

**COMPANY POLICY**

**NAME OF POLICY: Health & Safety Summary for Learners**

**Health & Safety Statement**

This Health and Safety Policy has been prepared and published by Michael John Academy under the requirements of the Health and Safety at Work Act 1974.

Michael John Heath Partner/Director has the overall responsibility for the implementation of the Company's Health and Safety Policies and procedure and is responsible for ensuring that the policy and procedures are widely communicated and that the effectiveness is closely monitored.

Michael John Academy will comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain a healthy, safe and secure working environment, equipment and systems of work. The purpose of the policy is to establish general standards for health and safety in the workplace and to distribute responsibility to all managers, supervisors, employees and to all persons that fall under the control of the company through normal line management processes. The Departmental Managers are responsible for the implementation and monitoring of the policy within the area of their specified responsibility.

All employees and learners working and training with Michael John Academy will be provided with the relevant equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The implementation and maintenance of this Health and Safety Policy is evaluated through regular monitoring and reviews to ensure with continual improvement.

**General Statement of the Health and Safety Policy**

**Michael John Academy commits itself as far as reasonably practicable:**

- To provide and maintain premises and equipment and systems of work that are safe and without risks to health
- To consult with staff and learners on matters affecting their health and safety
- To ensure all health and safety risks are assessed and all steps are taken to remove or control these
- To make arrangements to ensure safe handling, storage and transport of articles and substances
- To provide adequate protective equipment for health and safety at work for employees and learners
- To provide training, information, instruction and supervision for employees and learners
- To provide adequate welfare facilities and arrangements
- To prevent accidents and cases of work related ill health
- To undertake monitoring, inspection and auditing procedure to ensure the effective management of health and safety
- To risk assess all sub-contractors (placement salons) prior to placing learners
- To vet, monitor and support all sub-contractors
- To have systems in place to ensure adequate consultation with employees, learners and sub-contractors
- To make provision for emergency services

Signature: .....

Date: .....

Review date: .....

**Michael John Heath - Partner/Director**

**Michael John Academy**

## **Health and Safety organisation structure**

### **Michael John Heath- Director/ Partner**

- Michael John Heath Partner/Director has the overall responsibility for health and safety throughout Michael John.
- He is responsible for the implementation of the Company's Health and Safety Policies and procedure and is responsible for ensuring that the policy and procedures are widely communicated and that the effectiveness is closely monitored.

### **Chief Executive**

- The Chief Executive is responsible for ensuring that the health and safety policy and procedures are implemented and maintained and that the standards are met and continually improved.

### **Health and Safety Officer**

The Health and Safety Officer is responsible for:

- Carrying out regular safety inspections and audits
- Ensuring that staff comply with Company rules and regulations
- Advise the organisation on all legal duties and requirements
- Provide health and safety information to all persons that fall under the control of the organisation.
- Is responsible for carrying out safety inspections and ensuring that all reported accidents are investigated

### **Strategic Operations Manager, Programme Managers**

- Are responsible to ensure all staff who fall under their responsibilities are adhering to the health and safety policy and procedures and are kept informed of any H&S issues

### **Tutors/Assessors**

- Are responsible for the health and safety of learners in their classes
- Are responsible for ensuring learners are aware of their health and safety duties

### **Employer Liaison Team**

- Are responsible for ensuring safe working environment and practices in placement/ employer salons
- Are responsible for ensuring placement salons are aware of their health and safety duties for learners

### **Employees and Learners**

- Are responsible for their own and others health and safety
- Are responsible for working safely and not putting themselves or others at risk
- Are responsible for co- operating with their employers and their management on all health and safety issues
- Report all accidents, incidents, unsafe practices and suspected faulty equipment
- Are responsible for ensuring that they follow the Michael John Code of Conduct

## **Health and Safety Arrangements**

### **Fire Safety**

- Approved fire appliances are maintained and regularly tested.
- Practice fire drills will be conducted at least twice a year.
- All new employees and learners will be guided through the Fire exit routes in the Michael John Academy.
- Smoking including electronic cigarettes is prohibited in all areas of the workplace
- Learners and employees should be aware of their responsibilities and should memorise the fire procedure.

### **Accidents & Incidents**

- All accidents/ Incidents irrespective of how minor must be reported and recorded in the accident book or on an incident record form

#### **Reporting of injuries, diseases and dangerous occurrences regulations**

- In complying with the above regulations all relevant reports should be given to the health and safety officer who will contact the appropriate Incident Contact Centre
- Dermatitis is a reportable disease and all learners must inform their employer and tutor if they suspect they have Dermatitis

#### **First Aid**

- The centre has at least one qualified first aider and two appointed persons on site to administer first aid
- The centre has a suitably equipped first aid boxes in place.
- The emergency procedures should be committed to memory

#### **Control of substances hazardous to health**

- Risk assessments are carried out on all hazardous substances
- All employees/ learners will receive training and information on the storage, advice for preparation
- PPE is provided to use with certain services and treatments

#### **New or expectant mothers**

- Written notification must be provided as soon as pregnancy is known
- A risk assessment will be carried out

#### **Housekeeping**

- Cleanliness in the practical rooms is the responsibility of all staff and learners
- Cleanliness in all other environments is the responsibility of Domestic staff

#### **Workplace Inspections and Audit**

- Regular inspections of the workplace will be carried out by the health and safety officer
- The company policies and procedures will be reviewed during annual audit

#### **Electrical equipment**

- Annual inspections of electrical equipment are carried out and recorded
- Learners and employees are responsible for reporting, labelling and removing out of use any faulty equipment

#### **Information, instruction, training and supervision**

- Learners and employees will complete an Induction containing health and safety information prior to joining Michael John Academy.
- Health and Safety instruction and training is continually delivered within both practical and theory sessions
- Learners will be trained in safety procedures before using equipment and whilst learning practical skills
- All sessions at Michael John Academy are fully supervised
- Salon employers are responsible for ensuring that their Apprentices are supervised at all times.

#### **Safeguarding**

- Michael John Academy has a separate Safeguarding Policy which looks closely at the safety and welfare of children, young persons and vulnerable adults.
- a full version of the policy is available on request and from head office located in Renshaw Street Liverpool.

#### **Company Health and Safety Policy**

- A full version of Michael John Academy Health and Safety Policy is available on request.
- Michael John Heath Partner/Director of Michael John Academy accepts without reservation it's legal and moral obligations under the Health & Safety at Work Act 1974, and all relevant legislation.
- This summary of the company's Health and Safety Policy will be reviewed annually by the Health and Safety Officer as per the company policy review schedule.

\* This policy can be made available in larger type.

Signed and verified by Health and Safety Officer: .....

Please print name: .....

**Date:** .....

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