

Rose Education Provision



Health & Safety Policy

August 2025

1. Aim

The aim of this policy is to provide clear information regarding the organisation of the Rose Education Provision with specific regard to Health & Safety.

The school will meet all statutory obligations under the following relevant legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Workplace (Health, Safety and Welfare) Regulations 1992

2. General Intentions

The teaching of nails and beauty have many activities which offer a challenge to the learner's initiative, determination and developing skills. Therefore, any safety measures that are implemented within the department cannot remove all risks, but they should eliminate any unnecessary dangers.

Care and sensible use of the body, health and hygiene, and how to keep the body fit for everyday living are all aspects of education and safety towards the industry which the Rose Education Provision will endeavour to develop positive attitudes.

- There is a consensus to work with the senior management team and Leicester City Council to enable compliance with all statutory regulations and particularly acts concerning safety and to comply with the school's Health & Safety Policy.
- Staff within the Rose Education Provision acknowledges existing codes of practice and the statutory requirements imposed by Health & Safety legislation.
- The staff of the Rose Education Provision maintains the highest levels of care for students working in the school by the professional monitoring of activities, environments and materials.
- Members of the school seek training and expert advice on matters regarding uses of equipment, good organisation, first aid and any other elements regarding Health & Safety.
- Staff share Health & Safety information with regards to students and materials.

3. Procedures and responsibilities

- The Head of school is responsible for the immediate and routine, monitoring and supervision of Health & Safety within the school. They hold a Health and Safety training certificate.
- All hazards presented by the activities of the Rose Education Provision are identified and the risks created are assessed and monitored. Any relevant information should feature in lesson plans and programmes of study.
- It is practice that no new curriculum or other activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place.
- It is practice that all work related equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health & Safety, with suitable and sufficient maintenance records being produced and retained.
- It is practice that any workplace or activity outside the school's premises is properly assessed for Health & Safety implications.
- It is practice that the faculty's accident and incident reporting procedures are followed.
- It is practice that all students understand and accept their responsibilities for Health & Safety and are subject to proper supervision.
- It is practice that any relevant consent forms required for Health & Safety purposes are put in place.

Staff members at Rose Education Provision are responsible for:

- not carrying out any activity that puts theirs or others health and safety at risk
- co-operating with people and who are responsible for health and safety
- attending and adhering to relevant training on health and safety issues
- reading and adhering to all relevant risk assessments, safety measures during their day to day working
- using safety equipment when it is necessary
- taking care of their own health and safety
- reporting health and safety concerns to the appropriate person as indicated in this policy
- Ensuring they are familiar with the COSHH documentation

4. Checking that work conditions are safe and healthy

To make sure that all staff, volunteers, and students at Rose Education Provision are working safely and that this Health and Safety policy is being followed, the Head of school will ensure that:

- required inspections are completed and documented.
- accidents and near misses are promptly investigated.
- possible occurrences of work related sickness (e.g. aches & pains / stress) are investigated.
- action points arising from inspections and investigations are promptly implemented
- good communication with the staff is maintained.

5. COSHH- Using and storing dangerous substances (COSHH)

The Head of School is to check if any substances being used at work needs COSHH (Control of Substances Hazardous to Health) assessment and will complete documented assessments where they are required. Any action points arising from the COSHH assessments will be fully implemented. We will ensure:

- COSHH requirements of any new substances will be assessed before they are purchased.
- COSHH assessments will be reviewed at least every 12 months, or when there is a significant change to the way we work.
- that all employees are aware of the COSHH assessments and have access to them

6. Fire and Evacuation (see Fire policy)

The Head of School -Trained fire marshal- responsible for the health, safety and welfare at work of all their workers. This includes:

- Ensuring necessary policies and procedures are in place
- Ensuring that a risk assessment is in place for the individual students
- Ensuring clear fire signage is in place and ensuring staff and students know where the designated fire assembly point is. (Car park)
- Ensuring staff receive a thorough induction and the correct training to carry out the required tasks
- Ensuring staff have access to safety equipment, such as a first aid kit and fire safety equipment.
- Maintaining equipment to ensure it is safe to use
- Ensuring that staff are suitably trained in the use of fires
- Ensuring that staff are trained and competent in managing evacuations

Employees- Workers have responsibilities to ensure that they follow all procedures relates to fire evacuation. This includes:

- Memorise your most likely escape routes and exits (and alternatives)
- Familiarise yourself with the location of your nearest extinguishers
- Familiarise the location of the fire assembly point (Car Park)
- Keep the procedure fresh in your mind
- Employees also have a responsibility to report any concerns
- Being able to calmly evacuate students in an orderly manner to the fire assembly point.

Fire extinguishers:

A range of fire extinguishers are located on the premises. These include:

- Water – for wood, paper and textiles
- Hydro Spray- wood, paper and textiles
- CO2 carbon dioxide -flammable liquids and electrical equipment

7. EMERGENCIES/FIRST AID/MEDICAL INFORMATION. (See First Aid Policy)

- There are 2 designated member of staff with a first aid qualification:
Sheree Curtis (Head of School) and Simon Groschl (Volunteer)
- In the event of an injury, basic First Aid should be administered, and this should be immediately recorded in the school accident log. The First aid box is located in the top Kitchen cupboard which has a clear sign indicating its location
- Staff members are not to administer any form of medication
- When dealing with a 'blood' injury, colleagues, where possible, must wear medical gloves: these must be disposed of after that incident
- If it is a major injury (broken arm etc.), the injury should be isolated, and medical assistance must be called
- In the event of an injury that the member of staff is not sure about (suspected broken leg etc.), and particularly back injuries, the pupil should remain perfectly still, kept warm and calm (no liquids). Any such injuries should be assessed at hospital, and the pupil must not be moved unless he/she is in immediate danger
- When the pupil has been 'dealt' with (any injury), an incident form must be completed and returned to the office.
- Staff should be aware of those pupils who have reported 'medical conditions', and where possible, the physical limitations of these pupils. A complete list of these pupils is available in the student's file.

- Pupils who suffer from Asthma must be allowed to stop participating in an activity when the need arises. Particular care should be taken by staff when asking pupils to work with spray aerosols. Staff must recognise the signs of an asthma attack, be aware of any pupil in distress, and act accordingly. Students must be encouraged to have their asthma pumps with them at all times.

Information

This policy is based on advice from the Department for Education on health and safety in colleges and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.
- [Health and Safety: responsibilities and duties for colleges](#)

Author:	Miss Sheree Curtis		
Date:	August 2025		
Signed:	<i>S.Curtis</i>	Review Date:	August 2026