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**Health and Safety Policy
&
Duty of care to students and staff**

Bee ZEE Institute of Beauty Therapy

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Health and safety legislation

Two of the most important pieces of health and safety legislation affecting educational establishments across the UK are the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

A summary of the key pieces of legislation affecting education establishments is provided in this section: BZIBT adheres to all of the stated UK legislation contained herein.

The Health and Safety at Work, etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Education (School Premises) Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

The Manual Handling Operations Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992

The Electricity at Work Regulations 1989

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Control of Substances Hazardous to Health Regulations 2002

Disability Discrimination Act 1995

The Health and Safety (First Aid) Regulations 1981

The Health and Safety at Work, etc Act 1974

The main piece of legislation affecting the management of health and safety in educational establishments across all sectors is the Health and Safety at Work, etc Act 1974 (HASAWA). This Act provides a framework for ensuring the health and safety of all employees in any work activity. It also provides for the health and safety of anyone who may be affected by work activities at BZIBT i.e. students and visitors to educational sites, including parents and contractors.

Bee Zee Institute of Beauty Therapy and employees comply with the duties set out in the Act, which are summarised as follows.

- Section 2 places a duty on BZIBT management to ensure the health, safety and welfare of employees as far as is reasonably practicable. BZIBT has a health and safety policy and brings it to the attention of staff who verify that they have read the contents of this document by signing the HASAWA signature sheet at the end of this document.
- Section 3 requires BZIBT management to ensure that non-employees (e.g. students) who may be affected by work activities are not exposed to risks to their health and safety. Where young or vulnerable persons may be affected, the duty of care is greater.
- Section 4 places a duty on anyone responsible for the workplace to ensure that the premises and machinery do not endanger the people using them.
- Section 5 requires BZIBT management to prevent and control harmful, noxious or offensive emissions into the atmosphere.
- Section 6 places duties on designers, manufacturers and suppliers to ensure that articles and substances are safe for use.

- Section 7 states that it is the duty of every employee while at work to take reasonable care of him or herself and of any other person who may be affected by his or her actions. This section also requires employees to cooperate with BZIBT management in relation to health and safety issues.
- Section 8 requires employees not to interfere with or misuse anything provided in the interest of health and safety.

The Management of Health and Safety at Work Regulations 1999

The main requirement of the Management of Health and Safety at Work Regulations requires that management must carry out risk assessments to eliminate or reduce risks. BZIBT management will record the significant findings of a risk assessment – but will not record risk assessments for trivial or insignificant risks. In addition, BZIBT management will:

- make arrangements for implementing the health and safety measures identified as necessary by risk assessments
- monitor and review those arrangements
- appoint people with sufficient knowledge, skills, experience and training to help them to implement these arrangements
- set up emergency procedures and provide information about them to employees
- provide clear information, supervision and training for employees and ensure that suitably competent people are appointed who are capable of carrying out the tasks entrusted to them
- work together with any other employer(s) operating from the same workplace, sharing information on the risks that other staff may be exposed to, e.g. cleaning, catering or maintenance contractors
- take particular account of risks to new and expectant mothers.

The Education (School Premises) Regulations 1999

These regulations set out minimum health and safety standards for all maintained schools in England and Wales, covering issues such as temperature, toilet facilities for pupils, ventilation and lighting. The regulations operate in conjunction with the Workplace (Health, Safety and Welfare) Regulations, as outlined below.

The Workplace, (Health, Safety and Welfare) Regulations 1992

These regulations deal with physical conditions in the workplace and require BZIBT to meet minimum standards in relation to a wide range of matters, which include:

- maintenance of buildings and equipment
- lighting
- provision of drinking water
- temperature
- rest facilities
- ventilation
- toilet facilities
- first aid.

The Manual Handling Operations Regulations 1992

BZIBT will minimise the health risks associated with manual handling, a term used to describe activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object, person or animal.

BZIBT Management will:

- avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- carry out risk assessments, which take into account the work task, the activity involved, individual capacity, working environment and other factors.

Information, instruction and training should be provided. BZIBT employees and students are advised that they should not be required to lift or carry heavy or awkward objects. BZIBT employees and staff are generally not trained to carry out such tasks; nor is it a condition of their employment and studies.

The Health and Safety (Display Screen Equipment) Regulations 1992

These regulations oblige BZIBT management to assess the workstations of staff who use display screen equipment (DSE). The workstation is the equipment itself, its accessories and the surrounding work environment. The minimum requirements of management is to:

- identify "users" of display screen equipment, i.e. those who habitually use DSE as a significant part of their normal work
- assess workstations to ensure that they meet minimum standards
- provide information, instruction and training on the potential hazards of using DSE equipment
- offer free eyesight tests to users of DSE equipment at regular intervals and to pay for spectacles that are required for the work
- review assessments.

The Electricity at Work Regulations 1989

This places a duty on BZIBT Management to assess all foreseeable risks associated with work activities involving electricity. Employers are required to install safe systems of working, with well-maintained equipment, covering everything from power lines to kettles. All installation and repairs should be undertaken by a qualified electrician or those who have appropriate technical knowledge, though some minor repairs, inspections, fitting of plugs, etc may be undertaken by suitably trained staff.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Under these regulations (often referred to as RIDDOR), certain work-related accidents are reportable by law to the Health and Safety Executive. The following must be reported:

- death of any person
- a 'major injury' to any person at work
- hospital treatment of any person who is not at work (e.g. pupil/student)

- an accident which results in a person at work being incapacitated for more than three consecutive days (excluding the day of the accident)
- specified dangerous occurrences, e.g. building collapse

We have clear guidelines on incident reporting and this is conveyed to staff on the first day of their employment.

The Control of Substances Hazardous to Health Regulations 2002

These regulations (often known as the COSHH regulations) require us, to assess and prevent (or at least adequately control) the risks to health from the use of any hazardous substances used in the workplace. A hazardous substance is one which has, by law, to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'. It therefore includes many chemical substances such as paints and cleaning materials, as well as wood dust.

BZIBT is obliged to:

- assess the risks
- decide what precautions are needed
- take steps to reduce or adequately control exposure to hazardous substances
- ensure that control measures are utilised and maintained
- monitor exposure
- carry out health surveillance of employees who have been or are likely to be exposed
- have in place emergency procedures to deal with accidents/incidents
- ensure that employees are properly informed, trained and supervised.

At BZIBT appropriate measures are in place, to ensure that the risks to the health and safety of students & staff from exposure to hazardous substances are minimised.

Disability Discrimination Act 1995

The Disability Discrimination Act 1995 defines a disability as a "physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". To be substantial, the disability must last or be expected to last for at least 12 months. However, those with cancer, MS or who are HIV positive are deemed to be disabled from the point of diagnosis.

BZIBT will ensure that disabled persons have safe access to premises and safe egress in the event of evacuation. BZIBT will make any reasonable changes to the physical features of premises, hours of work, etc that may be necessary to accommodate the needs of disabled employees.

Health and Safety (First Aid) Regulations 1981

BZIBT will provide:

- adequate and appropriate first-aid equipment and facilities
- an adequate number of qualified first aiders: currently **Mr Zafar Zaman Chishti** & **Dr Badar Rehan** are nominated first aider and have First Aid at Work certificate.

The Regulatory Reform (Fire Safety) Order 2005

Under this order, the 'responsible person' in the workplace (i.e. the employer/owner/person in control) is required to take general fire safety precautions to ensure the health and safety of staff and others, such as students. These precautions include:

- assessing the risk of fire, paying particular attention to those who may be especially vulnerable
- ensuring that there are effective means of escape
- making sure the workplace is well-equipped with appropriate fire-fighting equipment/detectors/alarms
- adopting appropriate fire-fighting measures
- nominating an adequate number of suitably trained and equipped competent persons to implement these measures.

Health and Safety at BZIBT

Policy Statement

We recognise that we have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, that are healthy, and that comply with all the above statutory requirements. The following information is a summary of your and our obligations.

Other specific rules relating to health and safety matters will be issued to staff and students from time to time. They must always be followed.

Your duties

Students and staff — have a legal responsibility to co-operate with management and do everything you can to prevent injury to yourself, to your fellow employees/students, and to others affected by your actions or omissions at work.

You are expected to follow our procedures — and in particular, to report any incidents which have, or may have, led to injury or damage.

If you are faced with a conflict between the demands of safety and your job, then you must raise the matter immediately with your Line Manager.

If you have reason to doubt your capability to deal with or undertake a task, then you must raise the matter immediately with your Line Manager.

Accidents at work and First Aid

If you witness an accident at work, you must make sure that:

- The accident victim is being cared for appropriately
- A doctor an ambulance (or both) has been summoned, if appropriate
- You do not move the victim unless you are sure that it is safe to do so
- You report the full details of an accident immediately in the Accident Book

You should not attempt to carry out first aid on a fellow employee or visitor to the building unless:

- you are a qualified first-aider; or
- a qualified First Aid Officer cannot be contacted and the situation is urgent

Accident Book

We have a duty to report all absences from work of three days or more as a result of an accident at work. You must therefore fill in the Accident Book (or make sure that it is filled in) every time there is an accident at work.

The Accident Book is located at the BZIBT reception desk..

The College Admin staff/Principal is required to check these books at the end of each working day to note any new notations and take action as required.

Fire

Fire exits must be kept clear from obstructions at all time.

You need to know:

- your evacuation route and assembly point in case of fire;
- If you discover a fire, then you should:
- Operate the nearest fire alarm call point
- Attack the fire if possible with appliances provided without taking personal risks
- Evacuate the building via the nearest exit
- Inform the Fire Marshall in charge about the location of the fire

When you hear the fire alarm:

- Admin staff/fire marshals will call the Fire Brigade
- Evacuate the building via the nearest exit
- Report to the fire **assembly point** at the front of building Macdonald & starbucks

Fire Marshals

MR Nasir Shahzada & Mr Zafar Zaman Chishti are the appointed Fire marshals

Do NOT

- Run
- Use lifts
- Attempt to fight the fire if alone
- Re-enter the building until told to do so
- Stop to collect any personal belongings

You must respond appropriately if the fire alarm system is operated. Tests will be carried out on the fire alarm system from time to time on a random basis.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected.

You should remember that:

- water and liquids are conductors of electricity
- your association with faults caused by (for example) damaged cables, flexes,
- plugs and sockets and the overloading of circuits and fuses would make an electric shock more severe

You should therefore:

- Never touch electrical equipment with wet hands
- Never move any portable electrical equipment without disconnecting it from the mains
- Never make electrical repairs or do other electrical work unless you are an authorised person
- Always keep electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment about
- Always switch off all equipment when not required, unless continuous operation is necessary
- Always disconnect all electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary (or you are instructed otherwise)
- Always report defective equipment to your Line Manager
- Immediately inform your Line Manager if you become aware that wires are frayed, plugs are not connected correctly or wires are loose. If you are in doubt at all, then do not continue to use the equipment

You must not carry out, or attempt to carry out, repair work on any piece of electrical equipment unless you are competent and your Line Manager has authorised you to do so.

Security

If you are at work outside normal office hours — for example, early mornings, late evenings or at night — or if you are working alone, then you need to comply with the security rules published from time to time at all times to ensure the safety of yourself, your fellow employees and the security of our premises.

Working at heights and reaching

- Do not attempt to obtain items that are beyond your reach.
- If you cannot reach something, you should get a ladder or stepping stool. Before you use it, you should make sure it is in a safe condition to use. You should never overreach on the ladder or stepping stool. It is safer to get down and move the ladder.
- You should not under any circumstances use chairs, open drawers or any makeshift device for climbing, or climb up the shelves themselves.

EC Student Code of Conduct

Cleanliness of classrooms/laboratories on campus

No food or drinks other than bottled water are permitted in classrooms and computer laboratories. It is each student's responsibility to dispose of their litter and rubbish in the appropriate bins located throughout the College. Leaving a lecture/seminar/tutorial/laboratory venue in an unacceptable state following a session shows disrespect for your fellow students and members of BZIBT staff. This is in breach of the College rules and may incur disciplinary measures.

Smoking

Smoking is prohibited within the college premises, and within close proximity to entrance and exit doors.

Bee Zee Institute of Beauty Therapy

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Student and Staff Declaration: Health and Safety Policy

I have read BZIBT Health and Safety policy and understand fully the need to act in a responsible manner in the workplace with respect to my own health and safety and the health and safety of all others in attendance on BZIBT premises.

Name (please print): _____

Signature: _____

Date: _____

Name (Witness)
BZIBT Officer (please print): _____

Signature: _____

Date: _____