

# **Rose Education Provision**



## **Health & Safety Policy**

**July 2026**

## **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. There is also a physical Health and Safety folder stored in the office.

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

## **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](#)

## **1. 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.
- All students are made aware of health and safety requirements during their induction.
- All staff CPD/ training is recorded and periodically reviewed (Appendix A)

## **2. 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
- Ensuring they are aware of skin related conditions

## **3. 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.

## **4. 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

## **5. 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

## **6. EMERGENCIES/FIRST AID/MEDICAL INFORMATION. (See First Aid Policy)**

- There are 3 designated member of staff with a first aid qualification:  
Sheree Curtis (Head of School) Elacia Curtis (Teaching Assistant) 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.

## 7. Skin

7.1 Employers must comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) by assessing risks, providing and maintaining adequate control measures, providing information, instruction and training, and in appropriate cases, providing health surveillance. Employees should take reasonable care of their own and other people's health; they should follow their training and co-operate with their employer on health and safety. (see Rose Education COSHH policy and risk assessment)

Why is the skin important?

7.2 The skin is the largest organ in the human body. Its main functions are to:

- provide a protective barrier against harmful substances;
- protect against injury;
- restrict the loss of moisture;
- reduce the harmful effects of UV radiation;
- act as a sensory organ (eg touch, temperature);
- help regulate body temperature;
- help detect and protect against infections;

- produce vitamin D

### 7.3 What health problems can occur through skin contact?

Some substances can pass through the skin and cause diseases in other parts of the body. Other substances can cause ‘local effects’, which are limited to the skin itself. Dealing with local effects first, there are four main groups of substances that can cause skin problems, mostly at the site of skin contact:

- corrosive substances that can lead to burns;
- irritant substances that can lead to irritant contact dermatitis;
- sensitising substances that can lead to allergic contact dermatitis;
- substances that cause other diseases, eg urticaria, acne, skin cancer.

### 8.4 How do I recognise a skin hazard?

Hazardous substances include:

- substances/products used directly in work activities (eg adhesives, paints, cleaning products);
- substances generated during work activities (eg rosin fumes from soldering, metal fumes from welding, wood dust from sanding);
- naturally occurring substances (eg grain dust, flour, sunlight (UV radiation));
- biological agents (eg bacteria).

There are information sources that help with these steps: HSE’s ‘skin at work’ web pages ([www.hse.gov.uk/skin](http://www.hse.gov.uk/skin)); EH40/2005 Workplace exposure limits (see Further reading), which lists substances with a ‘skin notation’ (symbol Sk); the product label – look for the hazard and precautionary statements. See HSE’s packaging and labelling web pages for further information ([www.hse.gov.uk/chemical-classification/labelling-packaging](http://www.hse.gov.uk/chemical-classification/labelling-packaging)); trade associations, trade journals or trade websites

### 8.5 Protective wear

All students will be given training and provided with aprons, gloves, masks and safety goggles (nail drill) when working with nail and beauty products. It is important that students wear the protective equipment. Parents / carers sign an annual form acknowledging the health and safety risks.

### 8.6 Reporting skin concerns

All concerns must be reported to the responsible person for Health and Safety which is Sheree Curtis. The Responsible person holds a health and safety at work certificate and will know:

- the substances in their workplace that can cause skin disease;
- the types of skin diseases they can cause;
- what the early signs of those diseases look like;
- how exposure happens through handling, use, maintenance etc;
- what controls are in place and the consequences of any shortcomings

| Avoid                                                                                                                                                                                                                                                                                                                                                                                            | Protect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Check                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Examples of ways to avoid contact</b> <ul style="list-style-type: none"> <li>● Substitute a more hazardous material with a safer alternative.</li> <li>● Automate the process.</li> <li>● Enclose the process as much as possible.</li> <li>● Use mechanical handling.</li> <li>● Use equipment for handling.</li> <li>● Don't use the hands as tools. Use a safe working distance</li> </ul> | <b>Examples of ways to protect skin</b> <ul style="list-style-type: none"> <li>● Tell workers how to look after their skin. Remind them to wash any contamination from their skin promptly.</li> <li>● Tell them about the importance of thorough drying after washing.</li> <li>● Provide soft cotton or paper towels.</li> <li>● Supply moisturising pre-work and after-work creams.</li> <li>● Provide appropriate protective clothing/gloves. Make sure gloves are made of suitable material.</li> <li>● Select gloves that are the right size and right for the task to be done. Use and store gloves correctly. Replace gloves when necessary. Provide training for safe glove removal.</li> </ul> | <b>Reasons for skin checks</b> <ul style="list-style-type: none"> <li>● Regular skin checks can spot the early stages of dermatitis.</li> <li>● Early detection can prevent more serious dermatitis from developing.</li> <li>● Steps can be taken to start treating the condition.</li> <li>● Checks can help indicate a possible lapse in your preventative measures and the need to reassess the situation.</li> </ul> |

|         |                    |              |           |
|---------|--------------------|--------------|-----------|
| Author: | Miss Sheree Curtis |              |           |
| Date:   | July 2026          |              |           |
| Signed: | S.Curtis           | Review Date: | July 2027 |

## Appendix A Staff training

### **Sheree Curtis**

| <b><u>Course</u></b>         | <b><u>Date achieved</u></b> | <b><u>Company</u></b> | <b><u>Renewal Date</u></b> |
|------------------------------|-----------------------------|-----------------------|----------------------------|
| Safer Recruitment            | 19/11/2024                  | NSPCC                 | 19/11/2026                 |
| GDPR UK Education            | 18/2/25                     | iHasco                | 18/2/2028                  |
| Cyber Security               | 19/2/2025                   | iHasco                | 19/2/2028                  |
| Prevent Duty Training        | 9/3/2025                    | Smart Horizon         | 9/3/2027                   |
| Health and Safety at work    | 9/3/2025                    | Smart Horizon         | 9/3/2027                   |
| First Aid at work            | 9/3/2025                    | Smart Horizon         | 9/3/2027                   |
| Designated Safeguarding lead | 19/3/25                     | NSPCC                 | 19/3/2027                  |
| Fire Marshal                 | 25/3/2025                   | Smart Horizon         | 25/3/2027                  |

### **Elacia Curtis**



| <b><u>Course</u></b>         | <b><u>Date achieved</u></b> | <b><u>Company</u></b>         | <b><u>Renewal Date</u></b> |
|------------------------------|-----------------------------|-------------------------------|----------------------------|
| Workplace First Aid          | 28/8/25                     | Smart Horizons                | 28/8/2027                  |
| Fire Warden Training         | 4/9/25                      | Smart Horizons                | 4/9/2027                   |
| Designated Safeguarding lead | 15/9/2025                   | Leicestershire County Council | 15/9/2027                  |
| First Aid Mental Health      | 25/2/26                     | udemy                         | 25/2/2027                  |
| Food Hygiene and safety L2   | 15/4/26                     | Smart Horizons                | 15/4/2027                  |