUAL

BEAUTY CENTER

SALON EQUIPMENT OPERATORS

Operators working on equipment under the control of the company are required to ensure that:

a) All equipment is suitable and fit for the purpose for which it is used.

b) All relevant test certificates and statutory registers are available for inspection, accurately entered and up to date.

c) Proof of training / competence is available and provided if required.

d) Manufacturers / suppliers safe operation, instructions are adhered to at all times.

e) Statutory and work location safety rules are observed.

f) All defects are reported to the immediate supervisor and use suspended until such defects are remedied without delay.

g) All Equipment is inspected for defects at least once each week and has a current safety certificate.

h) All power equipment is isolated and safe whilst non-operational or unattended.

i) Members of the public or fellow workers are not endangered whilst equipment is being operated.

j) Full co-operation is given in maintaining a safe work location.
BEAUTY SALON

All managers and personnel based at the Salon are required to be aware of and implement the company Safety Policy Manual in so far as their duties and tasks demand. They shall also be aware of internal safe working codes of practice and procedures, which are in force.

Particular emphasis will be placed upon:

i. Maintaining safe and unobstructed access and egress from all work areas.

ii. Establishing, maintaining and consolidating good housekeeping practices.

iii. Awareness and understanding of emergency evacuation procedures to be followed in the event of an outbreak of fire.

iv. Awareness of the location, type and function of fire first aid appliances.

Incidents resulting in personal injury or damage to property must be recorded as detailed in company procedures.

Salon personnel may only issue instructions, directions or orders in respect of tasks with which they have been charged and are trained so to do.

Only nominated, trained and authorised personnel may operate Salon Equipment.

Care must be exercised when operating electrical equipment. Such equipment must be isolated whilst not in use.

Miniature circuit breakers and / or residual current devices must be used.
16. EVALUATION, SELECTION & CONTROL OF SUBCONTRACTORS

Elanele Beauty Center engaging a subcontractor shall conduct a safety assessment of the proposed subcontractor prior to entering into a subcontract agreement.

This will involve the completion of the "Subcontractor Safety Questionnaire" and the utilisation of that information to assist in completing the "Subcontractor Safety Assessment" Form HS 002.

The flow chart on this form has four different scenarios and depending on the answers given indicates when negotiations should be terminated, or alternatively the degree of supervision required by Elanele Beauty Salon to manage that particular subcontractor.

Elanele Beauty Center is responsible for the appraisal and selection of subcontractors and ultimately responsible for ensuring their compliance with safety matters. Therefore it must be recognised that if a company answers "No" to the question and there is no reasonable alternative other than to engage that company, then there is a responsibility to monitor them much closer than if they had answered "Yes" to all questions.

If all other factors are equal, preference shall be given to the subcontractor who has an acceptable record of past performance.

Reference should also be made to the current quality assurance procedures for assessment of subcontractors and purchasing.
17. ACCIDENTS, INJURIES, DISEASES & DANGEROUS OCCURRENCES

The reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require certain injuries, dangerous occurrences and diseases to be reported directly to the appropriate enforcing authority.

ACCIDENT PROCEDURE

1. Immediately after any accident on site, details must be entered into the accident book. This applies to all accidents no matter how trivial.

2. Major Accidents must be reported immediately by telephone to the Health and Safety Executive. In addition, serious accidents should be reported to the Safety Supervisor immediately. In the case of death, the police must be notified immediately.

3. All lost time accidents should be notified to the Safety Supervisor by completing the Accident Form and where appropriate the Safety Supervisor will inform the HSE.

4. A lost time accident is defined as being one which involves any person being absent from work for a minimum of half a day or more.

5. Accidents to employees of subcontractors and members of the general public should also be reported in the manner above.

The following forms are available for all to use:

HAZARD (OR NEAR MISS) REPORT (HS 007)
To be completed for all identified hazards or near misses.

ACCIDENT REPORT FORM (HS008)
To be completed on site immediately for every accident involving lost time and sent to the Safety Supervisor.

Note:
Following a serious accident and ACCIDENT INVESTIGATION FORM (HS009) is to be completed.

DANGEROUS OCCURRENCES REPORT FORM (HS006)
To be completed on site immediately after such an occurrence, and sent to the Safety Supervisor.

EMERGENCY INFORMATION SHEET
To be completed by Staff and placed near identified telephone or telephones.
NOTIFICATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

An accident must be notified if it arises out of, or is in connection with work either:

a) Resulting in death, or major injury: or

b) In the case of an employee at work, results in the employee being incapacitated for work for more than three consecutive days (excluding the day of the accident but including any days, which would not have been working days).

A Major Injury is defined as:

a. Any fracture, other than to the fingers, thumbs or toes
b. Any amputation
c. Dislocation of the shoulder, hip, knee or spine
d. Loss of sight (weather temporary or permanent)
e. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
f. Any injury resulting from an electric shock or electric burn, (including any electrical burn caused by arcing products) leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
g. Any other injury, leading to hypothermia, heat-induced illness or unconsciousness that requires resuscitation or admittance to hospital for more than 24 hours.
h. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
i. Conditions that result in illness requiring medical treatment or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin.
j. Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.