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Disclaimer.

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1.1 APPLICATION

ABC Company provides services to the general public in their Beauty Salon(s). The services range from Make Up and Nails to Tanning and other treatments as needed from time to time. This Safety Statement has been developed to assist ABC Company Ltd comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company Ltd's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company Ltd.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
 Manager 2

Date: _____

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2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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3.13 Young persons and inexperienced workers policy

ABC Company Ltd does not employ inexperienced workers. ABC Company Ltd do not offer permanent work to any persons under the age of 18.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

The Workplace Supervisor will ensure that:

- Only products from reputable established companies will be purchased and used on clients.
- Any out of date products will be returned to the supplier.
- Barrier creams, gloves and ventilation will be used if any member of the Salon staff displays signs of Dermatitis or Asthma.
- All cleaning materials, specialist products and other substances are listed in a safety file.
- All cleaning materials, specialist products and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- All cleaning materials, specialist products are stored in an appropriate unit that can contain spillages where needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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4.15 Violence and Aggression

Hazards

Physical assault
Violence

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general there will be at least two members of staff on hand at all times.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held;
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
 - Do not offer any resistance, do not provoke the attacker
 - Give the attacker whatever they demand
 - If and when it is safe to do so, raise the alarm.

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4.18 Hygiene

HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Make sure 'hard' re-usable equipment such as tweezers and cuticle knives can be sterilised between use on clients by a glass-bead steriliser or an autoclave.
- NB. 'Ultra-violet sterilisers' DO NOT sterilise. Ultra violet light has disinfectant properties only.
- Use disposable products where possible e.g. sterile disposable needles for electrolysis and orange sticks and emery boards for manicures, to avoid the need to sterilise such equipment between treatments.
- Provide 'sharps' boxes for disposal of needles, blades etc. 'sharps' boxes should be disposed of by a registered waste carrier.
- Use techniques which prevent cross contamination of creams, make-up products, wax pots etc.
- NEVER re-filter depilatory wax.
- Thoroughly cleanse brushes, sponges, towels etc. between uses.

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4.22 Facial Machines

HAZARDS

- Electricity
- Acids
- Burns

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Only qualified Beauty Therapists may use this machine and only in accordance with their training.
- Avoid all contact between the client and metal during the treatment.
- All equipment to be cleaned between clients.
- Wash any skin splashes immediately
- Wear gloves as per section 4.20
- Only make up the amount of solution needed for the treatment.
- Machines are to be part of the maintenance program
- Machines will only be serviced by qualified personnel.
- Machines will be stored safely to avoid damage.

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4. 23 Hot Wax Pots

HAZARDS

- Burns
- Slips and falls

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Electrical cables will not be trained across the floor.
- All pots to be checked before use for any damage.
- Damaged pots will not be used.
- Only wax for reputable suppliers will be used.
- Only qualified beauty therapists are allowed to perform this task.
- Always wear gloves.
- Do not Double Dip the Wax spatulas.
- New spatulas must be used for every client.
- Protect client clothing during waxing.
- Do not heat the wax in a microwave as this increase the risk of burns.
- Carry out a sensitivity/patch test on new clients.
- Use antibacterial wipes for pre cleansing.
- If blood spotting occurs the Spatula must be immediately disposed of and the area cleaned with the bacterial wipe.
- With intimate waxing the client must cleanse all intimate areas themselves and the Therapist must follow the guidelines from their professional training.

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