



1. About this policy

We are a small independent dog grooming business committed to ensuring the health and safety of staff and anyone affected by our business activities. We provide a safe and suitable environment for all those attending our premises.

This policy sets out our arrangements to:

- (a) assess and control health and safety risks arising from work activities;
- (b) prevent accidents and work-related ill health;
- (c) provision and maintenance of a safe workplace and equipment;
- (d) information, instruction, training and supervision in safe working methods and procedures;
- (e) emergency procedures in cases of fire or another major incident.

This policy does not form part of any employee's employment contract and we may amend this policy at any time. We will continue to review this policy to ensure it is appropriate and correct.

Responsibility for this policy

Rebecca Benson is the Principal Health and Safety Officer responsible for health and safety matters.

2. Your responsibilities

- i All staff share responsibility for achieving safe working conditions. You must take care of your health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- ii Staff or visitors should report any health and safety concerns to the duty manager or the owner Rebecca Benson.
- iii Staff and visitors must cooperate with managers on health and safety matters, including the investigation of any incident.
- iv Failure to comply with this policy may be treated as misconduct and dealt with as a disciplinary issue.



3. Training

- i An induction must be completed within one week of employment. We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- ii New staff will be given a health and safety induction and provided with appropriate safety training, including, as appropriate in each case: manual handling; control of substances hazardous to health (COSHH); working at height; gas safety; electrical safety; and use of personal protective equipment (PPE).

All colleagues must have an awareness of specific breeds, their requirements and behaviour

4. Grooming Equipment

- i You must use equipment following any instructions given to you. Any equipment fault or damage must immediately be reported. No team member should attempt to repair equipment unless trained to do so.
- ii Rebecca Benson is responsible for ensuring equipment safety and maintenance.

5. Accidents and first aid

- i Details of first aid facilities and the names of trained first aiders are displayed on our notice boards.
- ii All accidents and injuries at work, however minor, should be reported and recorded in the accident book which is kept at the reception
- iii The Principal Health and Safety Officer is responsible for investigating any injuries or work-related diseases, preparing and keeping accident records, and submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

6. Fire safety

- i All staff should familiarise themselves with the fire safety instructions, which we have displayed on our notice board.



- ii If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point at the front of Scamps entrance/exit. Do not stop to collect belongings. Do not re-enter the building until told to do so. There is a fire exit at both the front and rear of the building.
- iii If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should report the location of the fire to the emergency services.
- iv Nominated individuals will be trained in the correct use of fire extinguishers. At Scamps, there are three fire extinguishers; 2 x AAF (Aqueous Film Forming Foam) located in reception and the bathing room. It is important to note that these extinguishers should not be used on electrical or gas fires. We have one Carbon Dioxide extinguisher that is suitable for fires involving delicate electrical equipment.
- v Staff or visitors should notify your manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up.
- vi Fire drills must be taken seriously.

7. Risk assessments and measures to control risk

- i We carry out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of employees, visitors and other third parties, and to identify any measures that need to be taken to control those risks.
- ii Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- iii The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health will be provided as necessary.
- iv Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means. We recommend wearing flat, slip-resistant shoes, and old/waterproof clothing.
- v Rebecca Benson is responsible for workplace risk assessments and any measures to control risks.



8. Pet Health and Welfare

- i Pet first aid equipment can be found: **IN THE BATHING ROOM**
- ii A pet first aider is Rebecca Benson or Izzy Adams although first aid training does need to be refreshed.
- iii If an animal becomes injured, ill or has signs of distress, the groomer must stop the groom, call a first aider immediately or seek veterinary attention
- iv Scamps nominated vets in case of emergency contact: **CRICKMORE VETS, ALBION LODGE, 1 GLOUCESTER LODGE, GL51 8LN, 01242 580709**
- v In the event of a pet death. The grooming policy must be available and followed: The owner must be immediately contacted on the details they have given and informed. The deceased dog must be laid out in the back training room with a sheet covering the body.

9. Waste Disposal

- i Waste; faeces and bodily fluids must be double-bagged and disposed of in the suitable bin provided outside of Scamps Grooming Parlour
- ii Waste must be collected at least once a week
- iii All waste must be disposed of following legislation

Date: 3rd June 2024

Reviewer: Rebecca Benson

Review Date: 3rd June 2025

THIS POLICY IS FOR GUIDANCE ONLY AND DOES NOT FORM PART OF YOUR EMPLOYMENT CONTRACT.

DECLARATION: I HAVE READ AND UNDERSTOOD SCAMPS GROOMING PARLOUR'S HEALTH AND SAFETY POLICY AND AGREE TO WORK TO THE EXPECTED STANDARDS.

SIGNATURE.....

DATE.....