

VS SALONS UK LTD (*TRADING AS SASSOON*)

Health and Safety Policy

Policy

SASSOON

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Amendment Record

VS Salons UK Ltd Policy for Health and Safety was first issued in this format on the 25th March 2024

REVISION NO.	DATE	DETAILS

INTRODUCTION

The following is the Health and Safety Policy of VS Salons UK Ltd. This Policy sets out the commitment of VS Salons UK Ltd to its team members and provides information and guidance to team members on their duties to ensure we continue to develop and work in a safe and healthy environment.

The prevention of accidents and ill-health is the most important duty held by all VS Salons UK Ltd Managers and team members because:

- We do not want any team member or other person to suffer as a result of our work.
- We aim to meet and exceed the requirements of all applicable health and safety legislation and guidance.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of VS Salons UK Ltd and demonstrate a lack of efficient management.

Our customers are VS Salons UK Ltd business therefore our duties go further than just our immediate area of work; to this end we aim to ensure that we do not do anything or fail to do anything which could adversely affect the safety, health and welfare of our clients, visitors, contractors or other persons who interact with our business or could be affected by our activities.

The term “Reasonably Practicable” is used frequently through this health and safety policy and is defined for the purpose of health and safety as “Risk –v- Cost”. Simply put the cost in terms of time, money, resources and current technical knowledge should be proportionate to the level of risk.

This Policy sets out our business management system for the effective control and co-ordination of health, safety and welfare. It includes:

Statement of Intent	The purpose of the statement of intent is to outline VS Salons UK Ltd’s commitment to ensure the health and safety of its team members and other persons who might be affected by what we do or fail to do.
Organisational Responsibilities	Sets out the organisational structure to ensure the objectives of the Statement of Intent can be achieved.
Arrangements	The business arrangements for managing, controlling and co-ordinating health, safety and welfare within the business (Note that the arrangements refer to appropriate legislation and guidance which must be applied to our work. Further information and advice on these requirements is available from the appointed Health and Safety Adviser for VS Salons UK Ltd).

CIRCULATION AND CONTROL OF DOCUMENTS

Copies of this policy and the most pertinent sections of it will be circulated in accordance with VS Salons UK Ltd procedures to all team members at the start of employment and subsequent revisions throughout their employment.

REVIEW AND REVISION

VS Salons UK Ltd will ensure that this Policy and associated documents will be reviewed annually to ensure that the contents remain accurate and valid in light of changing best practice and statutory requirements.

More frequent updating of specific documents/sections may be required to meet changed legislation affecting those activities. The managers, Health & Safety Coordinator, with assistance from the Company's appointed Health and Safety Competent Person, shall identify and monitor the review of such documents.

HEALTH & SAFETY

STATEMENT OF INTENT

VS Salons UK Ltd is committed to ensuring the Health, Safety and Welfare of its team members; so far as is reasonably practicable and fully accept the responsibility for other people who might be affected by our activities. VS Salons UK Ltd aims to take all reasonable steps to ensure the statutory duties of VS Salons UK Ltd are met and accidents are eliminated.

To enable the above to be achieved, VS Salons UK Ltd and our team members will ensure the following:

- Each team member will be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- All processes and systems of work will be designed to take account of health and safety and will be properly supervised at all times.
- The provision and maintenance of all plant, machinery and equipment and ensure it remains safe and without risk.
- Adequate facilities and arrangements will be maintained to allow team members to raise issues of health and safety and for them to be addressed appropriately.
- Competent people will be appointed to assist us in meeting our statutory duties including specialists from outside the organisation, where appropriate.
- Every team member must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of staff. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and the safety of the people who may be affected by his or her acts or omissions.
- This policy and connected documentation will be communicated and available to all team members.

The organisation and arrangements to help ensure we manage health and safety are documented within the individual different sections of the Health and Safety Management System.

This policy statement will be reviewed on a regular basis to ensure that it remains current and reflects the changes in the organisation.

 Signed:

UK Director Of Operations Date: 25th Mar 2024

Signed: 

CEO Sassoon Global

Date: 25th Mar 2024

GENERAL RESPONSIBILITIES

The following section gives details of the responsibilities held by all VS Salons UK Ltd team members under the Company Health and Safety Policy.

Responsibilities held by all Team Members

All Team Members must:

- Read, understand and follow the Company's Health and Safety policy
- Take reasonable care for their own health and safety.
- Consider the safety of other persons who might be affected by their acts or omissions.
- Cooperate with supervisors and managers on health and safety matters.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Use work equipment correctly, in accordance with training and instructions received.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task for which authorisation and/or training have not been given.
- Report any accidents or near misses and health and safety concerns to a responsible person without delay.
- Ensure that their clothing and footwear is suitable for the workplace.

Responsibilities held by Salon/Academy Management Team

Managers are responsible for ensuring that the safety policy is implemented within their premises. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable and will:

- Ensure team members, contractors and visitors are aware of safety procedures.
- Establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bring to the prompt attention of senior management any health and safety issue that requires their attention.

- Ensure that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintain safe access to and from the workplace at all times.
- Ensure the premises are audited periodically to ensure the policy is being complied with through completion of the store checklists
- Ensure the Health and Safety Management System has been successfully implemented and is operating correctly
- Ensure all team members within their responsibility; have received the required health and safety training for the job role.

Managers dealing with particular areas and tasks will be advised of any specific Health and Safety duties.

Responsibilities held by the Managing Director

The Managing Director accepts overall accountability for all matters, including those regarding health, safety and welfare, and will:

- Ensure financial and other resources are available for implementing the health and safety policy.
- Monitor requirements of health and safety legislation.
- Provide advice and guidance to all team members on health and safety issues.
- Monitor the health and safety performance.
- Communicate with enforcing agencies.
- Delegate responsibilities for policy implementation as appropriate.

Competent Person (Appointed Health and Safety Advisor)

Competent persons have been appointed to assist us in meeting our health and safety obligations where required under the relevant statutory provisions. Their function is to provide a source of competent health and safety advice to assist with undertaking the measures necessary to ensure health and safety at work.

Name: Phoenix Health & Safety

Health and Safety Coordinator

The role of the Health and Safety Coordinator is to coordinate the health and safety function within VS Salons UK Ltd from information provided by the Competent Person named above. This is achieved by ensuring that the documents are current and updated, collation of the salon checklists, accident forms and fire risk assessments.

Name: Diane Marsh

Position: UK Director of Operations

SPECIFIC RESPONSIBILITIES

	Frequency	<u>London Office</u>	<u>Salons/Academy</u>
Site Health and Safety Co-ordination		TBC	Salon Director/Principal
<i>Fire – Co-ordinator</i>		TBC	Salon Director/Principal

<i>Fire risk assessment</i>	Annual	Health and Safety Coordinator	Salon Director/Principal
<i>Checklists</i>	Monthly	TBC	Salon Director/Principal
<i>Fire Extinguishers serviced</i>	Annual	Maintenance	Maintenance
<i>Emergency Lighting serviced</i>	Annual	Maintenance	Maintenance
<i>Fire drill</i>	Annual	Centre Management	Salon Director/Principal
<i>Fire alarm; weekly</i>	Annual	Centre Management	Salon Director/Principal
<i>Serviced annual</i>	Weekly	Centre Management	Maintenance
	Annual	Maintenance	
First Aid - arrangements		TBC	Salon Director/Principal or nominated person
Induction Training		Dept Mgr	Salon Director/Principal
Building Maintenance inc.		Maintenance/Centre	Salon Director/Principal
Hard wiring (Every 5 years		
PAT testing	Annual		
Manual Handling			Salon Director/Principal
New and Expectant Mothers, risk assessments		Dept Mgr	Salon Director/Principal
Personal Protective Equipment Risk Assessments; annually	Annual	Dept Mgr Health and Safety Coordinator	Salon Director/Principal Salon Director/Principal

Arrangements

GENERAL WORKPLACE

- Introduction The purpose of this procedure is to establish the safe working practices to be adopted to ensure the building structure is such that flooring and walkways are sound and free from obstructions and lighting is sufficient to ensure adequate illumination of passage ways etc. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within The Workplace (Health, Safety and Welfare) Regulations.
- Records and Documentation Records of maintenance, which has been undertaken to maintain floor in a safe condition.
 Documents relating to the workplace inspections.
- Procedure Each team member must ensure that the following are adhered to at all times:
- Objects are not stored in walkways; all articles or equipment must be returned to their designated storage point when they are no longer required.
 - Objects and articles are not stored precariously on top of cabinets or on shelves.
 - All waste items are disposed of immediately.
 - All spillages are cleared up immediately.
 - All work areas and walkways are well lit with suitable and sufficient lighting and in correct working order.
 - Flooring is suitable for the purpose and is maintained in safe condition, free from holes, uneven surfaces, slippery surface and sudden changes to prevent slips and trips.
 - There is sufficient space to move freely and free from any obstructions.
 - Access equipment, e.g. step ladders and kick-stools, are suitable for the purpose and maintained in safe condition.
 - It is the responsibility of every team member to report any defects to the appropriate person immediately so that corrective action can be taken.
 - All safety signs are clearly positioned and in good condition.
 - Managers and or supervisors must ensure that regular inspections of walkways are carried out to ensure that they are free from obstructions.
 - Contractors working activities are monitored, to ensure that they do not hinder safe access/egress of personnel.

ACCIDENT REPORTING AND INVESTIGATION

Introduction	The purpose of this procedure is to establish the safe working practices to be adopted following an accident. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Health and Safety (First Aid) Regulations and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
Records and Documentation	All documents relating to accidents and incidents will be maintained for a minimum period of 5 years
Procedure	<p>To ensure the health and safety of our team members and any other person, who may be affected by our activities, the following procedure will apply:</p> <ul style="list-style-type: none">□ All accidents, diseases, illnesses and dangerous occurrences must be reported to the Salon Director/Principal and General Manager. In addition, all incidents which result in injury whether requiring first aid treatment or not, will be recorded and will be investigated in an attempt to prevent a recurrence. The Salon Manager is responsible for investigating accidents/ill health/near misses. The General Manager is responsible for acting on the findings of the investigation to prevent a recurrence.□ All accidents involving personal injury must be reported and treatment must only be obtained from the First Aider or appointed person. The First Aider or appointed person will make an assessment of the seriousness of the injury and whether they can give sufficient treatment. If the injury is of a serious nature or if there is any doubt it is recommended that the injured person be sent to the nearest hospital for appropriate treatment.□ If the injury is of a minor nature, first aid treatment will be given and following this it is important that the Accident Book is fully completed either by the injured person or a responsible individual on his/her behalf. Under the provisions of the Social Security (Claims and Payments) Regulations an Accident Book must be kept to record details of all injuries incurred at work, however minor. It is therefore important that this document is completed as soon as practicable following the accident.□ After any accident, the Health and Safety Co-ordinator, must be notified immediately so that any notifiable injuries or diseases can be reported to the enforcing authority. These reportable incidents include:<ul style="list-style-type: none">○ Death or Amputation○ Fracture other than to fingers, thumbs or toes or dislocation of the shoulder, hip, knee or spine○ Loss of sight, (temporary or permanent) or chemical or hot metal burn to the eye or any penetrating injury to the eye○ Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours○ Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours○ Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent○ Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin or requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material○ If there is an accident connected with work (including an act of physical violence) and a team member or self-employed person working on the premises suffers an injury which is not major,

but which results in them being away from work, or unable to do their normal work, for more than three days (including non-work days), then a completed accident report form (F2508) must be sent to the Enforcing Authority within 10 days.

- For future accident prevention and in the event of a possible claim against VS Salons UK Ltd, details of all accidents to, visitors and members of the public must be entered in the Accident Book. These must be clearly identified as visitor or a member of the public, and not a team member.

ASBESTOS

Introduction	<p>The purpose of this procedure is to establish the safe working practices to be adopted to manage asbestos. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Control of Asbestos Regulations. There are three main types of asbestos still found in premises. These are commonly called blue asbestos (crocidolite), brown asbestos (amosite) and white asbestos (chrysotile) All are dangerous but the blue and brown are more so than the white. They cannot be identified just by their colour. Asbestos Containing Materials (ACM) were used in the construction of the building.</p>
Records and Documentation	<p>All documents relating to asbestos will be maintained for a minimum period of 40 years will include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Asbestos surveys<input type="checkbox"/> Asbestos risk assessment; assess the risk of anyone being exposed to fibres from the materials identified<input type="checkbox"/> Documents relating to managing asbestos; removal records to include certificate of reoccupation, a plan that sets out in detail how the risks from these materials will be managed; take the necessary steps to put the plan into action; periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and provide information on the location and condition of the materials to anyone who is liable to work on or disturb them
Procedure	<p>To ensure the health and safety of our team members and any other person, who may be affected by our activities, the following procedure will apply to any of the buildings used by VS Salons UK Ltd to ensure asbestos is effectively managed:</p> <ul style="list-style-type: none"><input type="checkbox"/> Find out if ACM or suspected ACM are present and if so, its amount, where it is and what condition it is in – i.e. carry out a survey.<input type="checkbox"/> Presume that materials contain asbestos unless there is strong evidence that it does not.<input type="checkbox"/> Check the condition of the materials.<input type="checkbox"/> Identify - If the material is in poor condition or maintenance or refurbishment is to take place arrange for the material to be sampled and identified.<input type="checkbox"/> Record the location and condition of the ACM and assumed ACM on a plan or drawing.<input type="checkbox"/> Assess whether the condition or location means the material is likely to be disturbed.<input type="checkbox"/> Monitor the condition of ACM and assumed ACM to check on possible deterioration.<input type="checkbox"/> Plan: prepare and implement a plan to manage these risks<input type="checkbox"/> Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date and<input type="checkbox"/> Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.<input type="checkbox"/> Buildings occupied by VS Salons UK Ltd but managed by the Landlord - the Facilities Coordinator will obtain details of the ACM's present in the area occupied and ensure the landlord maintains the ACM's as required by asbestos related legislation.

CONTROL AND CO-ORDINATION OF CONTRACTORS

Introduction	<p>The purpose of this procedure is to ensure that safe systems of work are introduced and adhered to when undertaking any task involving the use of contractors. VS Salons UK Ltd will plan, co-ordinate, control and monitor the activities of contractors to minimise risks presented to team members, other persons and the general public.</p>
Records and Documentation	<p>It should be stated in contracts that contractors are responsible for maintaining relevant statutory records. However, to demonstrate effective management of contractors, the following must be maintained</p> <ul style="list-style-type: none"><input type="checkbox"/> Visitors / Contractors register (ensuring all Contractors and Visitors are briefed on local site rules and contracts, specifications and method statements (which describe the safety precautions at each stage of the job) to be supplied by contractors;<input type="checkbox"/> Accident records;<input type="checkbox"/> Copies of all permit to work forms as an adaptable system for monitoring;<input type="checkbox"/> Where applicable copies of statutory inspection records, e.g. pressure systems, portable electrical inspections;<input type="checkbox"/> General risk assessments and specific assessments for policy handling, the control of substances hazardous to health, noise and personal protective equipment (PPE), etc;<input type="checkbox"/> Records of information, instruction and training provided, together with confirmation of receipt and understanding from relevant team members
Procedure	<p>To ensure the safety of all persons affected by contractors, the following must be adhered to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Accountabilities must be clearly defined so that relevant parties know, agree and understand what they are responsible for. Establishing and co-ordinating these accountabilities is one of the most important duties for the occupier. Clear contractual arrangements and specifications for the work to be done will provide the essential foundations for effective management of contractors.<input type="checkbox"/> The contractor will actively and visibly demonstrate commitment to achieving high standards of health and safety.<input type="checkbox"/> Where planned work comes under the scope of VS Salons UK Ltd Permit to Work Procedures the Permit shall be issued and authorised by a competent member of VS Salons UK Ltd personnel.<input type="checkbox"/> Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements together with any special health and safety requirements likely to affect cost or time-scales.<input type="checkbox"/> VS Salons UK Ltd will only use contractors who have demonstrated that they are able to discharge their primary responsibility to safeguard their team members and other persons who may be affected by their undertakings through the completion of an annual

assessment. This will be administered in the form of an approved list of contractors, which will describe the contractor's capabilities and limitation.

- The facilities Co-ordinator must be informed of any contractor works prior to commencement to enable all relevant controls to be competently implemented this will include:
 - A complete method statement has been received from the contractor including all site specific risk assessments associated with the proposed task;
 - Communications at start, daily and with occupier's nominee and hours of work; access and vehicle restrictions; emergency procedures; fire, bomb threat and including accident and near-miss reporting requirements;
 - Permit to work procedures and other codes of safe working practice for activities such as electrical safety, excavations, rotating machinery, and working at height etc.
 - Evaluations of risks presented by the office or other contractors' activities and appropriate control measures are implemented

DISPLAY SCREEN EQUIPMENT

Introduction	<p>The purpose of this procedure is to ensure the highest reasonable practicable level of safety is afforded to staff that operate display screen equipment. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Health and Safety (Display Screen Equipment) Regulations.</p>
Records and Documentation	<ul style="list-style-type: none"><input type="checkbox"/> The results of workstation assessments.<input type="checkbox"/> Actions taken as a result of workstation assessments.<input type="checkbox"/> Eye and eyesight tests and the supply of corrective appliances.<input type="checkbox"/> The provision of training and Information<input type="checkbox"/> Complaints of alleged or actual DSE-related ill health and action taken in respect of such complaints.
Procedure	<p>All reasonable steps will be taken by the VS Salons UK Ltd to secure the health and safety of team members who work with display screen equipment (DSE). VS Salons UK Ltd will, in consultation with team members</p> <ul style="list-style-type: none"><input type="checkbox"/> Arrange to carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker and take all necessary measures to remedy any risks found as a result of the assessment.<input type="checkbox"/> Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity.<input type="checkbox"/> Advise existing team members, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.<input type="checkbox"/> Where a team member raises an issues related to the use of DSE, VS Salons UK Ltd will:<ul style="list-style-type: none"><input type="checkbox"/> Take all necessary steps to investigate the circumstances<input type="checkbox"/> Take corrective measures where appropriate<ul style="list-style-type: none"><input type="checkbox"/> Advise the team member of actions taken.<input type="checkbox"/> Where a problem arises in the use of DSE, the team member must adopt the following procedures:<ul style="list-style-type: none"><input type="checkbox"/> Inform a responsible person immediately<input type="checkbox"/> In the case of an adverse health condition, advise VS Salons UK Ltd doctor and his or her own general practitioner.<input type="checkbox"/> Where a team member experiences visual difficulties and has reason to believe that these may be caused by work with DSE, VS Salons UK Ltd will offer an eye and eyesight test.<input type="checkbox"/> The costs of eye and eyesight tests will be met by the company, provided that testing has been arranged through the company. Where a team member obtains a test independently and without the knowledge of the company, even if the test is specifically related to display screen use, the company shall not be responsible for the costs incurred.<input type="checkbox"/> The provision of glasses will be discussed on an individual basis based upon the opticians findings

Recommended Seating Position and Posture for Typical Office Tasks

	<ol style="list-style-type: none"> 1. Back of seat adjustable (the user is aware of how to adjust the seat) 2. Seat provides good lumbar support. 3. The height of the seat is adjustable (user is aware of how to perform this and can adjust seat height to maintain a comfortable position). 4. No excess pressure on the underside of thighs and the back of knees. 5. Provision of an adjustable foot support (if identified as being needed). 6. Space for changes in posture (no obstacles under the workstation such as files and other items of equipment). 7. User's forearms approximately horizontal. 8. User's wrists not excessively bent up, down or sideways. 9. Screen height and angle adjustable to allow for a comfortable head position (top of screen approximately in line with user's eye-level). 10. Space present in front of the keyboard to support hands and wrists during pauses in keying
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DRIVING & PERIPATETIC WORKERS

Introduction The purpose of this instruction is to ensure the safety of team members who are required to use vehicles in the course of their employment. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Provision and Use of Work Equipment Regulations (PUWER) and the HSE's Driving at Work publication.

Records and Documentation The following records and documentation to be kept by VS Salons UK Ltd:

- Copies of Driving Licences; licences checked with the DVLA
- Risk assessments on the hazards associated with the journey, driver and the vehicle and the control measures implemented.
- Training Records

The following records and documentation to be retained by the owner of the vehicle:

- Instructions for what to do in the event of a road traffic accident

Where a team member is using their own vehicle for work purposes then the following should be provided on an annual basis to their manager

- Copy of current MOT certificate, evidence of servicing, road tax and insurance that includes business usage.

Procedure To ensure the safety of our team members, the Driving at Work policy should be followed..

ELECTRICITY

Introduction	The responsibility for electrical safety on site resides with the Maintenance Department.
Records and Documentation	<p>The following records will be maintained by the Maintenance Department</p> <ul style="list-style-type: none"><input type="checkbox"/> Records of all Portable Appliance testing<input type="checkbox"/> Records of hard wiring testing
Procedure	<p>VS Salons UK Ltd shall establish and implement specific safety procedures relevant to safe working with electricity. This will include the appointment of suitable qualified and experienced contactors to undertake portable appliance testing annually and the testing and maintenance of the mains supply electrical systems, every five years.</p> <p>Basic Safety Rules for ALL Team members, Contractors and Visitors</p> <ul style="list-style-type: none"><input type="checkbox"/> All faults must be reported immediately.<input type="checkbox"/> Do not use or continue to use faulty equipment.<input type="checkbox"/> No unauthorised person is permitted to carry out repairs.<input type="checkbox"/> The user should visually inspect personal issue portable equipment at least once a week.<input type="checkbox"/> Salon staff to leave their portable appliances for testing when requested by the Salon Manager.<input type="checkbox"/> Equipment used should be 110 volt or be supplied via a residual current device (RCD).

FIRE

Introduction	<p>The purpose of this procedure is to establish the safe working practices to be adopted to ensure that VS Salons UK Ltd manages fire precautions within the workplace. There are a number of pieces of statute to which this procedure applies although the main requirement is contained within The Regulatory Reform (Fire Safety) Order, Fire Safety Scotland Act and Fire and Rescue Services (Northern Ireland) Order.</p>
Records and Documentation	<p>Records should be maintained as a matter of policy and to demonstrate that appropriate measures have been taken to ensure compliance with statutory duties. Records may include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Fire Risk Assessment<input type="checkbox"/> Significant Hazards action plan<input type="checkbox"/> Emergency plan<input type="checkbox"/> Fire maintenance checks<input type="checkbox"/> Fire log book; maintenance checks and fire drills <p><input type="checkbox"/> Records of any relevant training</p>
Procedure	<ul style="list-style-type: none"><input type="checkbox"/> The Managing Director will be appointed as the responsible person to ensure compliance with the Regulatory Reform (Fire Safety) Order. <p>The Maintenance Department must ensure that the fire alarms, control panels, emergency lighting, smoke and heat detectors and fire extinguishers are maintained and serviced. In addition these protective measures must be monitored by the Salon Manager to ensure these systems are being maintained. All team members will be provided with training and instruction on the fire evacuation procedures and determine when fire drills take place, at least every six months.</p> <ul style="list-style-type: none"><input type="checkbox"/> The Salon Director/Principal is responsible for completing the fire risk assessment annually.<input type="checkbox"/> The responsible person/duty holder must ensure:-<ul style="list-style-type: none">○ A fire risk assessment is carried out identifying any possible dangers and risks of fire. The assessment should be reviewed regularly to reflect any changes○ Consider who may be especially at risk○ Reduce the risk of fire within the premises as far as is reasonably practicable○ Provide general fire precautions to deal with any residual fire risk○ Implement special measures to control the risks from flammable materials, explosive materials or other hazardous substances○ Create an emergency plan for fire safety and record significant findings in writing○ Maintain the fire log documenting testing of the fire protection systems and drills<ul style="list-style-type: none">○ Review and monitor fire safety arrangements.<input type="checkbox"/> VS Salons UK Ltd must ensure that the responsible person has prepared an emergency plan for fire safety arrangements.

- The emergency plan must consider the fire safety needs of those at special risk e.g. disabled people, young people, and people not familiar with the building. Personal Emergency Evacuation Plans (PEEPS) will be completed for disabled persons.
- VS Salons UK Ltd must:
 - Appoint a competent person to assist with fire safety.
 - Provide team members with clear and relevant information on the risks to them identified by the Fire Risk Assessment, about measures taken to prevent fires and generally how they will be protected in the event that a fire occurs.
 - Consult with team members about fire safety matters at health and safety committee or a similar forum.
- Salon Directors/Principals/Department Managers at Head Office will inform all persons who are not team members about fire safety measures in the premises e.g. contractors, temporary workers.
- The fire risk assessment will identify any special precautions needed for managing fire safety from any dangerous, flammable or hazardous substances.
- Provide all relevant persons, where reasonable, with suitable information, instruction and training on fire safety.
- Team members have a duty to co-operate with their employer so as to enable them to comply with their statutory duties and must have access to the fire risk assessment, action plan and emergency plan.

FIRST AID

Introduction The purpose of this procedure is to establish the safe working practices to be adopted to ensure that VS Salons UK Ltd have a sufficient number of trained first aiders, equipment and information available to ensure that someone competent in basic first aid techniques can attend an incident. There are a number of pieces of statute to which this procedure applies although the main requirement is contained within The Health and Safety (First Aid) At Work Regulations.

Records and Documentation Records should be maintained as a matter of policy and to demonstrate that appropriate measures have been taken to ensure compliance with statutory duties. Records may include:

- Checking of the first aid boxes
- Details of treatment given by first aiders
- Details of any relevant training.
- First Aid certificates

- Sufficient numbers of first aiders should be decided upon by a risk assessment of the activities undertaken at the workplace.
- Adequate numbers of clearly marked first aid boxes, stocked with appropriate numbers quantity of first aid materials must be provided and kept under the control of the First Aider or Appointed person.
- The first aid box as a minimum should contain, as there is no special risk in the workplace,
 - A leaflet giving general guidance on first aid
 - 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - two sterile eye pads
 - four individually wrapped triangular bandages (preferably sterile.
 - six safety pins
 - six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
 - two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
 - one pair of disposable gloves
 - You should not keep tablets or medicines in the first-aid box

At the Salon/Academy the Salon Manager/Principal and at Head Office the First Aider will ensure:

- All used first aid material/soiled dressings etc are disposed of appropriately and that are kept of all first aid administered, in a First Aid book or similar, and if arising from an incident at work

First Aiders/Appointed Persons will:

- Take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services,
 - wait for ambulance,
 - direct paramedics to scene of incident
- In a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call.
- Be aware that the Employers Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

GOOD HOUSEKEEPING

- Introduction The purpose of this procedure is to establish the safe working practices to be adopted to ensure that VS Salons UK Ltd maintains a high level of housekeeping standards and maintains a safe place of work. There are a number of pieces of statute to which this procedure applies although the main requirement is contained within The Workplace (Health, Safety and Welfare) Regulations.
- Records and Documentation Records should be maintained as a matter of policy and to demonstrate that appropriate measures have been taken to ensure compliance with statutory duties. Records may include:
- Arrangements for emptying bins and cleaning floors
 - Cleaning schedules
 - Findings of safety inspections
 - Details of repairs and maintenance
 - Details of any relevant training.
- Procedure
- The Salon/Academy management team will identify areas where standards require improvement and will carry out workplace inspections on a regular basis. These areas will be highlighted for remedial action.
 - Storage areas will have been defined within the workplace. Storage requirements should be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances will be stored in defined areas at all times.
 - Floors will be cleaned on a regular basis and waste bins should be emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources and escape routes. Large items of rubbish that pose a particular hazard should be removed without delay.
 - Managers and supervisors must ensure that their areas of responsibility maintain a satisfactory standard of housekeeping at all times:
 - Ensure that articles are not left in walkways or on the floor.
 - Ensure that there are no trailing cables.
 - Ensure that articles are stored in designated places.
 - Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
 - Arrange for obsolete or unwanted articles of furniture to be removed.

HAZARD SPOTTING

- Introduction The purpose of this procedure is to establish the arrangements for hazard spotting and provide guidelines for team members to follow to minimise hazards in the workplace. There are no pieces of statute to which this procedure relates although the active management of hazards at work will assist The VS Salons UK Ltd in meeting its general health and safety duties as outline in the Health and Safety at Work etc Act 1974.
- Records and Records of hazards identified and actions taken
Documentation Copies of Risk Assessments undertaken as a result of identifying a hazard and details of action taken and control measures implemented
- Procedure Where safe to do so, team members should rectify the hazard. For instance, housekeeping concerns blocked fire exits etc.
- If the same concern continues to arise, it should be reported to the General Manager (Salons and Academy's) or Health & Safety Coordinator (Head Office) to allow a permanent control to be developed.
- Where it is not possible for a team member to rectify a concern, it should be reported to the line manager. Other team members in the area who may be at risk should be warned of any immediate danger from the hazard.
- A risk assessment shall be conducted to identify the severity of persistent hazards and to establish corrective actions.

HAZARDOUS SUBSTANCES

Introduction	<p>The purpose of this procedure is to establish the safe working practices associated with work involving the use of substances hazardous to health. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Control of Substances Hazardous to Health Regulations (as amended) (COSHH) The scope of this procedure extends to encompass any person who is employed by the Company. .</p>
Records and Documentation	<ul style="list-style-type: none"><input type="checkbox"/> Inventory of hazardous substances used by the Company. This should be updated upon receipt of new hazardous substances.<input type="checkbox"/> Risk Assessments for the use and storage of substances hazardous to health by Company team members and details of control measures implemented.<input type="checkbox"/> Methods of use of control measures and defect/fault/accidental release reporting.<input type="checkbox"/> Records of training given to team members.<input type="checkbox"/> Skin checks for dermatitis.
Procedure	<p>VS Salons UK Ltd acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of team members to substances hazardous to health is prevented or at least controlled to within statutory limits.</p> <ul style="list-style-type: none"><input type="checkbox"/> All team members will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.<input type="checkbox"/> VS Salons UK Ltd will hold an inventory of all substances hazardous to health kept on site, with appropriate hazard information. This inventory will be reviewed and updated upon receipt of new hazardous substances onto site.<input type="checkbox"/> All operations that involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.<input type="checkbox"/> The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions.<input type="checkbox"/> All team members will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are

working and they will be informed about any monitoring and health surveillance results.

- All changes to control measures and changes of PPE will be properly assessed and new substances will be introduced into the workplace without prior assessment.
- Where a team member raises a point related to the use of substances hazardous to health VS Salons UK Ltd will:
 - Ensure that the hazard associated with the substance has been correctly identified;
 - Ensure that the assessment of the use of the substance is correct and up to date;
 - Ensure that the controls in place are adequate, correct any observed deficiencies in the control of the hazards and inform the team member of the results of the investigation and actions taken.
 - If an identified exposure to a substance hazardous to health has taken place team members potentially affected and their managers will be informed immediately.

Dermatitis

Dermatitis is a particular problem within the hairdressing and beauty industry. To control the risks from dermatitis, the company is committed to complying with the 5 steps in the Health & Safety Executives dermatitis campaign:

1. Wear disposable non-latex gloves when washing, shampooing, colouring etc
2. Dry your hands thoroughly with a soft cotton or paper towel.
3. Moisturise after washing your hands, as well as at the beginning and end of each day.
4. Change gloves between clients
5. Check skin regularly for signs of dermatitis. Report any concerns to your manager.

INDUCTION TRAINING

- Introduction The purpose of this procedure is to establish the arrangements for the induction of new persons into the organisation so to ensure awareness of health and safety procedure. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Management of Health and Safety at Work Regulations.
- Records and Name of team member
Documentation Date of training
- Subjects covered during training session
- Procedure VS Salons UK Ltd will provide health and safety training to new team members as part of a general induction-training programme.
- The induction will commence on the first day of employment so that team members are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the team member has started work but not exceed 4 weeks.
- Where it is necessary for team members to undertake specialist jobs such as manual handling, then this will be provided in addition to the general induction program.
- The Health and Safety component of induction training will contain the following:
- VS Salons UK Ltd Health and Safety Policy — the contents of the Company’s Policy Statement will be covered in detail, including the responsibilities set out in the policy, and will enable the team member to become acquainted with the organisational arrangements for health and safety
 - Accident reporting procedures/first aid — this will cover the action to take when an accident has occurred, the person to be informed and where to go for first aid treatment (this section will also cover

the Company's procedure as to the investigation of accidents: the reporting procedure will be explained so that the team member is aware as to what will happen when an accident occurs)

- Fire procedures and precautions — this section covers action to be taken when the fire alarm sounds and will include:
 - The location of the fire exit
 - The assembly point
 - The responsible person the team member must report to
- Further instructions on the action to be taken in the event of discovering a fire.
- What to do with machinery or processes left prior to evacuating an area.
- After a suitable period of time, the training will be followed up to assess the effectiveness of the course and to correct any deficiencies or misunderstandings. The induction course will then be used as a basis for additional safety training in the future.

□

Information provided to New Team members:

- Written information will be provided on the subjects covered on the induction course. This will be in the form of handouts.
- In order to ensure the importance of a safety culture into team members' minds as soon as they start work, the following procedure will be applied:
 - Induction training to be given as soon as possible after the team member has started work.
 - Establish what written information is required; assessments, safe operating procedures.
 - Ensure that all information relevant to the new team member is covered in the training.
 - Ensure that the team member understands the topics covered and has the opportunity to clarify any points arising out of training.

LEGIONELLA

Introduction

The purpose of this procedure is to establish the safe working practices to be adopted to ensure the safety of team members, contractors and any other person who may be affected by the Company's activities in relation to Legionellosis. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Management of Health and Safety at Work Regulations (as amended) and the Control of Substances Hazardous to Health Regulations (as amended).

The Approved Code of Practice 'Control of Legionella Bacteria in Water Systems L8' provides a basic framework for preventing outbreaks of the disease, giving advice on how to comply with the statutory requirements it applies to the control of legionella bacteria in any undertaking involving work activity and to premises controlled in connection with trade or business whose activity gives rise to a risk of harmful exposure to legionella bacteria. There is a reasonably foreseeable risk of harmful exposure to legionella bacteria in any premise where water is used or stored and where there is a means of creating and transmitting water droplets which may be inhaled.

These include the following:

- (a) water systems incorporating a cooling tower;
- (b) water systems incorporating an evaporative condenser;
- (c) hot and cold water systems; and
- (d) other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or maintenance.

Records and Documentation

- Risk assessments; COSHH and of the site.
- Names and positions of appointed managers and persons responsible for implementing control measures.
- The written scheme for hazard control, including description of safe operation of plant and precautions to be taken.
- Plans and details of relevant plant.
- Records of inspection, maintenance, remedial measures, disinfection, cleaning, shutdowns, etc.
- Records of microbiological sampling, chemical tests, biocide levels and pH and temperature measurements.
- Health records of potentially exposed persons.
- Training in working procedures to prevent legionellosis

Procedure

The scope of this procedure extends to encompass any establishment under the control of VS Salons and any person who could be affected by the Company's activities.

The company will appoint a competent contractor who will assist VS Salons in producing a comprehensive programme of hazard control to reduce the risk of occupationally acquired legionellosis to a very low level in their workplaces.

Each salon will have a plan for managing Legionella which will be reviewed on a periodic basis.

LONE WORKING

- Introduction The purpose of this procedure is to establish the arrangements for lone working and to ensure awareness of health and safety procedure. Lone workers are those who work by themselves without close or direct supervision and/or mobile workers working away from their fixed base There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Management of Health and Safety at Work Regulations and the Health and Safety At Work etc Act.
- Records and Documentation Copies of Risk Assessments
 Records of team member training and guidance provided
- Procedure The Company will assess the risks to lone workers and take steps to avoid or control risk where necessary.
 The Company will ensure lone working risk assessments are completed prior to lone working taking place. The risk assessments will ensure that all relevant hazards have been identified and appropriate control measures chosen. The following areas should be considered:
 Does the workplace present a special risk to the lone worker
 Is there a safe way in and a way out for one person
 Can all the equipment, plant, substances and goods involved in the work be safely handled by one person
 Is there a risk of violence
 Are women/young people especially at risk if they work alone
 Is the team member medically fit and suitable to work alone
 Is training required to ensure competency in safety matters
 How will the lone worker be supervised - procedures will need to be put in place to monitor lone workers to see they remain safe
 What systems are in place if the lone worker becomes ill, has an accident, or there is an emergency
 To ensure the risk assessments remain valid they should be reviewed regularly.
 The line manger will ensure if the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place.
 Team members have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations
 To ensure the successful implementation of this procedure team members are required to raise issues of concern with their manager.

MANUAL HANDLING

Introduction The purpose of this procedure is to establish the safe working practices associated with work involving the manual handling. Manual handling activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Manual Handling Operations Regulations. The scope of this procedure extends to encompass any person who is employed by the VS Salons UK Ltd.

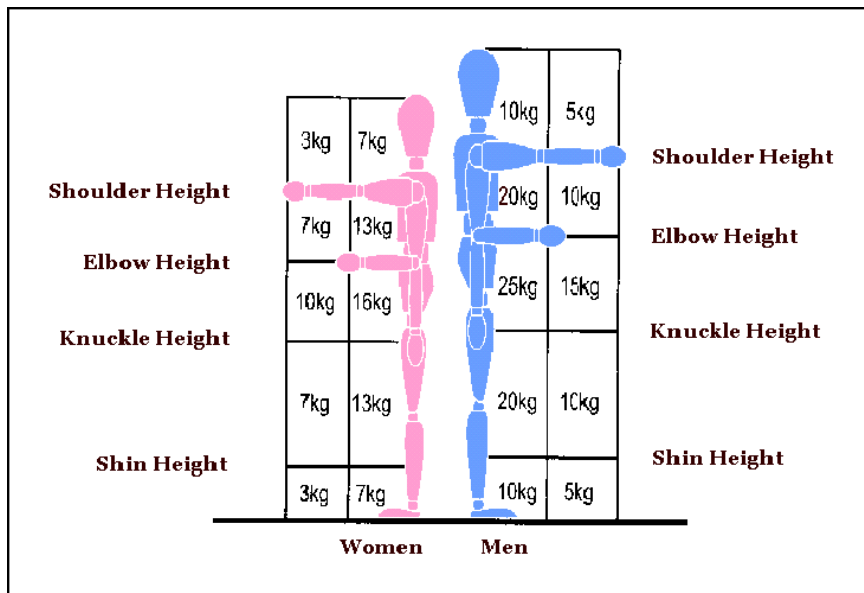
- Records and Documentation**
- Risk Assessments for manual handling activities undertaken by Company personnel and details of control measures implemented.
 - Methods of use of control measures and defect/fault reporting.
 - Records of training given to team members.
 - Records of incidents involving manual handling operations and the investigation.

- Procedure**
- The Company acknowledges that manual handling will be avoided so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.
 - Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk. The assessment should be recorded to show that it has taken place and to allow for easy review if circumstances change.
 - Measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.
 - All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences.
 - All team members will be provided with comprehensible information and instruction on the nature and likelihood of their exposure whilst undertaking manual handling activities and the training is recorded, monitored, evaluated and reviewed.
 - The Company recognises that work related musculo-skeletal injuries from manual handling can affect all team members. It will take all reasonable steps to reduce, and will have the aim of eliminating, these injuries and will make diligent attempts to avoid putting team members at risk
 - Incidents which result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents.
 - The co-operation of team members is essential in reducing and eliminating the risks from manual handling. Team members should therefore ensure that they comply with the following requirements:
 - They should follow the safe system of work designed and introduced by the management and should not deviate from this without good reason:
 - They should use any mechanical aids which have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to management:

- They should inform the manager/supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition:
- They should not undertake any manual handling operation which they believe is beyond their capability:



Lifting Techniques



Guideline weights for men and women when lifting and lowering in a zone. (The guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur).

RISK ASSESSMENT

Introduction The purpose of this procedure is to establish the arrangements for completing risk assessments. Risk assessments are an essential part of successful health and safety management systems as through risk assessing you are undertaking a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Management of Health and Safety At Work Regulations. The scope of this procedure extends to encompass any person who is employed by VS Salons UK Ltd.

Records and Documentation

- Risk Assessments for activities undertaken by Company team members and details of control measures implemented.
- Methods of use of control measures and defect/fault reporting.
- Records of training given to team members.
- Records of incidents involving processes/activities, the investigation and the review of the risk assessment following such an incident.

- Procedure The Company shall make suitable and sufficient assessment of the risks to health and safety of his team members to which they are exposed whilst they are at work, and 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 so far as is reasonably practicable,
 - VS Salons UK Ltd will ensure the risk assessments contain suitable information to be useful to a team member to understand what hazards they may be exposed to when carrying out the task.
 - The risk assessments will be completed in five steps;
 1. Identify the hazards (A hazard is something with the potential to cause harm)
 2. Decide who might be harmed by the activity
 3. Evaluate the risks and what control measures required to eliminate or reduce the risk of injury,
 4. Record the risk assessment and implementing the findings,
 5. Review the risk assessments and update if necessary
 - Measures required to eliminate the risk, or reducing it to the lowest level so far as is reasonably practicable, are identified from the information in the risk assessment and will be used to implement a safe system of work.
 - All new work which might involve hazards shall be assessed and safe systems of work implemented before the work commences.
 - All team members will be provided with comprehensible information and instruction on the nature and likelihood of their exposure whilst undertaking activities and the training will be recorded, monitored, evaluated and reviewed.
 - VS Salons UK Ltd will ensure that the risk assessments are reviewed annually or earlier if the assessment is no longer valid due to a significant change for example

following an incident, change of equipment, location, or team members, new legislation or guidance.

- The co-operation of team members is essential in reducing and eliminating the hazards identified in the risk assessment.
- When a team member advises they are pregnant a risk assessment should be undertaken of their activities. The risk assessment should be reviewed throughout the pregnancy and if the new mother returns to work within six months of giving birth.

WELLBEING

Introduction

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. This policy will apply to everyone in VS Salons UK Ltd, managers are responsible for implementation and VS Salons UK Ltd will provide the necessary resources.

Records and Documentation

- Copies of Risk Assessments

Procedure

- VS Salons UK Ltd will identify workplace stressors. Where a concern is identified this will result in formal risk assessments being undertaken with an aim to eliminate stress or control the

risks from stress. Risk assessments will be regularly reviewed.

- VS Salons UK Ltd will provide necessary information and training and resources, where appropriate, for managers in good management practices in relation to dealing with stress.

- To ensure the effectiveness and implementation of this procedure the line manager will be required to:

- Conduct and implement recommendations of risks assessments within their jurisdiction.

Ensure good communication between management and staff, particularly

where there are organisational and procedural changes.

- Ensure staff are fully trained to discharge their duties and provided with meaningful developmental opportunities.
 - Monitor workloads to ensure that people are not overloaded.
 - Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
 - Attend training as requested in good management practice and health and safety.
 - Ensure that bullying and harassment is not tolerated within their jurisdiction and be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Provide suitable and adequate support arrangements

WORK EQUIPMENT

Introduction	<p>The purpose of this procedure is to establish the safe working practices when using work equipment. The definition and scope of work equipment is extremely wide and covers almost any equipment used at work e.g. hairdryers, photocopiers, beauty hydraulic beds, pressure vessels and motor vehicles which are not privately owned. The health effects of using such equipment must be considered.</p> <p>Work equipment purchased and used must meet all the requirements of the Provision and Use of Work Equipment Regulations and the Control of Vibration Regulations.</p>
Records and Documentation	<ul style="list-style-type: none"><input type="checkbox"/> Risk Assessments for using work equipment.<input type="checkbox"/> Records of training given to team members.<input type="checkbox"/> Inventory of equipment used.<input type="checkbox"/> Maintenance and servicing records.
Procedure	<p>VS Salons UK Ltd Managers will ensure that the correct work equipment is provided for the work planned.</p> <p>When purchasing new equipment it is appropriate for the use intended and takes account of ergonomic design so that operators can achieve a comfortable position.</p> <p>Ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment, e.g. the onset of medical conditions e.g. work related upper limb disorders and back pain.</p> <p>Ensure that health and safety information and written instructions on the use of equipment is made available to operators including specific hazards associated with the use of work equipment.</p> <p>This information and instruction based on the risk assessment must cover hazards in use, foreseeable difficulties, control measures and any necessary limitations on use.</p> <p>Ensure that their team members are trained to use specific work equipment they need to carry out their job.</p> <p>Ensure that equipment is used in accordance with the manufacturers' or suppliers' instructions or information.</p> <p>Ensure that equipment is regularly maintained, inspected and tested for safe use; particular importance are portable electrical appliances, pressure vessels, which may be subject to other statutory requirements.</p> <p>Ensure that any second hand equipment is maintained and serviced before being put into use</p> <p>Ensure that all records are kept of risk assessments, inspections, testing/ maintenance carried out and of any training staff have received</p> <p>Team members will</p>

Ensure that equipment is used for the purpose for which it was designed
Ensure that equipment is used for specific tasks or where the risk assessment identifies the requirement for such equipment e.g. lifting objects
Ensure they report to their manager any medical symptoms associated with use e.g. work related upper limb disorders.

SPECIFIC RISKS

Where work equipment generally poses negligible or low risk, e.g. team talks, arrangements should be made to ensure that:

- it is suitable for the work to be undertaken;
- it is only used for work for which, and under conditions for which, it is suitable;
- when selecting equipment account is taken of working conditions and hazards in the workplace;
- the equipment carries the CE mark, where applicable;
- operators have sufficient information, instruction and training in its safe use;
- it is maintained in an efficient state, in good working order and good repair, and that
- its use is incorporated in a generic risk assessment for the particular task(s) involved.

Training and appropriate supervision, based on a specific risk assessment, is essential for all young people using work equipment because of their relative immaturity, lack of experience and familiarity with equipment; and they may be restricted in or prohibited from, the use of certain equipment.

ACQUISITION OF EQUIPMENT

Products should carry a CE marking; and be accompanied by relevant certificates or declarations, together with adequate operating instructions, and information about residual hazards such as noise and vibration. Equipment should also comply with the Supply of Machinery (Safety) (Amendment) Regulations and the Control of Vibration Regulations.

WORKING AT HEIGHT

- Introduction The purpose of this procedure is to establish the safe working practices when working at height. VS Salons UK Ltd will avoid work at height wherever they can, where this is not possible they will use work equipment or other measures to prevent falls; where they cannot eliminate the risk of a fall work equipment or other measures will be used to minimise the distance and consequences of a fall should one occur. There are a number of pieces of statute to which this procedure relates although the main requirement is contained within the Working at Height Regulations. The scope of this procedure extends to encompass any person who is employed by the VS Salons UK Ltd. In addition contractors may also fall under this.
- Records and Documentation Risk Assessments for working at height by team members and details of control measures implemented.
- Methods of use of control measures and defect/fault/accidental release reporting.
- Records of training given to team members.
- Inventory of equipment used when working at height e.g. ladders, kick stools and checks undertaken on the equipment.
- Procedure VS Salons UK Ltd shall establish and implement specific safety procedures relevant to safe working at height. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.
- Basic Safety Rules for ALL Team members, Contractors and Visitors
- All faults must be reported immediately.
- Do not use or continue to use faulty equipment.
- The user should visually inspect equipment for working at height before use and document weekly checks.
- Managers must ensure that if working at height takes place;
- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

- All team members will be provided with comprehensible information and instruction on working at height.
- The Salon Manager will hold an inventory the equipment used for working at height .e.g. ladders, kick stools and document the checks undertaken on the equipment.

MONITOR AND REVIEW

Introduction Health and safety performance can be measured in terms of the harm (injury, ill health) that occurs, while success in health and safety management can be measured through the absence of losses, such as injury and ill health. Proactive and reactive monitoring will enable VS Salons UK Ltd to monitor their health and safety performance.

Records and Monthly documented workplace inspections.
Documentation Accident and claims analysis per quarter/annual.

Procedure Workplace inspection of each of the sites will be undertaken on a monthly basis by the Salon manager on the monthly salon checklist form which will provide information on how well the stores are managing health and safety before undesired events happen and to rectify any issues found.

Audits will be completed to measure the effectiveness of the health and safety management system in line with current statutory and industry requirements.

The accident statistics should be collated and reviewed to identify any trends.