

GLOBAL ACADEMY

MAKEUP • HAIR • PRODUCTIONS



Health & Safety Policy

Global Make Up, Hair & Productions Academy

Health & Safety Policy Statement

The Health & Safety Policy statement is applicable to Students, permanent staff, temporary staff, contractors and any other persons likely to be involved in the activities of Global Make Up, Hair & Productions Academy (GLOBAL).

GLOBAL is committed to ensuring that its training activities and actions of its employees, whilst maintaining occupational realism, do not hazard the health, safety and welfare at work of GLOBAL personnel or any other persons who may be affected in so far as is reasonably practicable.

Responsibilities

The Health & Safety at Global

Victoria Farrelly	GLOBAL CEO
Leila Magee	GLOBAL Health & Safety Lead
Employees	GLOBAL Staff
Self Employed Tutors	GLOBAL Contractors

- a) Will be responsible for the general implementation of the policy.
- b) Will ensure new legislation is integrated into the safety management system if applicable.
- c) Will ensure that all statutory inspections are carried out as required and entries made in the appropriate register.
- d) Ensure that all details of incidents are entered in the Accident book.
- e) Will arrange for accident investigations are carried out as necessary.
- f) Must report all accidents and dangerous occurrences which are outlined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- g) Will review risk assessments and report to the manager as appropriate.
- h) Will monitor sub-contractors to check compliance with statutory Health & Safety requirements.

General Arrangements

Accidents

- a) First Aid Boxes are situated in: **GLOBAL Offices Reception in Partington and Liverpool**
- b) Qualified First Aiders are: Leila Magee
- c) First Aid administrator is: Leila Magee
- d) The Accident book & incident report sheets located in: **GLOBAL VENUES IN (RECEPTION'S)**

See appendix 1 for procedure

Fire Safety

- a) Escape routes and fire alarms are responsibility of the **GLOBAL staff, The FUSE Roc Centre (Partington), and Bee Beautiful Huyton (Liverpool)**
- b) Fire Extinguishers are maintained under contract by **The FUSE Roc Centre (Partington)**
- c) The Health & Safety Lead will ensure that all fire safety precautions are followed as practicable.
- d) Fire & Emergency Evacuation Assembly Point is posted at all office venues

See appendix 2 for procedures

Visitors

- a) All visitors must sign in the Visitors Book on arrival and sign out on departure.
- b) Persons attending the centres will be given information on action in the event of emergency.

Housekeeping

- a) All employees are responsible for keeping their own working areas neat & tidy.
- b) All aisles, corridors and fire exits are always to be kept clear of obstructing objects.
- c) Cleaners are employed weekly.

The First Aid Administrator

GLOBAL FIRST AID ADMINISTRATOR - LEILA MAGEE

- a) Must ensure First Aid Boxes are adequately maintained.
- b) Will maintain records regarding any Employees / Learners medical condition if deemed necessary.
- c) Will Contact the emergency services if necessary.

All Employees

- a) Have a responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- b) Must report any health and safety problem they are not able to put right to the Health & Safety Officer or immediate supervisor.

Electrical Equipment

- 1. Plugs and cables are to be sight tested on a regular basis by competent member of staff.
- 2. All equipment is to be tested for electrical safety on a regular basis by a qualified electrician and records kept.

See appendix 3 for procedures

Manual Handling

- 1. All Learners will be given information on Manual Handling Techniques on induction to centre.

Hazards

- a) A risk assessment has been carried out and the findings recorded. This is to be reviewed on an annual basis.
- b) Any potential hazard not covered in the risk assessment should be reported to the Health and Safety Officers.

- c) Control of substances hazardous to health

see Appendix 4

Training

- a) Tutors give guidance to Learners during induction on the first day of training ensuring that all Learners have a copy of Health & Safety policy guidelines. Understanding is checked using learner check list supporting the learners safety and this will be monitored throughout their training and placement.
- b) Centre leads to give guidance to new staff during induction.

Placements

- a) Placements will be vetted, by a competent member of staff, and initial assessment recorded on an annual basis.
- b) All learners will undergo a DBS Check if required.

Appendices

Appendix 1

Health & Safety Officers

GLOBAL staff who form the Steering group are:

GLOBAL Centre Leads	Victoria Farrelly, Leila Magee, Yvette Twist & Louise Sankey
GLOBAL Health & Safety Lead	Leila Magee
GLOBAL First Aid Administrator	Leila Magee
GLOBAL CEO	Victoria Farrelly

Accident Procedures

- If an injury has been sustained, advise the First Aider or Appointed person immediately
 - If necessary, make the area safe
 - Report all details to the Health & Safety Officer when practicable
 - The Health & Safety Officer to record the incident in the accident book.

NB: All accidents that occur on the premises will be recorded whether or not an injury has been sustained.

Any 'near misses' will also be notified to the Health & Safety Officers & recorded on an incident sheet.

Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (Riddor)

It is legal requirement that certain accidents be reported to the Health & Safety Executive.

You Must:

- Notify the inspector immediately, normally by telephone, if anybody dies, receives a major injury or is seriously affected by e.g., an Electric Shock or Poisoning.
- Notify the inspector immediately of any injury, which results in immediate hospitalisation for more than 24 hours.
- Notify the inspector immediately if there is a dangerous occurrence, e.g., Fire, which stops for more than 24 hours.
- Confirm in writing within seven days on form F2508

- Report within seven days (on Form F2508) any accident resulting in an employee needing 3 or more days absence from work (including weekends).
- Keep details of the accident

The above is the responsibility of the Health & Safety Lead, or other competent person, in their absence.

<http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online 24-7

For reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923

During opening hours Monday to Friday 8.30 am to 5 pm ring immediately as is practicable, outside of these hours, fatal and major injuries should be reported online immediately, with a follow-up call during the next days opening hours.

Investigating an Accident

- Find out what happened and why.
- Take steps to stop something similar happening again.
- See Incident box in office.
- Check accident has been logged

Appendix 2

Fire or Other Emergency

On Hearing the Alarm

1. Stop whatever you are doing. Do not waste time to collect belongings.
2. Leave the building by the nearest and safest fire escape.

DO NOT USE THE LIFTS.
3. Go immediately to the assembly point at each centre and report to the Health & Safety officers on site.
4. Do not return to the building until given permission to do so

On Discovering A Fire

1. Raise the alarm by activating the nearest alarm point.

If alarm system fails to activate shout FIRE and alert nearest person asking them to spread the alert.
2. Dial **(9) 999** if necessary **(9) For an outside line**
3. Attack the fire with available equipment if trained to do so.
ONLY IF YOU FEEL SAFE TO DO SO
4. Evacuate the immediate area
5. Leave the building by the nearest and safest fire escape.
6. Go immediately to the assembly point and report to the Health & Safety Officers. **Assembly point is identified at each centre**
7. Do not return to the building until given permission to do so.

NB:

1. GLOBAL Fire Marshal staff should use fire extinguishers if possible.
If in doubt get out!
2. If there are any disabled persons or people with special needs on the premises, arrangements should have made in advance for enabling their exit from the building.

Appendix 3

Electrical Testing

Visual Checking

- Each member of staff is responsible for ensuring that plugs, cables, etc, on any machinery they use are not damaged or that wires are not loose. If a fault is found this should be repaired by the member of staff if they are competent to do so. If not, the fault should be reported to a member of staff competent to carry out the repair.
- If necessary, the equipment should be labelled as not to be used and a qualified electrician instructed to carry out the repair.
- The fault should be recorded in the electrical Testing / Repairs Log (held by the Health & Safety Officers).
- Visual checks on all portable electrical equipment are carried out on a six-monthly basis by the Health & Safety Officers. All faults reported to a qualified electrician if necessary.

Fuses

- Should a fuse require replacing, this can be done by a competent member of staff
- Should a fuse blow again once replaced, the piece of equipment should be labelled as not to be used and checked by a qualified electrician.
- It is essential that fuses are of the correct ampage for the piece of equipment used.

Appendix 4

COSHH

Having completed a pre-assessment for Hazardous substances the following have been identified and assessment data sheets completed for:

All substances used can be located in the cleaner's room and a copy in the Health and Safety folder in GLOBAL's offices.

- Staff and Learners have been made aware of this information as part of their induction and training.

Reviewed by	Victoria Farrelly
Reviewed	Annually
Last Review	30/08/2024
Review Date	30/08/2025

Reviewed: Signed: *v Farrelly*..... **Date: 30/08/24**

Victoria Farrelly
Chief Executive