Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Homework: FOLLOW HEALTH AND SAFETY PRACTICE IN THE**

**SALON UV20483**

**INSTRUCTIONS TO LEARNERS:**

* You must write only in blue or black ink
* Answer all questions by marking an “**X**” in the appropriate box
* Please mark **ONE** answer
* Each question carries one mark
* This homework must be completed and handed in to your tutor or assessor or emailed directly to enrol@fingertipsandbeauty.com

**ADVICE TO LEARNERS:**

* Read each question carefully and answer all questions.
* Questions may be attempted in any order

**Outcome 1**

**Be able to maintain health, safety and security practices**

**j) Explain the differences between legislation, codes of practice and workplace policies. \*\***

1. Legislation is produced by a governing body to regulate events and protect the public. Codes of Practice is a set of guidelines and followed by professionals to ensure work is ethical. Workplace policies are rules set by employers in guidance with legislation and codes of practice to ensure a safe working environment.
2. Legislation is produced by a governing body to create laws for the protection of the public. Codes of practice is a set of guidelines for the public to follow in their daily life. Workplace policies are rules created by the employer and staff to manage their workplace.
3. Legislation is produced by a governing body to allow public to do as they please in their daily life. Codes of practice is a set of guidelines that can be followed if you chose to. Workplace policies are created by staff to ensure their managers are happy with their work.
4. Legislation is produced by the public so the governing body can regulate the event. Codes of practice is a set of guidelines followed by professionals to maintain company profits are met. Workplace policies are rules created by the employer to monitor the services they provide are profitable.

**k) Outline the main provisions of health and safety legislation. \*\***

A. The main provisions of these regulations require employers to provide sufficient ventilation and workspace (and keep them in a clean condition), staff facilities, including adequate refreshments, and safe floors to prevent slipping and tripping hazards.

B. The main provisions of these regulations require employers to provide adequate lighting, heating, ventilation and workspace (and keep them in a clean condition), staff facilities, including toilets, washing facilities and refreshment, and safe passageways to prevent slipping and tripping hazards.

C. The main provisions of these regulations require employers to provide window lighting, radiators, desks and chairs in a clean condition to staff, including toilets cleaned once a week, water dispenser at each corner of the workplace and a mop to all employees to clean spills to ensure trips and falls are prevented.

D. The main provisions of these regulations require employers to provide heating and

 lighting only to all staff. Tea and coffee is a mandatory for all staff and any spillages can

 be cleaned once at the end of the work day.

**l) State the employer’s and employee’s health and safety responsibilities. \*\***

A. It is an employer's duty to reasonably protect the health, safety and welfare of their employees and clients and employees must take reasonable care of their own health and safety and to take reasonable care not to put others at risk or interfere with or misuse anything provided for health and safety or welfare.

B. It is an employee's duty to reasonably protect the health, safety and welfare of their employers and employers must take reasonable care of their own health and safety and to take reasonable care not to put others at risk or interfere with or misuse anything provided for health and safety or welfare.

1. It is an employer’s duty to protect the health, safety and welfare of their clients only. Employees are responsible for themselves.
2. It is the responsibility of the local councils to provide health and safety information, protective equipment and to educate salons on the current and valid health & safety and hygiene practices within salons.

**m) State the difference between a ‘hazard’ and a ‘risk’. \*\***

1. A hazard is something that will cause harm. A risk is the chance, high or low, that a hazard will actually cause harm.
2. A hazard is something that has the potential to cause harm. A risk is the chance, high or low, that a hazard will actually cause harm.
3. A risk is something that has the potential to cause harm. A hazard is the chance, high or low, that a hazard will actually cause harm.
4. A hazard is something that has the potential to prevent harm. A risk is the chance, high or low, that a hazard will actually cause harm.

**n) Describe hazards that may occur in a salon. \*\***

1. Personal Protective Equipment, health and safety posters, sharps boxes…
2. Spillages, fault electrical items, incorrect storage of products, incorrect use of items…
3. Good lighting, adequate ventilation, no trailing wires…
4. An unattended reception, an open window, an empty product bottle…

**o) State the hazards which need to be referred. \*\***

1. Hygiene issues, spillages and equipment not sterilized.
2. Safe use of chemicals, equipment cleaning and use of PPE.
3. Injuries/diseases/loss of life, malfunction of equipment and obstructions.
4. Poor hygiene, manual handling and working at heights.

**p) State the purpose of personal protective equipment used in the salon during different services. \*\***

1. To provide a clean professional image.
2. To provide the customers protection from each other.
3. To provide everyone in the salon direct exposure to chemicals.
4. To provide protection for individuals for their health and safety whilst working.

**q) State the importance of personal presentation, hygiene, and conduct in maintaining health and safety in the salon.**

A. It is essential you maintain high standards of health and safety and behave in a professional manner to reduce health and safety risks. Personal presentation and good posture are important to portray a professional image. Maintaining high standards of hygiene are essential to prevent cross contamination or cross infection.

B. It is essential you maintain high standards of personal hygiene so you look presentable to clients. Personal presentation makes you feel confident when you are working and ensures you are the most efficient therapist.

C. It is essential that personal presentation and hygiene is maintained by having a daily shower and cleaning your teeth after every meal to boost the salon’s image. Health and safety is maintained if you follow this rule strictly.

D. It is essential that personal presentation, hygiene and conduct are maintained some

of the time, for example at the beginning of the day. When the salon is busy it is

acceptable to allow hygiene and personal presentation to be relaxed. The conduct of

the staff is not important as you are busy and do not have time to be polite.

**r) State the importance of maintaining the security of belongings.**

A. To ensure all client and employee information is stored correctly to ensure confidentiality.

B. To ensure all belongings are out of reach of children.

C. To ensure the salon owner is not liable for any unexpected theft of client belongings.

D. To ensure the clients are happy with the service in the salon.

**s) Outline the principles of hygiene and infection control \*\***

 A. Hand hygiene, using personal protective equipment, safe handling and disposal of

 sharps, safe handling and disposal of chemical waste and managing blood and bodily

 fluids.

B. Personal protective equipment, safe handling of chemical waste and blood.

C. Hand hygiene, wear gloves and face masks. Dispose of chemicals in sink.

D. Safe handling and disposal of blood and bodily fluids.

**t) Describe the methods used in the salon to ensure hygiene \*\***

A. Wear personal protective equipment. Use one towel per client. Implements and tools to be washed in hot water.

B. Wash your own hands thoroughly before and after each treatment or spray your hands with antibacterial disinfectant. Use clean and sterile towels for each client. Implements and tools must be sterilized using appropriate sterilization methods. Wash implements in hot soapy water. Keep implements and tools in disinfectant when not in use.

C. Cleaning floors and couches with disinfectant wipes and washing hands between each client. Use disposable equipment only and ask client to bring their own towels.

D. Wash your hands and ask client to wash theirs. Client provides their own equipment. Tools and implements to be thrown away after each use.

**u) Describe the effectiveness and limitations of different infection control techniques \*\***

A. Infection control is only effective if used in a hospital.

B. Infection control techniques are effective for some infections but limited as infections cannot always be seen by the eye.

C. Infection control techniques are effective in preventing infections from spreading from one person to another, but they are limited in effectiveness as they do not provide guaranteed prevention.

D. Infection control does not apply to salons but we should keep the salon clean to

promote a clean image.

**Outcome 2**

**Be able to follow emergency procedures**

**d) Identify named emergency personnel**

1. Clients and passers-by.
2. A nominated health and safety officer.
3. Cleaners.
4. The salon owner.

**e) Describe procedures for dealing with emergencies.**

1. Call the salon owner to inform them, gather all of your belongings, wait for someone to call the emergency services.
2. Call the local council to inform them, call your insurance company to report the emergency and make your way to a designated place of safety.
3. Get to a place of safety and inform colleagues and customers by phone once you have saved yourself first.
4. Raise the alarm, call the emergency services if required, reach rescue equipment and make your way to a place of safety.

**f) Outline the correct use of firefighting equipment for different types of fire. Select the correct table of fire extinguishers. \*\***

**A**

|  |  |  |
| --- | --- | --- |
| **Water** | **Foam**  | **Carbon Dioxide** |
| Water fire extinguishers are suitable for fighting fires involving solid combustibles such as wood, paper and textiles.Electrical equipment should be avoided when using a water extinguisher (unless water with additive are used) as water is a conductor. | Some foam extinguishers have been dielectrically tested to 35000 Volt (35kV) and can be used on or near electrical appliances. | They are ideal for electrical fires, as CO2 is not a conductor and they do not leave behind any harmful residue. |
| **Powder** | **Water mist** | **Chemical** |
| Powder fire extinguishers are extremely versatile and can be used on electrical fires.They are ideal for application in environments containing mixed fire risks. However, there is a risk of inhalation when using powder extinguishers indoors. Powder fire extinguishers are therefore not recommended for use within small rooms, homes and offices | Water mist fire extinguishers are highly effective on electrical fires.Water mist extinguishers are safe on fires caused by electricity, as the water mist does not conduct electricity and the water mist does not form puddles which could lead to electrocution. | Wet Chemical fire extinguishers are designed specifically for use on fires involving combustible cooking media such as burning oil and fat.They are normally not designed for use on class B fires (petrol, diesel, paint, paraffin etc). |

**B**

|  |  |  |
| --- | --- | --- |
| **Water** | **Foam**  | **Carbon Dioxide** |
| Water extinguishers have been dielectrically tested to 35000 Volt (35kV) and can be used on or near electrical appliances. | Foam extinguishers are suitable for fighting fires involving solid combustibles such as wood, paper and textiles.Electrical equipment should be avoided when using a water extinguisher (unless water with additive are used) as water is a conductor. | They are ideal for electrical fires, as CO2 is not a conductor and they do not leave behind any harmful residue. |
| **Powder** | **Water mist** | **Chemical** |
| Powder fire extinguishers are extremely versatile and can be used on electrical fires.They are ideal for application in environments containing mixed fire risks. However, there is a risk of inhalation when using powder extinguishers indoors. Powder fire extinguishers are therefore not recommended for use within small rooms, homes and offices | Water mist fire extinguishers are highly effective on electrical fires.Water mist extinguishers are safe on fires caused by electricity, as the water mist does not conduct electricity and the water mist does not form puddles which could lead to electrocution. | Wet Chemical fire extinguishers are designed specifically for use on fires involving combustible cooking media such as burning oil and fat.They are normally not designed for use on class B fires (petrol, diesel, paint, paraffin etc). |

**C**

|  |  |  |
| --- | --- | --- |
| **Water** | **Foam**  | **Carbon Dioxide** |
| They are ideal for electrical fires, as water is not a conductor and does not leave behind any harmful residue. | Some foam extinguishers have been dielectrically tested to 35000 Volt (35kV) and can be used on or near electrical appliances. | CO2 is suitable for fighting fires involving solid combustibles such as wood, paper and textiles. |
| **Powder** | **Water mist** | **Chemical** |
| Powder fire extinguishers are designed specifically for use on fires involving combustible cooking media such as burning oil and fat.They are normally not designed for use on class B fires (petrol, diesel, paint, paraffin etc). | Water mist fire extinguishers are highly effective on electrical fires.Water mist extinguishers are safe on fires caused by electricity, as the water mist does not conduct electricity and the water mist does not form puddles which could lead to electrocution. | Wet Chemical extinguishers are extremely versatile and can be used on electrical fires.They are ideal for application in environments containing mixed fire risks. However, there is a risk of inhalation when using chemical extinguishers indoors. Chemical fire extinguishers are therefore not recommended for use within small rooms, homes and offices |

**D**

|  |  |  |
| --- | --- | --- |
| **Water** | **Foam**  | **Carbon Dioxide** |
| Water fire extinguishers are suitable for fighting fires involving solid combustibles such as wood, paper and textiles.Electrical equipment should be avoided when using a water extinguisher (unless water with additive are used) as water is a conductor. | Some foam extinguishers have been dielectrically tested to 35000 Volt (35kV) and can be used on or near electrical appliances. | CO2 fire extinguishers are designed specifically for use on fires involving combustible cooking media such as burning oil and fat.They are normally not designed for use on class B fires (petrol, diesel, paint, paraffin etc). |
| **Powder** | **Water mist** | **Chemical** |
| Powder fire extinguishers are extremely versatile and can be used on electrical fires.They are ideal for application in environments containing mixed fire risks. However, there is a risk of inhalation when using powder extinguishers indoors. Powder fire extinguishers are therefore not recommended for use within small rooms, homes and offices | Water mist fire extinguishers are highly effective on electrical fires.Water mist extinguishers are safe on fires caused by electricity, as the water mist does not conduct electricity and the water mist does not form puddles which could lead to electrocution. | They are ideal for electrical fires, as Wet Chemicals are not a conductor and they do not leave behind any harmful residue. |

**g) State the dangers of the incorrect use of firefighting equipment on different types of fires. \*\***

1. It could damage other stock and products in the salon.
2. It could damage client belongings, leading to expensive claims against the salon
3. It could make the fire worse and harder to control
4. It could put the fire out

**h) State the importance for reporting and recording accidents. \*\***

1. There is no requirement to report and record accidents.
2. Information on accidents, incidents and ill health can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records can also help to prevent injuries and ill health, and controls costs from accidental loss.
3. The Government requires this information for medical investigations.
4. Reports are required for the salon owner. Records can be kept to show the health and safety enforcement if there is a claim.

**i) Describe the procedure for reporting and recording accidents**

1. Check that there is an immediate risk of danger, Ensure that the colleague receives the appropriate medical assistance as necessary, Report to a manager or supervisor, Record the incident in the company’s log, Report the incident under RIDDOR if applicable
2. Check there is no immediate risk of danger, Ensure that the colleague never receives the appropriate medical assistance as necessary, never report to a manager or supervisor, Record the incident in the company’s log, Report the incident under RIDDOR if applicable
3. Check there is no immediate risk of danger, Ensure that the colleague receives the appropriate medical assistance as necessary, Report to a manager or supervisor, Record the incident in the company’s log, Report the incident under RIDDOR if applicable.
4. There is no requirement to have any procedure for reporting and recording accidents.

***TO BE COMPLETED BY MARKING ASSESSOR***

***ASSESSOR INITIALS:***

***ORAL QUESTIONING: Additional Comments:***

***PLEASE RE-SUBMIT:***

***RE-SUBMISSION RECEIVED:***