



**Prestige Beauty Academy
Welfare, Health & Safety Policy**

Author: Mary Hickson

Date: November 2025

Date of Next Review: November 2026

Welfare, Health and Safety Policy

1. Purpose

The purpose of this policy is to ensure that all pupils enrolled in the Beauty Academy are protected and supported in an environment that promotes health, safety, and overall welfare. This policy outlines the responsibilities and procedures necessary to maintain a safe, inclusive, and professional learning environment.

2. Scope

This policy applies to:

- All pupils, tutors, and staff within the academy
- Visitors, clients, and contractors using academy facilities
- All academy premises, including classrooms, salons, and communal areas

3. Policy Statement

The Beauty Academy is committed to safeguarding the welfare, health, and safety of all pupils by:

- Providing a safe and hygienic learning environment
- Promoting emotional wellbeing and respect for all individuals
- Ensuring compliance with all relevant health and safety legislation
- Encouraging a culture of responsibility, professionalism, and care

4. Welfare of Pupils

The academy recognises the importance of emotional and social wellbeing in the learning process and will:

- Provide access to pastoral support and guidance
- Ensure equality, diversity, and inclusion in all areas of academy life
- Uphold safeguarding and child protection standards in line with local authority and government guidelines
- Maintain confidentiality and respect for personal information
- Support pupils with additional needs or disabilities through reasonable adjustments

5. Health and Safety

The academy will maintain a safe environment through:

- Risk Assessments: Conducted for all teaching areas, equipment, and practical activities
- Hygiene Standards: All tools, equipment, and workstations must be sanitised before and after use
- PPE: Appropriate personal protective equipment (e.g., gloves, aprons, masks) must be worn where necessary
- Safe Handling of Products: Compliance with COSHH regulations for storage and use of chemicals
- First Aid: Qualified first aiders on site with accessible first aid kits and emergency procedures
- Fire Safety: Clear evacuation procedures and regular fire drills
- Equipment Maintenance: Regular inspection and servicing of all electrical and mechanical salon equipment

6. Safety in Practical Training

Students must:

- Follow tutor instructions and academy safety guidelines at all times
- Complete all necessary health and safety inductions before using equipment
- Carry out client consultations, including patch tests and contraindication checks
- Report accidents, injuries, or hazards immediately to a tutor or staff member
- Maintain professional standards of conduct and personal hygiene
- Dispose of waste safely, including sharps and chemical waste

7. Emotional and Mental Wellbeing

The academy promotes positive mental health by:

- Creating a respectful, supportive learning environment
- Maintaining zero tolerance for bullying, harassment, or discrimination
- Providing access to support for stress, anxiety, or other mental health concerns

- Encouraging open communication between pupils and staff

8. Legal Compliance

This policy is guided by the following legislation and regulations:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- COSHH Regulations 2002
- RIDDOR Regulations 2013
- Safeguarding Children and Vulnerable Adults Legislation

9. Roles and Responsibilities

- Academy Management - Implement and review this policy; ensure training and compliance.
- Tutors/Instructors - Supervise pupils, conduct risk assessments, enforce safety procedures.
- Pupils/Students - Follow safety rules, report hazards, uphold welfare and professionalism.
- Support Staff - Maintain cleanliness, assist in enforcing safety and hygiene standards.

10. Monitoring and Review

This policy will be reviewed annually or sooner if there are significant changes in legislation, procedures, or academy operations. Feedback from staff and pupils will be considered during reviews.

11. Signatures

Director/Principal: Mary Hickson

Date: 11/11/25

Health & Safety Officer: Rebecca Combes

Date: 11/11/25

Approved by: Mary Hickson

Position: Principal

Date: 11/11/25