

Health and Safety Policy

1. Policy Statement

EMZ AESTHETICS AP LTD is committed to ensuring the health, safety, and wellbeing of all learners, staff, visitors, and contractors. We recognise our duty of care to provide a safe learning and working environment in line with relevant health and safety legislation.

This policy is written in accordance with the Health and Safety at Work etc. Act 1974, which places a statutory duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others affected by their activities. It also aligns with the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, and other relevant legislation.

Health and safety is everyone's responsibility. All staff are expected to take reasonable care of themselves and others, follow safety instructions, and report hazards or concerns promptly.

2. Aims and Objectives

- Provide a safe, healthy, and supportive environment for learning and work.
- Identify, assess, and manage risks effectively.
- Ensure staff receive training and guidance to maintain safe practices.
- Promote a positive culture of health and safety across the organisation.
- Ensure fire safety and emergency procedures are clear, practiced, and effective.

3. Responsibilities

- **Management:** Overall responsibility for health and safety, ensuring policies and procedures are in place, regularly reviewed, and compliant with law. The management team will ensure compliance with the Health and Safety at Work etc. Act 1974 by maintaining safe systems of work, conducting regular audits, consulting employees on

health and safety matters, and keeping written records of policies, risk assessments, and training.

- Staff: Follow health and safety procedures, undertake training, supervise learners appropriately, and report hazards. Under Section 7 of the Health and Safety at Work etc. Act 1974, all employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions, and to cooperate with their employer to enable compliance with legal duties.
- Learners: Take reasonable care for their own safety and that of others, follow instructions, and behave responsibly.
- Visitors/Contractors: Expected to comply with site rules and health and safety requirements.

4. Risk Assessment

- Regular risk assessments will be carried out each week for the premises, activities, and trips.
- Identified risks will be managed through control measures, safe working practices, and staff training.
- Risk assessments will be reviewed annually, or sooner if required.

5. Fire Safety Procedures

5.1 Fire Prevention

- Fire risk assessments will be carried out annually and reviewed regularly.
- Electrical equipment will be PAT tested as required.
- Fire exits, escape routes, and assembly points will be clearly marked and kept free from obstruction.
- No smoking or vaping is permitted on the premises.

5.2 Fire Detection and Equipment

- Fire alarms and smoke detectors will be tested weekly.
- Fire extinguishers will be provided, serviced annually, and checked regularly.
- Staff will be trained in the use of fire safety equipment.

5.3 Evacuation Procedure

- On discovering a fire, staff/learners must raise the alarm immediately by activating the nearest call point.
- On hearing the fire alarm, everyone must evacuate the building quickly and calmly via the nearest safe exit.
- Do not stop to collect belongings.
- Learners must follow staff instructions and proceed to the designated assembly point.
- Fire wardens (trained staff) will check designated areas, if safe to do so.
- The Fire Marshal will take the register at the assembly point to ensure everyone is accounted for.
- No one should re-enter the building until authorised by the Fire Service or senior staff.

5.4 Fire Drills

- Fire evacuation drills will take place at least once per term.
- Records of drills, alarm tests, and equipment checks will be kept.

6. First Aid and Medical

- A suitably stocked first aid kit will be maintained on site.
- At least one trained first aider will be present whenever learners are on site.
- All accidents and incidents will be recorded and reported as required. All reportable accidents, incidents, or near misses will be documented and, where applicable, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Records will be retained in line with statutory requirements.

7. Safeguarding and Welfare

The provider is committed to safeguarding learners, including promoting their health and wellbeing. Health and safety concerns will be considered alongside safeguarding responsibilities.

8. Monitoring and Review

- This policy will be reviewed annually, or sooner if legislation or circumstances change. - Staff and learners will be consulted where appropriate to improve safety practices.



- EMZ Aesthetics AP Ltd recognises the importance of worker consultation in health and safety matters. Employees and learners will be involved in identifying hazards, reviewing risk assessments, and suggesting improvements in line with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

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