



Genna Rose

HAIR & BEAUTY ALTERNATIVE PROVISION

A place to learn, grow & thrive

Health & Safety

2025–2026

Contents

1. Introduction/Aims
2. Legislation
3. The Policy Statement
4. General Responsibilities
5. Advice and Training
6. Organisation and Responsibilities – Health, Safety and Welfare at Work – Staff Training
7. Procedures
8. Educational Visits
9. Hazardous Substances/COSHH
10. Equipment
11. Furniture and Furnishings
12. Infection and prevention control
13. Supervision
14. Lone working
16. Working at Height/Manual Handling
16. New and expectant mothers
17. Risk Assessments

1. Introduction/Aims

Our AP aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the AP site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in AP](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
 - [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
 - [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
 - [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
 - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
 - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
 - [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
 - [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
 - [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The AP follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

3. The Policy Statement

The Headteacher will be responsible to the Director of CFS for the implementation, management and monitoring of the policies and procedures of ERYC and the AP.

The Headteacher recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, students, visitors and others who may be affected by the work of the AP, i.e. parents, volunteer helpers, AP meals service. In discharging responsibilities, the Headteacher will pay due regard to relevant Regulations, Code of Practice, Guidance Notes and professional advice.

The Headteacher similarly requires all employees to recognise their responsibilities to take care for the Safety of themselves, other workers, students, visitors and others who may be affected by the work of the AP and to cooperate fully with the Headteacher and the employer in achieving this policy.

The Headteacher accepts responsibility as far as is reasonably practicable for the effect of the AP's activities on the safety of contractors and others whilst working on AP premises.

The Headteacher similarly requires contractors and others, when working on AP premises, to take all reasonable care for the protection of their own employees, AP staff, students, visitors and others who may be affected by their work.

The Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978, within the current staff.

4. General Responsibilities

The Headteacher will be responsible to the Director of CFS, management and monitoring of the relevant policies and procedures. The Headteacher will approve and monitor any arrangements made by AP management team to discharge their responsibilities, as well as monitoring the outcome of any arrangements they may make. Director of

Learning will take all reasonable measures to assist the Headteacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care of their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with Director of CFS, the Headteacher and line managers

to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions

shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with the Governing

Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must

comply so far as it is within their power to do so with the LAs safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the LA will take necessary action and, if appropriate, charge the AP's delegated budget accordingly.

5. Advice and Training

The Headteacher notes that the LA provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

6. Organisation and Responsibilities – Health, Safety and Welfare at Work – Staff Training

a. – Induction

Training and guidance will be given to all new staff. Revision and updating of information will be given to existing staff as and when necessary.

Risk assessments will be carried out regularly for those activities which attach a degree of risk and where there are hazards identified. Health and Safety audits are carried out by the AP regularly.

4b. – Responsibilities

The Headteacher will be responsible to the Director of CFS for all aspects of Health and Safety in the AP and will delegate to particular individuals' specific functions for which they will be responsible to the Headteacher. In particular Headteacher will ensure the following:

- There are arrangements for student arrival and departure, supervision during break and lunchtimes
- There are procedures for Educational Visits
- There are arrangements for personal safety and security
- That regular fire drills are arranged
- That all accidents and assaults to students, staff and any other individuals are reported as per procedure
- That dangerous incidents are reported to the at Wiltshire Council
- That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Director of CFS and AP's is informed of the incident
- That repairs needed to the building and equipment are reported and acted upon
- That major aspects of AP policy relating to Health and Safety at Work are reported to the Governing Body
- That the AP Safety Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and guidance

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

AP staff have a duty of care of students in the same way that a prudent parent would do so. Staff will ensure the following:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the AP on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

Students and parents are responsible for following the AP's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

In general the Headteacher will be finally responsible for the maintenance of a safe working environment and safe practice within the AP in accordance with guidance received from the Health and Safety Executive, Department for Children, AP's and Families at the Wiltshire Council.

First Aiders

First Aiders Current First Aid qualifications are held by designated members of staff. All accidents to, or serious illnesses of students must be reported to them, and it will be their responsibility: -

- to inform the Headteacher or other senior member of staff at once, if necessary
- to deal with the accident or illness in accordance with any protocols/procedures ERYC First Aid at Work Safety Guidance Document
- to log all accidents or assaults to, or serious illnesses of students and staff in the appropriate book. Please refer to Accident/Incident guidelines.
- to report the accident as per the Wiltshire Council Accident/Incident Investigation Safety Guidance Document
- The designated appointed First Aider will be responsible for the stock check and ordering of replacement items for first aid boxes

The AP Business Manager

Will be responsible for the following: -

- The safe use and storage of equipment in the offices and all the office store rooms
- The health and safety files

Caretaker/Site Manager

Will be responsible for the following: -

- The cleanliness of the site. In the event of a breakage, a member of staff will remove it as soon as possible. It will be cleared, wrapped up and disposed of by the caretaker. This also applies to the spillage of body fluids.
- Any maintenance needs must be reported to the Headteacher/SBM immediately. Anything dangerously hazardous that occurs, immediately report. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- Main services, fire equipment, frost danger, clearing snow from paths
- Ensuring that all points of access and exits are clear at all times throughout the site when on duty
- Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- Preparing and making available plans showing the location of all fire appliances in the AP

All employees

Will be responsible for the following: -

- Completing the appropriate accident/assault form if they sustain an accident / assault in the course of their employment and handing it to the SBM who will process.
- Entering into the AP inventory details of any dangerous substance they may order
- Exercising their own judgment in determining what is safe whenever there are no relevant regulations or advice
- Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc
- Making themselves familiar with the safety policies of the Wiltshire Council
- Ensure a safe working environment is maintained in the classroom

Finally all employees must have regard to Section 7 and 8 of the Health and Safety at Work etc Act 1974 -

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

General duties of employees at work

“It shall be the duty of every employee while at work -

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts

or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant

statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”

Duty not to interfere with or misuse things provided pursuant to certain provisions

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or

welfare in pursuance of any of the relevant statutory provisions”

7. Procedures

a. Accidents and the reporting of injuries

- In a AP there will be many accidents during the course of a AP year. All accidents involving students, must be recorded in accordance with the guidance given from Accident/Incident Investigation Safety Guidance Document.
- We will inform parents of any accident or injury sustained by a student
- The DSL will notify Haltemprice Safeguarding Team of any serious accident or injury to, or the death of, a student while in the AP's care.
- The First Aiders have a basic first aid kit which should be kept locked away. A First Aider should be called to treat the child. Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves. Dispose of these at the end of the session.
- Record accidents, form to be completed and passed to SBM as soon as possible. Accident reports will be forwarded to Incident Report ERYC. For more serious accidents (RIDDOR) an accident report form must be completed and sent to the Local Authority as soon as possible. Accident report forms must be verified by the Headteacher. Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

b. Animals and Plants

- **Animals** can carry disease. All cages etc., must be cleaned regularly. Whenever they have handled animals or worked with them, students should wash their hands thoroughly, and immediately afterwards.
- **Bites** If a child receives a puncture wound or a bite from an animal the affected part should be cleansed thoroughly and the parent must be informed for possible referral to a medical practitioner.
- **Plants** After working with plants students should wash their hands thoroughly. Occasionally students may study poisonous plants e.g. toadstools. Such plants should not be handled by students and they should be locked in stock cupboards when not being used. A complete list of common poisonous plants is available in the Health & Safety file.

c. Reporting of Dangerous Incidents and potential dangers

All potential dangers must be reported to the Headteacher. Risk assessments are a necessary requirement and need to be completed in such circumstances

d. Visitors to AP

Visitors must sign in and out of AP and should wear a AP visitor's lanyard and badge to identify themselves.

Strangers should be challenged (politely). A signing in system is used and all visitors must acknowledge the Health & Safety information when signing in.

e. Emergency Procedures/Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.
- Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

8. Educational Visits

All Educational Visits are planned and carried out according to the guidelines laid out by ERYC.

Our admissions

process includes permission and information forms for curriculum related visits during the AP day.

Risk

assessments are completed and are signed per visit. Control measures are considered to reduce risk of the

places/activities they are running to an acceptable level.

Risk assessments are to be shared with all staff prior to visits.

All Educational Visits will be logged on EVOLVE. Please refer to the Educational Visits policy.

9. Hazardous Substances/COSHH

The Control of Substances Hazardous to Health regulations make the following requirements of AP's:

- An inventory of hazardous substances should be maintained
- Regulations should be produced on the storage and use of these substances.
- Appropriate training should be given to all members of staff in the use of these substances; this training

comprises staff reading this Code of Practice. The Headteacher is responsible for enforcing the Code of

Practice with regards to cleaning materials.

Substances used for educational purposes

- Tipp-Ex. Students are not permitted to use Tipp-Ex. Staff who wish to use Tipp-Ex must store it in a safe place out of students' reach
- Photography. Staff should read careful manufacturers' instructions when using photographic resources.
- Glues. Manufacturers' instructions should be read and followed carefully
- 9• Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when students are not present. Pens may be used by students but should always be returned immediately to the teacher

Substances used for cleaning

These substances, the use of which has been approved by the Authority, are kept locked away out of the reach of students in ventilated cabinets if necessary. Staff should read and follow manufacturers' instructions.

Our staff use and store hazardous products in accordance with instructions on the product label.

All hazardous

products are kept in their original containers, with clear labelling and product information.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous

products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

- Caretaker/site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the AP's water log book on a regular basis
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Water Temperatures checks, water heater, routine shower rinse

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the AP and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the AP site

10. Equipment

The LA and AP have arranged for a regular inspection of certain areas in accordance with relevant regulations.

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition,

maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been

checked. Fire alarms, fire extinguishers will be checked regularly by the caretaker/site manager and the contractors

for the equipment. Personal items must not be brought into AP by employees without the express permission of the Headteacher.

Electrical Equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- 10• All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the Headteacher immediately. Action taken and outcomes will be reported.
The piece of equipment must not be used until it is repaired.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance testing (PAT) will be carried out by a competent person
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Care should be taken to ensure that wires are not left trailing in dangerous positions.
- Students are not permitted to insert plugs into sockets.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

11. Furniture and Furnishings

All passageways and corridors must be kept reasonably free of obstructions.

- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. students rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either students or adults climb on furniture for this purpose. Students are permitted to mount stepladders when directly supervised by an adult. Students are not permitted to remove staples from displays.

12. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or risk assessment.

Cleaning of blood and body fluid spillages

- Spillage kits are available for blood spills in each area of the AP

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The AP will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Introduction

The AP wishes to encourage and help all students with asthma to participate fully in all aspects of AP life. The purpose of this policy is to assist in the achievement of this aim.

Inhalers

There are two types of inhalers called PREVENTERS and RELIEVERS. Preventer inhalers are usually brown but sometimes white. As a rule they only have to be used two or three times a day and if three (in the morning, after AP, at bedtime) so can be administered at home. If a child needs to use a preventer four times a day (lunchtime) then it will need to be brought to AP. Reliever inhalers are blue and need to be kept as near to the child as possible so that they can be administered with the minimum possible delay.

Asthma

Parents of students of asthma should inform the AP and this information must be held by the Appointed First Aider. Parents are responsible for notifying any member of the office staff team, Appointed First Aider to keep an updated list.

Administration All inhalers should be clearly marked with the child's name

All inhalers are kept with the children at all times. Parents are asked to ensure that the AP has a spare reliever inhaler in case a child forgets to bring theirs to AP.

Physical Education (including swimming)

Students with asthma are perfectly able to participate in P.E. lessons. Students who have exercise-induced asthma will need to take a puff of their inhaler at the start of the lesson. If students become wheezy they should take their reliever inhaler and rest.

What to do if a child has an attack

- A.** Ensure that the reliever medicine is taken. A reliever inhaler, usually blue, should quickly open up the narrowed air passages.
- B.** Stay calm and reassure the child. Attacks can be frightening, so stay calm. The child has probably been through this before. Listen carefully to what the child is saying. It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this is very restrictive.
- C.** Help the child to breathe. Encourage the child to breathe slowly and deeply. Most students find it easier to sit upright or leaning forward slightly. Lying flat on the back is not recommended. Loosen tight clothing around the neck and offer the child a drink of water.

After the attack

Minor attacks should not interrupt the child's involvement in AP. As soon as they feel better they can return to AP activities.

CALL AN AMBULANCE IF:-

- the reliever has no effect after 5 to 10 minutes
- the child is either distressed or unable to talk
- the child is getting exhausted
- you have any doubts at all about the child's condition

17.2 Smoking

Smoking is not permitted anywhere on the AP premises

13. Supervision

- When teaching a class the teacher should never leave the students unsupervised, except in emergencies.

14. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

14 Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken

when working alone. If there are any doubts about the task to be performed then the task will be postponed until

other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member

of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

15. Working at Height/Manual Handling

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills,

knowledge and experience to do the work.

In addition:

- The caretaker/site manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The AP will ensure that proper mechanical aids and lifting equipment are available in AP, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

16. New and expectant mothers

- Risk assessments will be carried out whenever any employee or students notifies the AP that they are pregnant.

17. Risk Assessments

Risk Assessments must be carried out by the AP or staff involved in potentially hazardous activities. Potential risks occur during:

- Class visits out of AP;
- Some Science activities;
- Using some DT equipment;
- Some PE activities;
- New building works;
- Moving furniture;
- Working from heights;
- Food tasting (medical lists should be checked and letters sent home to check for recent allergies)
- Cooking
- Science

This is not an exhaustive list so a common sense approach is necessary.