**HEALTH AND SAFETY POLICY**

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| **This is the statement of general policy and arrangements for:** | Haze Naked Bath & Beauty Ltd |
| **Overall and final responsibility for health and safety is that of:** | Jennifer Balloch |
| **Day-to-day responsibility is delegated to:** | Jennifer Balloch |

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| **Statement of general policy** | **Responsibility of**[Name / Title] | **Action / Arrangements**[Customise to meet your own situation] |
| Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Jennifer Balloch - CEO | Work with partner on the day to lift heavy items, wear sensible shoes and set-up stand in pairs |
| Implement emergency procedures - evacuation in case of fire or other significant incident | Jennifer Balloch - CEO | Follow the safety procedures of the Building and ensure staff on the day are aware of what to do in case of emergency.  |
| Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage and use of substances | Jennifer Balloch – CEO | Optional: staff have the option of wearing face coverings and maintaining social distancing where possible. Have the option to take card payments. Ensure products are stored in appropriate containers. |

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| Health and safety law poster displayed: | N/A |
| First-aid box and accident book located:**Accidents and ill health at work reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** | A ‘Cosmetic products sue’ form will be available should any visitor have a reaction. A first-aid kit will be available on the stand. |

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| Signed: (Owner) Jennifer Balloch | Date: 06/10/22 |
| Subject to review, monitoring and revision by: (Owner) Jennifer Balloch | On a daily basis during the Look Good Live event |

**RISK ASSESSMENT - COVID-19 (CORONAVIRUS)**

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| What are the hazards? | Who might be harmed and how? | What is being done to minimise risk? | Supervised by whom? | To be actioned by | Action completed |
| Lack of awareness of COVID-19 | Enable transmission of the coronavirus to traders/staff/public | Inform ourselves about COVID-19 and social distancingLearn about and how to recognise symptomsUndertake a course from the Virtual CollegeReview guidance from the UK Government and the NMTF | Owner | Owner / help on the day | Done |
| Transmission of the coronavirus from objects, including equipment and stock | Enable transmission of the coronavirus to traders/staff/public | Ensure suppliers are ‘Covid Secure’Clean equipment and stock with household disinfectantWear disposable gloves and use disposable clothsWashing hands with soap and waterWash clothing frequently, using warmest settingsMore time to set-up and close-downWork back-to-back or side-to-side, keep in groupsIncrease frequency of surface cleaning Pack all goods for in a carrier bag for the customer OR allocate a packing station, which is cleaned after every useAsk customers not to touch items, if this happens item will be removed and cleansed | Owner | Owner / help on the day | Done |
| Transmission of the coronavirus from owner/staff/public | Enable transmission of the coronavirus to traders/staff/public | Wear a face covering if social distancing is not possibleUse sneeze guards for ‘touch points’ on the stall e.g. serving, packing and ‘order and collect’ pointsUse signage to remind and reassure customersMark out the customer’s journey on the floorDiscourage crowding e.g. floor markings, verbal warningsHave free hand sanitiser available to the publicTake card payments using a contactless readerCut down on number times needed to leave the stallStay in regular communication with other tradersCooperate in good faith with management on health and safety measures for areas outside of my responsibility  | Owner | Owner / help on the day | Done |

**RISK ASSESSMENT - GENERAL**

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| What are the hazards? | Who might be harmed and how? | What is being done to minimise risk? | Supervised by whom? | To be actioned by | Action completed |
| Slips and trips | Owner/staff/public may be injured if they trip over or slip on objects or spillages | Housekeeping kept to a good standardStorage items kept away from stall once set upEquipment maintained to prevent poor performanceAny breaks/leaks reported to responsible personWaste / spillages cleaned immediately to ensure a dry floor All electrical cables are coveredSuitable footwear is worn to prevent falls | Owner | Owner / help on the day | Done |
| Stand Shell Scheme | Owner/staff/public may be injured tripping over or part of the stand falling over | Stand is maintained to a good standardTrained in erecting stall/gazebo correctlyStall/gazebo is held down by stall weightsAll loose threads or ropes are securedAny damage is reported as soon as identifiedStall inspected monthly for any deterioration or faults | Owner | Owner / help on the day | Done |
| Manual Handling | Owner/staff may suffer injury from heavy lifting.  | Training undertaken by owner/staff for lifting Loading and unloading is supervised Heavy items are attended by two or more staff Boxes containing stock are fit for purpose | Owner | Owner / help on the day | Done |

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| Signed: (Owner) Jennifer Balloch | Date: 06/10/22 |
| Subject to review, monitoring and revision by: Jennifer Balloch  | Daily basis during show |