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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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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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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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### 3.6 FIRST AID

#### CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **Main Salon Area**
- The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- When Salon employees are visiting at a Client's house (Weddings, etc.) they will bring a small first aid kit with them.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

#### Names of First Aiders


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### 3.12 Bullying at Work Policy

ABC Company Ltd recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company Ltd wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company Ltd will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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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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## 4.4 HOUSEKEEPING

### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

### Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Employees to ensure that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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## 4.6 ELECTRICITY

Set out below are the general controls for the company.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used by the company is in safe condition.

### CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- All electrical equipment (wax pots, electrolysis, etc.) shall be tested annually by a competent person to ensure safety.
- Ant faulty electrical items shall be marked and segregated until repaired or replaced.
- Adequate sockets shall be proved at every workstation.
- All hot and cold water pipes shall be bonded and earthed.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.

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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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## 4.10 Ladders (step ladder only for decorations, etc.)

### 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
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### Maintenance of ladders and folding step-ladders.

- Ladders are only used by ABC Company for short periods and only for accessing items stored on shelving etc. in the offices or removal of seasonal decorations and other similar activities.
- Ladders and folding step-ladders must be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and must be properly maintained.
- Ladders must not be used if one or more rungs are missing or where one or more rungs are defective.
- Rung must be properly fixed to the stiles or sides.
- Rungs must not be supported solely on nails, spikes or other similar fixing.

#### Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
  - Be securely fixed
    - Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,
    - Be secured where necessary to prevent undue swaying or sagging

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## 4.15 Violence and Aggression

### Hazards

Physical or verbal abuse

### Risk 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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## 4.17 Slips and Falls

### HAZARDS

- Wet floors
- Product spillages
- Other spillages

### Risk Assessment

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### CONTROL MEASURES

#### General

- All spills are cleaned up immediately.
- Planned cleaning procedures are in place.
- Hygiene and cleaning equipment always available.
- Mat at doorway for wiping feet.
- Stand available for umbrellas.
- Children not allowed to run around or play.
- Fasten cables and leads securely or re-route overhead if possible.
- Unplug all equipment when not in use.
- Keep passageways, workstations, and stairs clear.
- Provide adequate lighting.
- Provide proper step ladders to reach anything not accessible from the ground.
- All plinths and other equipment that clients lie or sit on shall be of sound construction and inspected regularly.

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## 4.20 Dermatitis and Skin Conditions

### HAZARDS

- Excessive use of water
- Product problems
- Skin "sweating" in gloves

### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General

- Wear disposable non-latex gloves when rinsing, shampooing, colouring, bleaching, etc.
- Choose a longer-length glove – folding the cuff back to stop water running down the arms
- Pick a smooth glove to stop hair snagging
- Have different sized gloves available and ensure a good fit
- Show staff how to remove gloves by peeling them down from the cuff avoiding touching their skin with used gloves
- Make sure gloves are worn for cleaning spills
- Rotate jobs to minimise exposure for each member of staff
- Provide soft cotton or paper towels for drying hands
- Tell staff about the importance of thorough hand drying as part of their skin care regime
- Provide moisturising cream in a dispenser or give each of your staff their own supply
- Choose fragrance-free moisturisers, as some people can be sensitive to perfumes
- Encourage staff to make sure all areas are covered – it's easy to miss fingertips, finger webs and wrists
- Make sure staff don't re-use gloves – the skin can be contaminated if you try to put them back on
- Advise your staff to change gloves between clients – this gives the skin a chance to 'air'
- Check your skin regularly for early signs of dermatitis.

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#### 4.24 Small Tools (Scissors, Tweezers, Nail Implements, etc.)

##### HAZARDS

- Cuts

##### Risk Assessment

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

##### CONTROL MEASURES

###### General

- Only trained staff use the small hard implements
- All items are sterilised before use.
- First aid kit is always available.
- Work slowly and methodically to avoid injury to rather the client or yourself.
- Do not use electric nail files on natural nail plate.
- Use all items in accordance with training and manufacturers instructions.
- Sharp implements are never to be left unattended where either clients or children may access them.
- Ensure workstation or client is at the correct height.
- Try to use items with good ergonomically designed handles.
- Rotate activities.
- Store all objects between knee and shoulder height for easy access.
- Try to avoid twisting the body, move your feet to gain better access to the client.

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## 4.25 Laser or Pulsed Light Treatments

### HAZARDS

- Burns from Lasers
- Eye injury from Lasers

### Risk Assessment

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### CONTROL MEASURES

#### General

- Only fully qualified therapists may use this equipment.
- A full consultation with the client must take place as per the Salon procedures.
- All equipment is subject to planned maintenance.
- All equipment is inspected before use.
- Any damage shall be notified to management and the equipment will not be used until repairs have been made.
- Individual procedures have been developed and must be followed as per the Salon procedures for the following:
  - Vascular Treatments
  - Pigmented Treatments
  - Ablative treatment
  - Photo Rejuvenation
  - Hair Removal

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## 4.26 General Hairdressing Issues

### HAZARDS

- Ergonomics
- Stress
- Small tools

### Risk Assessment

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

### CONTROL MEASURES

#### General

- Follow all previous hazard assessments and control measures for Substances, Small Tools, Electricity, etc.
- Only fully qualified hairdressers may cut hair.
- Fasten cables and leads securely or re-route overhead if possible.
- Unplug all hairdryers, tongs, etc. and place in holders provided, or remove when not in use.
- Keep passageways, workstations and stairs clear. Brush up clippings regularly and clean up spillages immediately.
- Store products, particularly aerosols, away from naked flames or sources of heat, at or below room temperature and in a dry atmosphere.
- Do not use portable gas heaters as they have a naked flame.
- Ensure all hot and cold water pipes are suitably bonded and earthed.
- Ergonomics:
  - Try to rotate staff through treatments
  - Design workstations to ensure staff have sufficient room to move around when cutting and styling hair.
  - Provide chairs which can be adjusted depending on the size of the client and stylist.
- Aerosols:
  - Sprays, foams, Powders, etc.
  - Use strictly in accordance with training and manufacturers instructions.
  - Use only in a well ventilated area.
  - Avoid excessive inhalation of spray.
  - Do not spray near infra-red lamp hairdryers.
  - Keep away from eyes.
  - Do not permit smoking in vicinity of use.
  - Do not warm cans to ease removal of contents.
  - Do not tamper with the valve in case of malfunction.

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