



The Copper Academy
Health & Safety Policy

This document is to be read prior to attending a course at The Copper Academy.

Law and legislation

By Law as hairdressers/Extensionists/ Beauty Therapists/ Nail techs you have to know the main Health and Safety regulations (legislation) that affect you at work.

HSC

The Health and Safety Executive (HSE) is the organisation appointed by the government to support and enforce health and safety at work. We are all governed by the Health and Safety at Work Act 1974 (HASWA)

This is the main legislation and covers the employer's responsibility to a variety of health, safe working practices and associated regulations.

- Everyone in the salon/academy has a responsibility for their own Health and Safety and that of the salon clients and students.
- This is both ethically right and legally required.
- Hygiene is a major responsibility and should be monitored at all times.
- A well run salon/academy is efficient and safe.

Hazard and Risk

What is a hazard?

- Spilt water.
- Faulty electrical equipment.
- Trailing wires.
- Electrical appliances left on.
- Water and electric next to each other.
- Products spilt on the floor.
- Bags left lying around.
- Sharp objects left lying around.
- Fire exits blocked.
- Tools and equipment left on floor.
- No protective clothing/gloves.
- No training given for fire fighting equipment.
- No fire fighting equipment.
- *Workplace (Health Safety and Welfare) Regulations 1992.*

What is a risk?

A risk is something that may happen if a hazard is not dealt with.

For example; Slipping over, if the spilt water is not cleaned up by the sinks.

Legislation – COSHH - Care of Substances Hazardous to Health.

- This legislation covers the use, storage and handling of chemicals so that you are kept safe.
- Employers are liable for this and need to have a Health and Safety Policy to protect their workers

Fire safety

Fire Precautions Act 1971 & Fire Precautions (workplace) Regulations 1999.

Fire in the academy or salon

- Where are our exits for evacuation? At the Copper Academy the Fire Exits are clearly marked at all points.
- Where are our assembly points? At the Copper Academy we meet at the following points according to what door we come out of; St Johns ambulance building, the Ambulance station and outside the fire station.
- What is fire fighting equipment?

Fire fighting equipment must only be used to aid the evacuation of Students, Clients and Staff from the building. Do not try and put out the fire!!



Equipment	Type of fire	Type of fire	Type of fire	
Water	Wood, paper, textiles			
Foam	Wood, paper, textiles	Flammable liquids, petrol, spirits		
Dry Powder	Wood paper textiles	Flammable liquids, petrol, spirits	Electrical items	



What is the procedure for Fire and evacuation here at The Copper Academy?

Do

- Raise the Alarm
- Leave the building – use the nearest exit
- Staff to check the toilets
- Assemble at designated points
- Help each other
- Team Leader to check the register

Don'ts

- Fight the Fire
- Use the lift
- Return inside
- Run
- Abandon people
- Collect bags/books

Fire drills are completed internally for students twice a term. These are run without the use of the full fire alarm's, due to the potential trauma this causes to the students. However, twice a year in conjunction with Holsworthy Community College (HCC) a full fire evacuation drill is performed.

The fire alarms are tested weekly by HCC.

All fire equipment is checked annually by HCC.

The Fire Log Book for the building is held by HCC.

A Fire Risk Assessment is completed by HCC annually.

The Fire Marshall for the building is based at HCC.

Sterilisation/Disinfecting

Surfaces, tools and equipment must be sterilised/Disinfected to prevent cross contamination.

- Sterilisers consist of disinfectants, an autoclave and an ultraviolet light cabinet.
- Disinfecting spray/wipes-for surfaces, some tools and equipment.
- Liquid Disinfectant i.e. Barbicide-suitable items are placed in the solution for 20 minutes. See M.I's for detailed usage.
- Autoclave- suitable items are placed in the unit for 20 minutes. See M.I's for detailed usage.
- UV light- suitable items are placed in the cabinet for 20-30 minutes, then turned over to repeat. See M.I's for detailed usage.

In line with the latest guidance, increased cleaning regimes & handwashing will be implemented during the COVID-19 pandemic to minimise the risk of infection. This includes the frequent cleaning of high contact surfaces and equipment. Where a case of COVID-19 has been confirmed, thorough cleaning & disinfection of the academy will be implemented, ensuring appropriate PPE is worn & waste disposal guidelines are adhered to. PPE will also be worn where there is a suspected case of COVID-19 in the academy, and an isolation room allocated away from others until the child/young adult is collected.

Data protection act 1998

Why do we need it?

We need it to keep viable and reliable records of client information. Including services, telephone numbers and addresses, photographs of end results. This safeguards you if a client returns with a complaint or a poor result.

Who does it protect?

Both yourself and the client.

What are your responsibilities under it?

Keep records safe, accurate, confidential and will full permission of client when using images for social media.

Images.

You must have permission from your clients to hold images for use on social media and the internet.

Sharps

Blades and sharp instruments may cause cuts and grazes and the possibility of blood transmission from one person to another increasing the risk of a blood borne infection.

- Hepatitis B injection recommended to students on starting the course.
- Students must be trained in correct and safe use of sharp implements.

- Sharp implements stored appropriately when not in use.
- Cuts made on a stable surface wherever possible.
- Sharps carried point down.
- Sharps box available for disposable blades, used or broken items.
- All sharp implements cleaned with sterilising liquid after each use/sterilised appropriately.
- Blood/human waste disposed of in bio-hazard bin/accordingly.

Refer to:

- *Health and Safety (First Aid) Regulations 1981.*

Using Electrical equipment at The Copper academy

When attending the Copper Academy all the electrical tools you bring for use have to be PATT tested by a qualified electrician, this is performed annually. This has to be clearly marked on your tools and will be checked prior to use on your course day.

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