

# UV20483

*Follow health and safety practice  
in the salon*

*This is a preparation for work unit which is based on capability and knowledge. This unit is about being aware of the risks in the workplace, knowing how to identify them, and taking responsibility to deal with them. This unit applies to hairdressing, beauty therapy and barbering salons.*

**Based on National  
Occupational  
Standards 2009.**

G20 – Ensure  
responsibility for  
actions to reduce  
risks to health and  
safety

Level

2

Credit value

3

GLH

22





# UV20483

*Follow health and safety practice in the salon*

## Unit outcomes

On completion of this unit you will:

1. Be able to maintain health, safety and security practices
2. Be able to follow emergency procedures

## Service times

There are no maximum service times that apply to this unit.



## Evidence requirements

1. It is strongly recommended that the evidence for this unit be gathered in a realistic working environment.
2. Simulation should be avoided where possible.
3. You must practically demonstrate that you have met the required standard for this unit.
4. All outcomes, assessment criteria and range statements must be achieved.
5. Knowledge and understanding in this unit will be assessed by a mandatory written question paper. These questions are set by VTCT.

## Achieving practical outcomes

Outcomes are each made up of two elements, practical criteria and knowledge and understanding criteria:

**Practical criteria** – your assessor will observe your performance of a practical task. Your assessor will sign-off the practical criteria when all have been competently achieved in a single client service.

On occasions some practical criteria may not naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your knowledge in this area. Your assessor will document the criteria that have been achieved through oral questioning.

In this unit you must demonstrate competent performance of all practical criteria on at least **three** occasions for each assessment criteria.

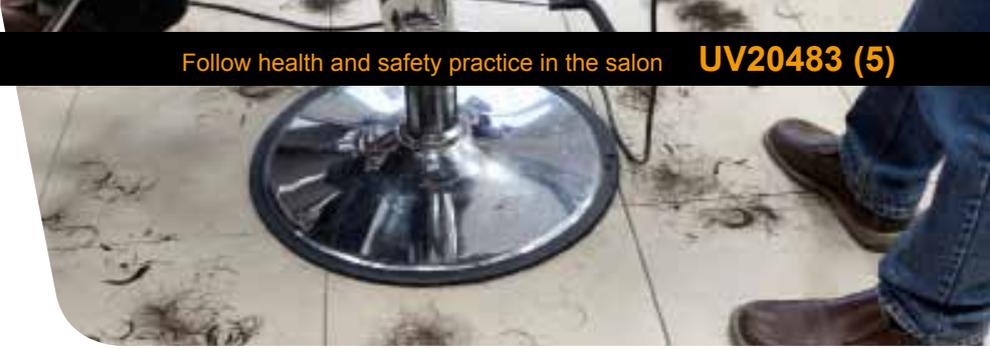
**Knowledge and understanding criteria** – You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment tools listed below:

- Mandatory written question paper
- Oral questioning
- Portfolio of evidence

Where possible your assessor will assess knowledge and understanding criteria alongside practical criteria through oral questioning. There may also be instances when knowledge and understanding criteria are covered in practical observations, these will be signed-off by your assessor as further evidence is not required.

## Formative assessment

Your assessor may use the observation sheets at the end of this book to provide you with feedback if an outcome has not been met.



## Mandatory written question paper

The mandatory written question paper will test your knowledge and understanding; this paper will assess the knowledge requirements highlighted in white. All knowledge and understanding criteria must be achieved. If you achieve at least 70% you are not required to take the paper again. You will then be orally questioned or asked to complete a written assignment to cover the remaining knowledge requirements. Knowledge requirements not achieved will be identified to your tutor in a breakdown of your written paper.

### *Mandatory written question paper sign-off*

Attempt	Date	70% pass mark (tick as appropriate)		Assessor signature
		achieved	not achieved	
1				
2				
3				



## Outcome 1

### Be able to maintain health, safety and security practices.

#### Practical criteria

You can:

- a. Conduct yourself in the workplace to meet with health and safety practices and salon policy
- b. Deal with hazards within your own area of responsibility following salon policy
- c. Maintain a level of personal presentation, hygiene and conduct to meet with legal and salon requirements
- d. Follow salon policy for security
- e. Make sure tools, equipment, materials, and work areas meet hygiene requirements
- f. Use required personal protective equipment (PPE)
- g. Position yourself and the client safely
- h. Handle, use, and store products, materials, tools, and equipment safely to meet with manufacturer's instructions
- i. Dispose of all types of salon waste safely and to meet with legal and salon requirements

### *Outcome 1 Practical criteria sign-off*

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Learner signature			
Assessor signature			
IV signature (if sampled)			



## Knowledge and understanding criteria

Knowledge requirements	Mandatory written paper (date achieved)	Oral questioning (date achieved)	Portfolio reference (other forms of evidence)
j. Explain the difference between legislation, codes of practice and workplace policies			
k. Outline the main provisions of health and safety legislation			
l. State the employer's and employee's health and safety responsibilities			
m. State the difference between a hazard and a risk			
n. Describe hazards that may occur in a salon			
o. State the hazards which need to be referred			
p. State the purpose of personal protective equipment used in a salon during different services			
q. State the importance of personal presentation, hygiene, and conduct in maintaining health and safety in the salon			
r. State the importance of maintaining the security of belongings			
s. Outline the principles of hygiene and infection control			
t. Describe the methods used in the salon to ensure hygiene			

Requirements highlighted in white are assessed in the mandatory written paper.

For guidance on portfolio reference (other forms of evidence) please refer to the section at the front of the record of assessment book entitled 'Creating a portfolio of evidence'.



## Knowledge and understanding criteria

Knowledge requirements	Mandatory written paper (date achieved)	Oral questioning (date achieved)	Portfolio reference (other forms of evidence)
U. Describe the effectiveness and limitations of different infection control techniques			
V. Describe how to dispose of different types of salon waste			

Requirements highlighted in white are assessed in the mandatory written paper.

For guidance on portfolio reference (other forms of evidence) please refer to the section at the front of the record of assessment book entitled '*Creating a portfolio of evidence*'.



## Outcome 2

### Be able to follow emergency procedures.

#### Practical criteria

You can:

- a. Follow emergency procedures
- b. Follow accident reporting procedures which meet with salon policy
- c. Identify named emergency personnel
- d. Locate fire fighting equipment

### *Outcome 2 Practical criteria sign-off*

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Learner signature			
Assessor signature			
IV signature (if sampled)			



**Knowledge and understanding criteria**

Knowledge requirements	Mandatory written paper (date achieved)	Oral questioning (date achieved)	Portfolio reference (other forms of evidence)
e. Describe procedures for dealing with emergencies			
f. Outline the correct use of fire fighting equipment for different types of fire			
g. State the dangers of the incorrect use of fire fighting equipment on different types of fires			
h. State the importance for reporting and recording accidents			
i. Describe the procedure for reporting and recording accidents			

Requirements highlighted in white are assessed in the mandatory written paper.

For guidance on portfolio reference (other forms of evidence) please refer to the section at the front of the record of assessment book entitled 'Creating a portfolio of evidence'.



## Unit content

This section provides guidance on the areas that make up each outcome.

### Outcome 1: Be able to maintain health, safety and security practices

#### **Professional personal behaviour / conduct:**

HASWA, follow health & safety practice and procedure, respect / value - client(s), self, and others; work cooperatively with others (empathy, non-judgmental, non-discriminatory, not argumentative); follow salon code of conduct, appropriate language, avoid gossip, maintain confidentiality, polite, cheerful and friendly manner; friendly facial expressions, open body language, positive attitude, eye contact, sensible behaviour, team work, pride in work, punctuality, employer and client loyalty.

#### **Safe and hygienic working knowledge / practice:**

Management of health & safety at work regulations / legislation (HASWA) - cleaning up spillages, report slippery surfaces, remove report obstacles; good all round access to trolleys and equipment, clean / sterilise / disinfect – tools, equipment, work surfaces; PPE (avoid latex, powdered gloves and dermatitis); Electricity At Work Act - checking / visual check of equipment, no trailing wires (PAT testing); manual handling (moving stock, lifting, working heights, unpacking); towels – clean, washed at 60°, dirty in covered bin; liability insurance – employers, public, professional indemnity; RIDDOR, accident book, reporting diseases (HIV, Hepatitis B); local bye laws (set by council); code of conduct, risk assessment, policy / management health and safety at work, posture, deportment, (balance weight, preserve back, prevent slouching); COSHH

(replace lids); ventilation for vapour and dust, avoid over exposure to chemicals, correct use of chemicals, follow Storage Handling Use and Dispose (SHUD) - sharps box; products (check end date / packaging, store away from heat, damp, and direct sunlight); dispose of contaminated waste in a closed top bin, relevant manufacturer's instructions, no smoking, eating, drinking, drugs in salon; personal hygiene.

**Dealing with hazards:** Level of responsibility - refer to job description; training on dealing with hazards, deal with hazards without endangering self / others, use PPE, if in doubt call for assistance.

**Salon hazards** - Something with potential to cause harm, requiring immediate action, level of responsibility, report, nominated personnel, duty to recognize / deal with hazards.

**Environmental** - Wet / slippery floor, cluttered passage / corridors, rearrange furniture, seat / basin - select height; blocked passageway / entrance / exit.

**Equipment** - Only used for intended purpose, safe usage, handling, storage, cleaning, lifting, visual checks, worn / faulty / repairs / maintenance (PAT testing); report, disposal (sharps); records.

**Chemicals** – storage, handling, safe usage,



disposal, leaking / damaged chemicals, records.

**Personal presentation and hygiene:** Clothes (salon requirements for uniform, clean / ironed clothes, non restrictive, closed in, low heel shoes); hair (clean, healthy, manageable, off face); personal hygiene (clean body, teeth, workable length clean nails, deodorant, no overpowering perfume); PPE (gloves, apron, prevent dermatitis); minimal jewellery, suitable make-up, positive attitude, ready to greet.

**Salon policy for security:**

**Cash** - Staff training, point of sale, regular banking, in transit.

**People** - Staff, clients, visitors, children, personal belongings, systems - security; emergency evacuation, storage / use of confidential staff / client records, business information.

**Belongings** – Client to retain personal belonging were possible, empty pockets prior to hanging coat, staff belongings to remain in staff room, avoid personal items in salon.

**Security breaches** - Inform salon owner / head of school, review records - stock levels / control, monitor takings, inventory of equipment, manual and computerised records; take statements, eye witness accounts, review findings, call in police, notify data protection registry / clients of breach, maintain confidentiality, could result in loss of employment.

**Personal protective equipment:** Salon management to provide PPE, all staff to use PPE, personal and client use, used to protect clothing / skin / equipment, types of PPE – gloves – protect hands; towels – avoid client getting wet; gowns – protect clothes; capes – protect gowns; barrier cream – protect skin.

**Position yourself and the client**

**appropriately:** Position self safely – posture, straight back, stand correctly, even weight distribution, maintain balance, remain relaxed, poor posture will result in fatigue, uneven service, back / shoulder injury.

Position client safely – client seated comfortably in the chair at the correct height, correctly positioned to avoid getting their clothing wet, backwash / basin avoid excess pressure on the neck, front wash basins provide the client with a towel to prevent products entering their eyes, feet flat on floor, legs uncrossed.

**Following manufacturer's instructions:**

Ensures successful service, storage (temperature, location, light); handling (correct mixing); use (application, removal); disposal (dilution-products, bagged bin-empties); prevents legal action.

**Waste removal:** COSHH, local bye-laws, hair cuttings – bagged; infected hair clippings double bagged, chemicals – diluted; materials (foils, end papers, cotton wool) – bagged; sharps – sharps box; empties – sorted and bagged; sensitive data – shredded.

**Health and safety legislation:** Data Protection Act, Electricity at Work act, Employers Liability (Compulsory Insurance) Act 1969, Fire Precautions act 1971, First aid at work act 1981, Health and safety at work act 1974, Local Government Miscellaneous Provisions Act 1982, Occupiers Liability Act 1957 and 1984, Local Bylaws.

**Regulations:** Compulsory Insurance requirements; COSHH 1992; Electricity at Work Act 1989; Management of Health and Safety at Work Regulations 1992; Manual Handling 2002; Personal Protective Equipment 1992; RIDDOR 1995; Workplace (Health and Welfare) Regulations 1992.

**Employer responsibility for health and**

**safety:** Hold current / valid liability insurance, display health and safety rules covering – staff / employees / clients / fire evacuation; provide regular training, accurate record keeping, monitoring, consult experts.

**Employee's health and safety**

**responsibilities:** Employees not to endanger self or others.

**Hazards and risks:** A hazard is something that has the potential to cause harm, a risk is the likelihood of a hazard happening.

**Risk:** The likelihood of a hazard happening, risk assessment, determine the level of risk, preventative measures, reduce a potentially harmful situation, judgement of salon hazards, who / what / level of risk, interpret results, conclusions, record findings, regular reviews.



## Outcome 2: Be able to follow emergency procedures

### Emergency procedures:

**Accidents** – Minor: internal emergency number; nominated first aider, records. Major: 999, ambulance, nominated first aider, records.

**First aid** – Nominated first aider, emergency internal number, records.

**Fire evacuation** – Nominated assembly point, fire wardens, regular simulation.

**Incidents** – Security, emergency internal number, 999.

**Position of fire fighting equipment** – Induction process.

**How to use fire fighting equipment** – Initial / ongoing training.

**Records and documentation** - Initial / ongoing training, up-to-date, accurate.

**Safety drills** - Induction process, initial / ongoing training person, regular simulation.

**Personnel responsible for safety** – Nominated health and safety officer (internal / external).

**Fire fighting equipment:** Extinguishers (water, foam, powder, CO2 gas); identify fire cause, sand bucket, fire blanket, alarm.

**First aid equipment and the accident report book:** First aid box(es), list of equipment - general advice leaflet, various size dressings, eye pad, eye bath, triangular bandages, safety pins, antiseptic cream, medical wipes, sterile gloves, sterile water, cotton wool; accident report book – accurate and up-to-date.

**The dangers of the incorrect use of firefighting equipment on different types of fires:** Incorrect equipment use can cause – fire to deteriorate, injury to personnel, damage to belongings / property.



## Range

You must cover the following ranges:

R1	Health and Safety Procedures	Date and portfolio reference	Assessor signature
a	Legislation		
b	Salon health and safety policy		
c	Code of practice		
d	Risk assessment		

R2	Security	Date and portfolio reference	Assessor signature
a	Stock		
b	Equipment		
c	Money		
d	Personal belongings		
e	Records		

R3	Emergency Procedures	Date and portfolio reference	Assessor signature
a	First Aid		
b	Fire evacuation		
c	Records		
d	Accidents		



**Range** (Continued)

<b>R4</b>	<b>Fire Containment</b>	<b>Date and portfolio reference</b>	<b>Assessor signature</b>
a	Electrical fire		
b	Non electrical fire		
c	Fire blanket		
d	Fire extinguishers		

<b>R5</b>	<b>First Aid</b>	<b>Date and portfolio reference</b>	<b>Assessor signature</b>
a	Responsible person		
b	First Aid kit		
c	Written report		







