



Health & Safety Policy

Policy Details	
Date Review	March 2025
Date of next review	March 2026

Y.O.U.R Beauty School CIC (YBS) recognises and adheres to The Health and Safety at Work Act 1974 and Risk Assessments: The Management of Health and Safety at Work Regulations 1999. We aim to provide a safe and healthy working and learning environment for staff, students, and visitors at all times. We accept that we have a responsibility to take all reasonably practicable steps to secure the health and safety of our school community and others using our premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of our school and is part of the effective education of our students.

Key Responsibilities:

Ultimate responsibility for ensuring that all aspects of the Independent School Standards relating to premises and accommodation are met lies with the proprietor.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Lead.

All employees, students and visitors must:

- Cooperate with the school's leadership team on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to a senior leader immediately

Health and safety is reviewed every full term by our Business Manager, Sherene Taylor and Health and Safety Lead, Grace Siley. Updates are then recorded as such within this policy.

Building Management:

Y.O.U.R Beauty School CIC, leases the ground floor of 28 Sangley Road in Catford SE6. It is a commercial building. The superior landlords take responsibility for all external aspects of the school's premises (roofs, foundations, walls, floors, ceiling and all other structural parts). There are no shared communal areas or lifts within the building. YBS are responsible for the external cleaning of all windows, the external building's security and the collection and disposal of refuse from the building. As well as all aspects of the building's fire safety, adherence to regulations and the fire alarm system. YBS is also responsible for the cleaning of the school, fire safety equipment, termly fire drills and all aspects of internal buildings maintenance.

Health & Safety Key Points

- The building is set over 2 floors (ground and first floor) and has level access to the ground floor only from the Sangley Road entrance. It is therefore accessible to those with physical disabilities, as a result any person(s) who requires disabled access will be invited to attend meetings on the ground floor
- Any problems found with equipment or any damage to the building or its contents should be reported immediately to the Health and Safety Lead
- The Health and Safety Lead will manage checks to be made on new equipment before it is purchased to ensure that it meets the correct health and safety requirements
- Beauty Sessions/workshops present the highest level of risk, hence the need for their separate risk assessments. Students who attend beauty sessions may use scissors, nail clippers, cuticle knives etc. In all areas, supervision levels are very high, and all equipment is counted in and out. When sessions are over, all equipment is collected by the teacher before students are permitted to leave the class. The equipment is kept locked away safely and securely when not in supervised use during learning activities, and a risk assessment for overall activities is carried out. Where a student is identified as a high risk through an individual risk assessment, they will not be able to continue the course or offered a placement for new starters in order to minimise the risk of safety to self and others
- Gas central heating serves the building. The boiler is in a boiler room, which is accessed externally (via side access of the main building) and locked at all times
- The Beauty courses require the use of some hazardous substances for on-site activities, products used in our beauty sessions (e.g. acetone, barbicide & nail polish remover) and other agents for cleaning. All hazardous substances are securely stored in an area clearly identified and accessible only to specific staff members. Where students use hazardous substances (e.g. acetone, barbicide & nail polish removal), they are closely supervised and monitored. Our Beauty sessions meet all requirements in terms of ventilation, access to first aid and an eye-wash facility. (Request Beauty risk assessment - admin@yourbeautyschool.co.uk)
- Where necessary we will seek advice from HSE regarding the Control of Substances Hazardous to Health (COSHH) should the situation arise where we are aware that hazardous substances have been brought inadvertently onto the premises
- The Health and Safety Law poster is displayed in the main office, 1st floor corridor and main school entrance.
- The Business Manager or Health and Safety Lead are available to answer questions regarding health and safety and further information can be found on www.hse.gov.uk
- Supervision of students both on-site and off-site will be overseen and monitored by the leadership team. Deployment of staff is decided in daily briefings
- Staff are not to leave the school premises at any time during the school day, unless discussed and agreed with senior leadership first as this would understandably impact supervision of student and staff ratio.

- Staff training, including that focused on areas of health & safety, occurs on an annual basis, and as needs arise
- For first aid, accidents, and administration of medication, please see our First Aid Policy (available via <https://www.yourbeautyschool.co.uk/policies>)
- A system of active monitoring by reviewing the premises on a regular basis, completing a monitoring report when any health and safety issues associated with the premises are apparent, is undertaken on a weekly basis by the Health and Safety Lead. The Business Manager and Health and Safety Lead carry out a review every term and where the responsibility lies with YBS, issues are rectified immediately. Where responsibility lies with the landlords, they are shared with the landlords immediately
- YBS conduct a thorough investigation of any accident involving employees, Students and/or visitors which occur on the premises, and it is a requirement that all employees assist with this if necessary
- The leadership team is responsible for following up work-related causes of sickness absence and for acting on investigation findings to prevent recurrences of work-related sickness absences
- Employees, students, contractors and visitors are expected to conduct themselves safely while on the premises, i.e. no running in or around the premises, all work tools to be safely stored. This is as far as is practicable where students are concerned
- The building is cleaned daily by elected members of staff, but it is the responsibility of all employees to keep work areas and rooms in a clean and tidy condition
- All employees are responsible for cleaning up any spillages on the floor which they have caused. In the case of spillage caused by students and visitors, a member of staff should be contacted as soon as possible. Where there are spillages of blood and bodily fluids, a First Aider or any staff member present will arrange for the area to be immediately cordoned off and out of bounds to all students, staff and visitors until the area has been thoroughly cleaned and disinfected
- The Business Manager carries out weekly checks as part of the health & safety review to ensure the temperature of hot water at the point of use does not pose a scalding risk to students or staff
- The water temperature is regulated throughout the school, except for the school kitchen sink to allow for cleaning, however students are never left unattended
- The Health and Safety Lead will carry out a daily check on school walk-arounds for obstructions to corridors, fire exits, fire points or any area where there is a need for emergency access. Where resolution cannot be immediately implemented, findings and a plan of action will be drawn up to be implemented quickly
- The Health and Safety Lead will ensure that all employees, students, and visitors are made aware to store all items in the correct locations (e.g. food, cleaning materials, paint)
- YBS recognises that Personal Protective Equipment is required for employees doing specific

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jobs. This includes aprons in the catering & hospitality kitchen and rubber gloves for medium-level cleaning of the building

- All employees who are aware that a colleague, student or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis, cocaine, heroin and any non-prescribed medication such as amphetamines) must inform a member of the leadership team immediately
- Disciplinary action will be taken if an employee attends work under the influence of alcohol or illegal drugs. Disciplinary action may well be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of employees, students or others on the premises
- During their term of employment, it is the employee's responsibility to inform their line manager of any condition or prescribed medication which could affect their work. Prior to employment commencing, the administrator will provide the appropriate medical forms
- Parents/carers must inform a member of the leadership team at the interview stage of any medication prescribed for their child(ren) which could affect their learning and general interaction with others, and also any low-level sensory impairment.
- Students are required to wear full school uniform at all times (see uniform policy). Students are not permitted to wear jewellery, aside from a single stud in each ear or have long nails, including nail extensions due to health and safety
- Our Business Manager undertakes checks of the internal areas of the building and commission maintenance work, including electrical/plumbing/ building work
- All maintenance activities commissioned by YBS are carried out by trained, qualified and competent workers as authorised and overseen by our Business Manager, Sherene Taylor
- As part of PSHE, social and personal growth, our 16+ students assist in the preparation of hot and cold food. YBS have a responsibility to maintain acceptable levels of hygiene and health & safety with respect to food and therefore all staff working with food in this context must complete Food Hygiene Safety training, maintain high standards of personal hygiene and refrain from handling food when they or anyone at home are suffering from an infectious disease or have symptoms such as ulcers, cuts or rashes, diarrhoea, eye, ear or throat infections
- The site's most recent food hygiene inspection by Lewisham June 2022 gave the highest rating (5: 'very good')

Visitors and Contractors

- All contractors attending to complete works at the school must agree the date, time, and nature of the works in advance with the Business Manager. They must sign-in at reception and attend to the works at times when children are not on our premises (usually between 06:00 and 09:30 or after 15:30). On the rare occasion that work overruns or emergency works need to occur during the school day, all contractors must be supervised at all times whilst on the premises with access to children.
- All other visitors must sign-in at our school office and wear a visitor's badge. Visitors will be accompanied at all times and never be left unsupervised with access to children.
- Recorded CCTV covers all communal areas of the school premises.

Fire Safety

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Y.O.U.R Beauty School CIC aims to provide a safe working and learning environment for staff, students and visitors at all times and recognises and adheres to guidance & legislation identified in HM Government's fire safety risk assessment (educational premises) 2006, The Regulatory Reform (Fire Safety) Order 2005, The Health and safety at Work Act 1974 and Risk Assessments: The Management of Health and Safety at Work Regulations 1999. We take fire safety extremely seriously and invest significant time and money in ensuring that the prevention of fire and the safe evacuation of buildings in the unlikely event of a fire are effective.

General Fire Safety Guidelines

YBS fire marshals are Grace Siley, Iyata Reid and Tracey-Anne Manning, fire extinguishers are located on the ground floor in the dining area, near the garden exit and at the main entrance, there is a fire blanket in the kitchen. On the first floor there are two fire extinguishers on the landing and one in the salon.

- Fire safety procedures for evacuation are displayed on walls around the school (where appropriate). These are always up-to-date and identify fire marshals who have specific responsibility for particular areas of the school
- Fire extinguishers, in fitting with the health & safety context of our special school environment, are available as widely as possible
- Signage (including illuminated exit signage) as required by law, is fully in place identifying exit routes, uses of fire extinguishers and fire alarm panels
- Fire alarm tests are undertaken weekly (internally) and logged
- Emergency lighting is in place and tested monthly internally, and annually externally
- Fire extinguishers are maintained on an annual basis
- All staff are fire safety trained on an annual basis including on the use of fire extinguishers; new staff are trained as part of their induction
- Fire evacuation drills are undertaken on a termly basis, timed and logged
- Fire blankets and associated guidance are available and displayed in cooking areas
- PAT testing is conducted on all electrical equipment annually and staff are not allowed to use personal electrical equipment on our premises (e.g. phone chargers)
- Portable heaters and multi-plug adaptors are preferably not used on the premises. But where they have to be, they are disconnected from the power source when not in use, not left operating when the sites are closed and are PAT tested as per the point above
- Any fire safety maintenance work carried out is recorded on the fire log
- Everybody is required to sign in on entry to the premises and sign out when leaving and it is our responsibility to ensure they do so. Students' attendance is registered online but paper copies are available in the case of a fire or other emergency evacuation
- Our administrators ensure that visitors to the premises are made aware of emergency exits (and whether there is a planned fire evacuation that day) and are asked to sign in/out
- In the event of an emergency evacuation, the administrator is responsible for collecting the visitors' book and paper registers/staff sign-in report

Fire Risk Assessment

Whilst legally fire risk assessments are to be completed by competent persons who can include senior school leaders, we commission professional fire safety experts to undertake initial, full fire safety risk assessments of our building and subsequently evaluate and update every two years.

To comply fully with the Regulatory Reform (Fire Safety) Order 2005, we commissioned FireRiskAssessments.com to undertake a full fire risk assessment of our building – any and all actions have been dealt with.

Next external fire risk assessment – June 2025

Emergency Evacuation Plan

- The person responsible for fire brigade liaison is named on the information poster
- Our allocated fire marshals are named on our fire evacuation posters throughout the school building
- In the event of fire marshals being absent from work, morning briefings always identify deputies
- Fire extinguishers are available in designated areas on the ground and first floor
- The Fire blanket and associated guidance are available and displayed in the kitchen
- Fire alarm tests and maintenance, whole building fire risk assessments and evacuation procedures are all set and arranged the Business Manager or Health and Safety Lead

Actions on discovery of a fire

- Sound the alarm using the nearest fire alarm call point
- Only attempt to tackle small fires if confident to do so
- Leave the building by the nearest main fire exit and as directed by the fire marshal
- Do not re-enter the building
- Report to the assembly point
- A member of the leadership team or administrator or fire marshal to call fire brigade by mobile phone after leaving the building
- A member of the leadership team or administrator or fire marshal liaises with the fire brigade on their arrival
- Nobody must put themselves at risk by returning to the site of a fire

Visitors

- Ensure all visitors and contractors are taken to the assembly point ▪ Assist any disabled persons with their evacuation as necessary

Assembly Point and Exits

- Our assembly point is Green across the road from the property opposite **Mcdonalds**, SE6 2DD
- The main fire exit is from the main entrance at the front/centre of the building
- An alternative main exit is out of the administration office. From this exit, users should turn left, to access the assembly point
- An alternative exit to be used **only if both main exits are blocked** is garden fire exit to the left of the staff toilet. The assembly point in this situation is accessible to the right of the building, across the road via the island crossing near the Trustee Office building. **If one or both main exits are accessible, this third exit should not be used**
- All electro-magnetic fobbed doors will automatically unlock when the fire alarm is activated

Evaluation Procedures

- All staff are to lead students quickly and sensibly out of classrooms and follow the designated routes outlined above. Students and staff must not collect belongings
- Fire Marshals are responsible for ensuring the safe evacuation of everybody and to then check that specified areas of the school are clear of people and doors closed. Names of fire marshals are identified on fire evacuation posters around the school building.
- Once at the designated assembly point, the administrator will distribute paper registers to teachers and conduct a cross-check of staff and visitors' presence. Fire marshals will confirm the building is clear and the most senior member of staff on site will be informed if anybody is missing. If there are concerns, the most senior member of staff/fire marshal will liaise with
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- the fire brigade
- Nobody will re-enter the building until we are told that it is safe to do so by the fire brigade, or in the case of a false alarm, the most senior member of staff with responsibility for the evacuation at the time

Asbestos Management

- There is no known asbestos located within the school premises.

First Aid

YBS first aiders are Iyata Reid, Grace Siley and Tracey-Anne Manning. First Aid boxes are located on the ground floor main office, treatment room and kitchen, on the first floor the first aid box is in the salon.

- The Arrangements for first aid provisions is adequate to cope with foreseeable school incidents
- Adequate and appropriate first aid provision forms part of the arrangement for all out-of-school activities
- All staff will have a minimum level 1 competence of basic first aid training
- A record will be made of all occasions any member of staff, students or other persons receives first aid treatment either on the school premises or as a part of a school related activity

The number of certified first aiders will not, at any time, be less than the number required by law. For low-risk workplaces with 25-50 people, there should be at least one first aider who holds an emergency First Aid at Work certificate, with another first aider per 100 employees.

High-Alcohol-Content Hand Sanitiser

- Due to COVID-19, there is an increased risk of having significant amounts of high-alcohol-content hand sanitiser on the school site, in terms of fire safety and students' consumption. These risks are mitigated by ensuring that students are always supervised by staff when they are applying it. The Business Manager is responsible for distributing within the building and ensuring the safe storage of it.

Our responsibilities with regard to the reporting of injuries, diseases and dangerous occurrences regulations (RIDDORS) 2013

Y.O.U.R Beauty School CIC IS legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents where a student or visitor is dies or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises)
- The way a school activity has been organised or managed
- Equipment, machinery, or substances
- The design or condition of the premises

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or

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- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days ▪ Certain cases of work-related disease - i.e. those that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information, please see <http://www.hse.gov.uk/riddor/index.htm>

Coronavirus (COVID-19) Addendum

As a result of the ongoing COVID-19 pandemic, our premise is thoroughly cleaned daily, which includes sanitising all surfaces and touch points throughout the school day.

‘Deep cleans’ take place every six weeks. If a case of COVID-19 were to be confirmed, a deep clean would take place as soon as possible.

Across all our schools, good hygiene is regularly promoted as follows:

- Staff and students are encouraged to wash their hands regularly throughout the day
- Staff and students all have access to hand sanitisers in classrooms
- Staff have access to anti-bacterial wipes in classrooms
- The use of equipment and shared objects is limited
- We have displayed posters throughout the school and provide students with learning resources, teaching the importance of hygiene and hand-washing techniques
- All students are required to complete a health and safety module, which highlight good hygiene practice