

Mary Pugsley MBE

Director, Hair@theAcademy



Health and Safety Policy

Written by Mary Pugsley MBE

Last reviewed 18/04/2025

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Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

HAIR@THEACADEMY HEALTH & SAFETY POLICY

1 Purpose

The Health and Safety at Work etc. Act 1974 requires all employers with 5 or more employees to prepare and, as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees. The Act prescribes that a general statement of policy, the organisation (including health and safety responsibilities) as well as details of the safe working arrangements must be included in the Policy.

2 Definitions

The legal requirements dictate the structure and content of the Health and Safety Policy and the content is wide-ranging by design, so any appropriate definitions will be placed within the context of the relevant policy area as required.

3 Policy

3.1 Policy Statement Hair@theAcademy Health and Safety Policy Statement In Pursuance of: The Health and Safety at Work etc. Act 1974 . Hair@theAcademy has responsibility placed upon it by The Health and Safety at Work etc. Act 1974, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and students and to provide such information, training and supervision as they need for this purpose. They also accept responsibility for the health, safety and welfare of other people who may be affected by our activities. Hair@theAcademy will need the support of all staff in order to achieve the objectives of the safety policy. Hair@theAcademy will ensure that all health and safety arrangements are appropriately implemented for students and staff involved in external work experience or work placement.

Signed- *Mary Pugsley MBE*

Date- 18/04/2025

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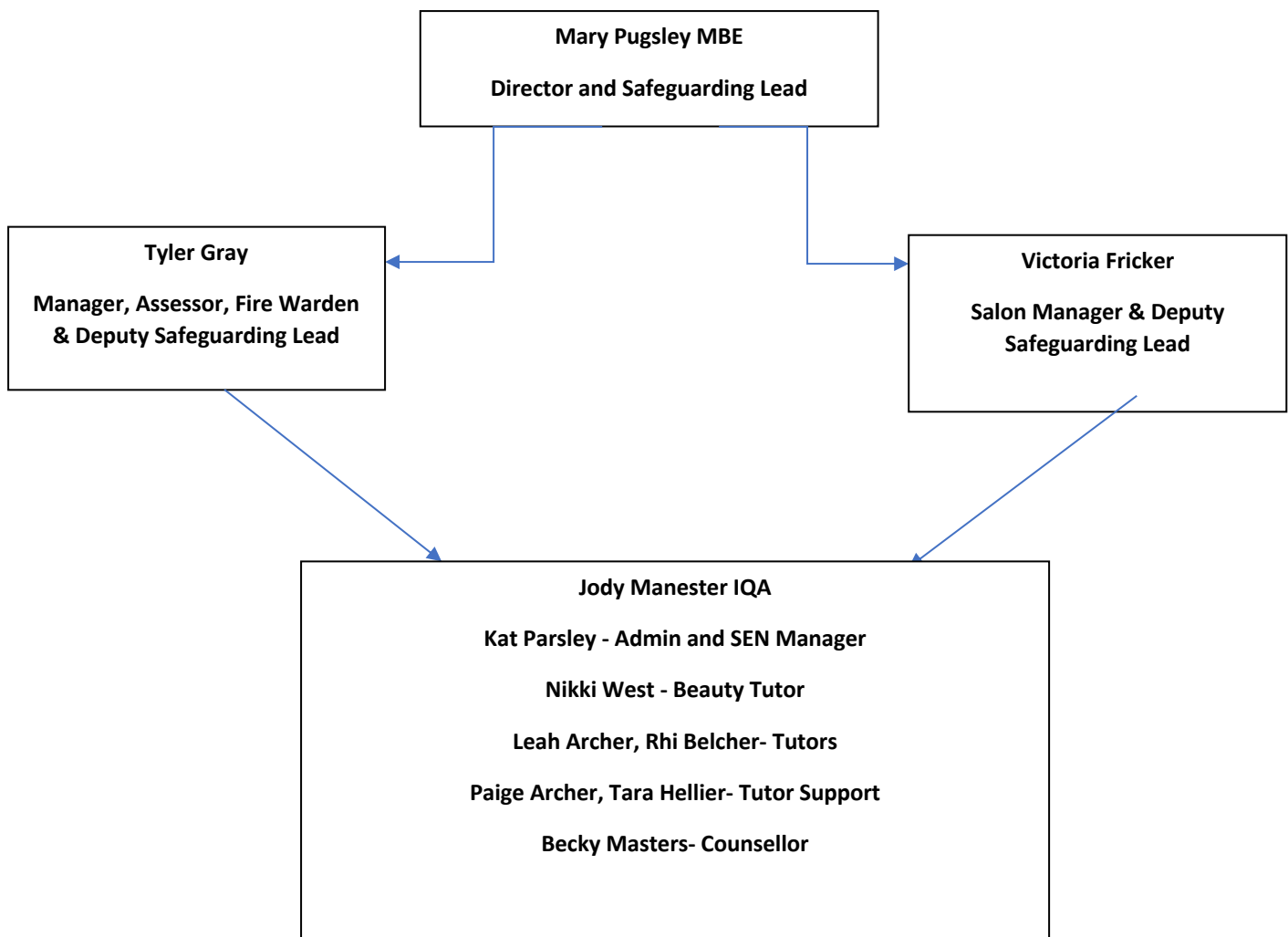
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3.2 Hair@theAcademy Health and Safety Organisational Chart



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3.3 Responsibilities

3.3.1. The Director of Hair@theAcademy is responsible for:

- a) for the health, safety and welfare of all staff, including visitors, students and any other person likely to be affected by Hair@theAcademy activities.
- b) Co-ordinating Health and Safety Policy and practice in the establishment.
- c) Arranging for the setting up of Health and Safety management and consultative procedures involving staff and students in line with guidance 'Managing for health and safety' (HSG65)
- d) Ensuring that all staff receives appropriate health and safety information and training.
- e) Monitoring, implementing and updating changes in health and safety legislation and good practice.
- f) Monitoring the effective implementation of the Health and Safety Policy
- g) Allocating staff, funds and materials, within the approved Hair@theAcademy budget or from, to meet the needs of the Health and Safety programme and Maintenance programme.
- h) Consulting with all staff on health and safety matters before making any health and safety decisions.

3.3.2. The Managers are responsible to the director for:

- a) Health, safety and welfare matters within their areas of control and will assist the Director in establishing an effective policy
- b) Continuous appraisal of the effectiveness of the policy and ensuring that any necessary changes are brought to the notice of the director.
- c) Implementing Hair@theAcademy safety policies and procedures within their areas of responsibility
- d) Assisting in the investigation of accidents
- e) Ensuring that all staff receive appropriate Health and Safety information and training
- f) Implementing a programme of safety education for students as required by the Curriculum Council and the various funding organisations
- g) Ensuring that a written comprehensive risk assessment is undertaken of all work areas under their control. Where an assessment identifies that further action is to be taken to remove or reduce an identified risk that the necessary action is taken and the risk removed or reduced. The Management of Health and Safety at Work Regulations 1999 and Regulatory Reform (Fire Safety) Order 2005 and other relevant Regulations.

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h) Ensuring that records of inspection of workplaces are completed and that procedures and information arising from risk assessments are brought to the attention of staff and students concerned.

3.3.4. Tutors and support staff are responsible on a day to day basis for the health, safety and welfare of persons within their areas of control, including staff, students and other persons likely to be affected by Hair@theAcademy activities. To assist in achieving this they should:

- a) Study and understand the Health and Safety Policy
- b) Ensure that the Health and Safety information is kept current and implemented
- c) Ensure that accidents/incidents are recorded and investigated
- d) Ensure that statutory requirements are complied with
- e) Ensure that risk assessments are carried out and recorded for their area of responsibility
- f) Ensure that everyone is aware of, and observe:
 - i) The Health and Safety Policy Health and Safety Policy
 - ii) First Aid Procedures
 - iii) Evacuation Procedures
- g) Ensure that reporting and recording procedures are carefully followed
- h) Co-operate with the Safety, Health and Environment Advisor during inspections

Students are responsible for:

- a) Co-operating and maintaining a tidy and safe working environment
- b) Observing Hair@theAcademy Health and Safety rules and regulations Health and Safety Policy
- c) Using the appropriate safety equipment and clothing as directed.
- d) Using in a safe manner and not wilfully misusing, neglecting, damaging or interfering with apparatus, equipment, Hair@theAcademy premises or services
- e) Reporting any hazard, dangerous equipment or service to the tutor in charge of their class or to any other member of the staff
- f) Reporting an accident immediately to the tutor in charge of their class or to any other member of the staff

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3.3.5. First Aiders

- a) Should be reliable and able to remain calm in an emergency and fit enough to be able to deal with a first aid situation
- b) Must deal with an accident/injury when the nurse is delayed or unavailable. First aid includes treatment of minor injuries, which will not always need the services of medical or nursing personnel
- c) Must be permitted to leave their work immediately and go rapidly to the scene of an emergency when called
- d) Must fully complete an Accident, Incident or Dangerous Occurrence Reporting Form to record any treatment given.
- e) Are responsible in their area for keeping the first aid boxes clean and stocked to the required standard, with the help of the Occupational Health Nurse
- f) Must hold an approved First Aid at Work Certificate and be prepared to receive approved refresher training every three years and to attend annual refresher courses where possible
- f) Must be prepared to take further specific training as approved by the Health and Safety Executive if specific hazards exist in a First Aider's area.

3.3.7 The Health and Safety at Work etc. Act 1974 The Act requires all employees to behave safely and responsibly at all times. Any action, or failure to take action, which endangers the safety of employees or other people could lead to disciplinary action, legal action or both. The employer also has legal obligations under the Act. A poster outlining the Act will be displayed in all work places and can be viewed on the Hair@theAcademy website Work etc. Act 1974;

To attend meetings of safety committees to which he/she has been appointed in the capacity as a safety representative in connection with any of the above functions.

3.3.8 Fire Procedures and Guidance GENERAL STAFF INSTRUCTION

All staff must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974.. Fire procedures are posted throughout Hair@theAcademy and can be found on exit routes normally adjacent to fire alarm call points. All staff must ensure that they are

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totally familiar with the various means of escape by walking the routes from the area in which they are normally deployed.

procedure for the building. If you have to evacuate the premises: – Do exit quickly and calmly – Do not stop to collect personal belongings – Close doors behind you, but do not lock them – Do not use any lifts – Do go directly to open air – Do go directly without stopping to your designated fire assembly point. Under no circumstances should portable firefighting equipment be used by any untrained personnel. Those who have been trained should only use it if it is safe to do so. Where Fire Marshals have been utilised, any instructions they give to staff must be complied with. Fire Marshals are exercising their duties under the direct authority of Hair@theAcademy director.

FIRE SAFETY Fire safety is everyone's responsibility. All staff, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of Hair@theAcademy policies.

4 Implementation The policy describes a broad range of responsibilities across Hair@theAcademy. The Policy will be delivered and followed at all levels and subject to frequent revisions as appropriate to ensure that Hair@theAcademy maintains a safe environment. It is the responsibility of any staff who suspect any reason why the policies or procedures are no longer effective or are not being followed should address them with Hair@theAcademy director. The full delivery of a safe workplace is supplemented by the carrying out of risk assessments.

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