

Health and Safety for Salons

It is the salon owner's responsibility to maintain a healthy, safe and risk free environment for everyone who enters the salon, this includes employees (including Candidates), visitors and Clients. Failure to do so could lead to prosecution in the event of an accident.

As part of the agreement Cheynes Training has with the Learning and Skills Council (LSC), we are required to regularly check Health and Safety arrangements in all locations where Candidates work or train. We cannot register Candidates in premises that do not meet Health and Safety requirements.

During quarterly visits to each salon we work with, the Regional Training Advisor (RTA) will check to ensure key aspects of Health and Safety legislation are in place. To do this, the RTA will complete a Salon Health Check. The Salon Health Check acts both as a scorecard and as a 'signposting' plan for Health and Safety issues. RTAs cannot give direct advice on Health and Safety issues; however we strongly recommend the salon obtains the Habia Health and Safety Pack (see information at the end of this document).

If any salon does not comply with Health and Safety regulations it will inevitably lead to suspension from LSC supported training programmes.

The following key steps will help clarify your main responsibilities.

- STEP 1** You must appoint a senior person to be responsible for the management of Health and Safety in the salon. It will be their responsibility to regularly check that the salon is meeting all the requirements and be the person to report any Health and Safety matters to.
- STEP 2** You must hold a written Health and Safety policy. The policy must be available to all employees and must identify the competent person for Health and Safety and it should outline your organisation's arrangements for the management of Health and Safety in the workplace. The Habia Health and Safety Pack will help you to create a written policy.
- STEP 3** All hairdressing salons must register with the relevant enforcing authority. If you have not already done so, you must contact your local authority environmental health department and arrange to complete and send them a form OSR1.
- STEP 4** You must hold insurance for all activities in the salon. You must display a current employee/public liability notice in a prominent place within the business premises.
- STEP 5** You must make sure that any prohibited areas, machinery or activities in the salon are documented and that Candidates are notified of these in writing. Prohibited areas might include any equipment not normally found in a hairdressing salon, for example beauty equipment.
- STEP 6** You must make sure that at all times, Candidates are supervised by a person competent in the task being undertaken.
- STEP 7** You must make sure that a competent person delivers all Health and Safety training including induction and on-going training. You must document and record all such training.
- STEP 8** You must display a Health and Safety Law poster where employees can read it; the poster must include the addresses of the enforcing authority.
- STEP 9** You must make sure all relevant risk assessments are carried out, documented and actioned.

- STEP 10** You must issue all necessary personal protective equipment to Candidates free of charge; this includes gloves and aprons for example.
- STEP 11** You must investigate, document and report any accidents or occupational diseases in accordance with the RIDDOR requirements, for example, dermatitis is an occupational disease and must be reported. To do this, you must keep an official Accident Book obtainable from your local HMSO.
- STEP 12** You must make sure that before starting, all Candidates are given an industry specific health questionnaire. The Candidate Personal Details form is normally sufficient for this purpose.
- STEP 13** You must make sure the salon has the appropriate First Aid kit for the number of employees you have; your local chemist will be able to advise you. Ideally, at least one member of your team should receive training in First Aid; your local Red Cross will be able to provide details of courses.
- STEP 14** You must have procedures in place for the evacuation of the premises in the event of serious and imminent danger; this includes fire and bomb alerts, etc. You must make sure that all employees receive training in these procedures.
- STEP 15** You must post fire action notices in and around the salon so that everyone knows what to do in the event of a fire. Exits and escape routes must be clearly marked and free of materials. Fire Extinguishers must be available, checked annually and the dates recorded. You should carry out a Fire evacuation drill at intervals and the dates recorded.
- STEP 16** You must ensure that a competent person checks all electrical equipment periodically and a record kept in line with the current Electricity at Work regulations.
- STEP 17** You must make sure that the salon holds a COSHH (Control of Substances Hazardous to Health) assessment. The Hairdressing Manufacturers' and Wholesalers' Association produce a useful booklet and many major manufacturers provide specific assessments of their products. You must also ensure that all chemicals are stored safely as per the COSHH regulations. Safety equipment and clothing must be made available and used by all employees
- STEP 18** You must arrange for regular audits to measure your compliance with Health and Safety legislation. The Salon Health Check audits conducted by your RTA are sufficient for this purpose.

*This list is not exhaustive – for a full list of requirements see the Habia Health and Safety Pack

We strongly recommend you obtain the Habia Health & Safety Pack - a step-by-step guide on how to produce a health and safety policy specific to your salon. It has easy to use policies and forms for you to personalize and use in your salon. There is everything you need to meet current legislation in one convenient, durable A4 ring binder with over 160 pages. The pack also includes official forms and notices, an accident book, risk assessments, fire risk assessments in example formats and blank forms to fill in, and fire exit signs. The Packs are £99 each, which includes your first year subscription to the Health & Safety Club. The Health & Safety Club is usually £35 a year, for this you get all of the updates in changes in legislation for the packs sent to you for that year. To order call 0845 612 3555 or visit http://www.habia.org/buy_online.asp