

Setting the scene

Elle Hair Works is a hairdressing salon based in Reading. Manager and founder Jon Daly employs a total of 14 staff, consisting of an assistant manager, a receptionist, an artistic director/trainer, five stylists, four apprentices and two nail technicians.

The salon is open Monday to Friday 9.00-7.00 and Saturday s 9.00-5.00. Floors and windows are cleaned by a contractor while all other cleaning is shared by the Apprentices who have a rota.

Jon Daly prepared his own health and safety policy statement, using the combined template available on the HSE website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc He genuinely cares for his staff and wants to portray this in his health and safety policy.

Jon downloaded the template and referred to the example policy statement and other guidance available on the HSE website at www.hse.gov.uk/risk. This helped him to think about the things that should be documented and built into his own health and safety policy, such as client consultations, visually checking electrical equipment; what staff should wear, personal protective equipment, the correct storage, use and disposal of chemicals, disinfecting tools, staff consultation and training. He decided that he and his assistant manager would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

Jon presented the policy statement at the staff meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example risk assessments, see www.hse.gov.uk/risk.

Example health and safety policy published by the Health and Safety Executive 09/09

ELLE HAIR WORKS – health and safety policy

This is the statement of general policy and arrangements for	Elle Hair Works
Overall and final responsibility for health and safety is that of	Jon Daly - Manager
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Poppy Phillips - Assistant Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Jon Daly , Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work safely.	Poppy Phillips, Assistant Manager	Staff given necessary health and safety induction and provided with appropriate training that includes: COSHH; dermatitis; lifting and carrying; PPE; electrical safety and visual checking before use; client consultations; client records; cleaning and maintenance of tools/equipment; Barbicide; blood borne viruses; gowning up for technical services; cut fingers; first aid; accident book; emergency evacuation; salon uniform; suitable footwear; H&S poster; disposal of waste
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Jon Daly Poppy Phillips All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at monthly staff meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Poppy Phillips	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety .)
To maintain safe and healthy working conditions, provide and maintain fittings, tools and equipment, and ensure safe storage/use and disposal of substances.	Poppy Phillips	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)

Health and safety poster is displayed	In staff room
First-aid box and accident book are located	At reception
Employers' liability insurance certificate is displayed	At reception
Fire Notices are displayed	At reception, staff room door and laundry area

Signed (Employer)	<i>Jon Daly</i>	Date:	03/10/2011
Subject to review, monitoring and revision by	Jon Daly	Every:	12 months or sooner if work activity changes