

HEALTH AND SAFETY



- The Health and Safety at Work Act is like an umbrella; it covers all other health and safety legislation, whether it existed before 1974 or has been introduced since then. Simply it lays down the basic rules we must follow.' It applies to everyone, employers, employees and the self-employed. Under this Act it states it is the responsibility of everyone to work in a healthy and safe manner.
- It is the duty of every employee while at work to take reasonable care for the health and safety of others (and self) who may be affected by the employees' actions or lack of actions.
- Every employee must cooperate with his or her employer so far as is necessary to enable the employer to implement and maintain health and safety policies within the salon (this is a legal requirement).
- There are a great number of special regulations that come under this large umbrella of the Health and Safety at Work Act of 1974. A lot of the legal requirements affect the employer, and there are items of legislation that affect the employee as well. The following legislation are the main regulations that affect you in the salon.



- The Workplace (Health, Safety and Welfare) Regulations
- The Provision and use of Work Equipment Regulations
- The Manual Handling Operations Regulations
- The Personal Protective Equipment at Work Regulations (PPE)
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Electricity at Work Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Health and Safety and First Aid Regulations and the reporting of accidents
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Fire Precautions Act



The Workplace (Health, Safety and Welfare) Regulations



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The Workplace (Health, Safety and Welfare) Regulations

Requires all at work to help maintain a safe and healthy working environment. Within a salon environment the regulation’s key points cover the following:

- Maintenance of the salon and the equipment in the salon.
- Ventilation of the salon, the temperature and lighting.
- Salon hygiene, cleanliness and the disposal of waste material.
- Workspace in the salon (workstation and seating).
- Condition of floor and traffic route through the salon.
- Drinking water supply.
- Area for rest, eating and changing (if required), storage of clothing.
- Sanitary conveniences.
- Areas of glazing in the salon (windows, doors and partitions).





The Provision and Use of Work Equipment Regulations

All equipment (old and new) used in the salon must be suitable for the purpose for which it is used. The equipment must be properly maintained and all employees must be trained in the use of the equipment.

Equipment must only be used for the intended purpose, following the manufacturer's instructions for use.

Your employer will provide training for the correct use of all equipment in the salon environment. You should not use any equipment without this training.



The Manual Handling Operations Regulations 1992



These regulations require the employer to carry out a risk assessment on all employees for manual lifting

It is the law.

All at work must minimise the risks from lifting and handling objects, for example when dealing with heavy or awkward shaped deliveries of stock. You need to ensure that you lift the delivery load in the correct way.

If the load is heavy ask someone to help, or split the box if you can.

Steps to take when lifting a box

- Place your feet slightly apart (in line with your shoulders) with the leading leg forward.
- Bend your knees, keeping your back straight when picking up the box.
- Using both hands get a firm grip of the box from underneath.
- Lift the box up and hold close to your body (don't twist the body).

Remember: Back problems can cause a lot of pain, and can last a lifetime.

You should not try to lift/move, anything, which is too heavy or too bulky for you to manage safely.





The Personal Protective Equipment (PPE) at Work Regulations

These regulations require employers to provide suitable personal protective clothing and equipment (PPE) to all employees who may be exposed to any risk while working.

In a salon environment PPE is supplied for use when handling chemicals. PPE is also used when carrying out wet work.

Personal Protective Equipment is used to protect your clothes and skin from damage, or harm.

Outline of the employer's responsibilities for PPE

It is the employer's responsibility to:

- supply personal protective equipment for employees
- maintain and replenish PPE when required
- train staff in the correct use of PPE and when to use
- identify risks with recommendations of when to use PPE.

Outline of the employee's responsibilities for PPE

It is the employee's responsibility to:

- report any damage or loss of PPE
- wear PPE as required in the salon and in accordance to instructions provided
- examine PPE before wearing
- clean and store after use as required by the salon.



The Control of Substances Hazardous to Health Regulations (COSHH)

These regulations relate to the control of any substances, such as chemicals used in the salon, likely to affect health and safety. It relates to the safe handling, storage and use of the products that could be potentially hazardous or could cause harm to yourself or others. You need to consider the disposal of the products as well.



The employer has to carry out a risk assessment of all the substances used, identifying if the product is a high, medium or low risk.

It is the responsibility of the employer to ensure that all employees receive training in the safe use of products (substances) they may come into contact with while working.

Employee's responsibilities for COSHH

- You must always follow the manufacturer's instructions when using chemicals.
- Store chemicals in a cool dry place, away from direct sunlight or heat.
- Dispose of following manufacturer's instructions and local by-laws.
- Follow your salon policy (and training) for the safe handling of all chemicals.





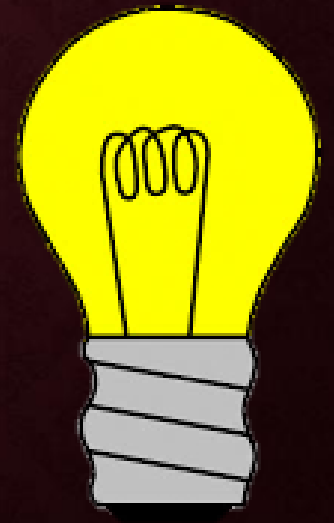
The Electricity at Work Regulations

These regulations cover the installation, maintenance and use of all electrical equipment in the workplace. The employer must ensure that the electrical equipment is maintained and checked regularly; that all employees receive training in the use of the equipment, following manufacturer's instructions.

Remember: Electricity can kill or cause severe burns. Treat it with respect!

Make sure you:

- understand the instructions before using any electrical equipment. If you don't, ask
- always switch off at the mains before connecting or disconnecting any electrical appliance
- dry hands thoroughly before using electrical equipment
- check equipment looks clean and in good repair before using
- report any damaged electrical tools or equipment, including cables and plugs and remove from use.





Health and Safety (Display Screen Equipment) Regulations

Working with display screen equipment (computers) is not generally high risk, but can lead to mental stress, eye strain and muscular and other physical problems.

Employers must ensure the employee has training in using the equipment correctly and safely and ensure you understand the following:

There is no evidence to suggest that Display Screen Equipment can cause you harm, provided that you:

- are trained how to use the equipment
- adjust your chair correctly
- use a foot rest (if needed)
- use a document holder if referring to documents at the same time
- take regular breaks, or change to another work task away from the screen
- report any problems with your eyes or any aches and pains to your arms, wrists and neck to your manager.



Health and Safety and First Aid Regulations

These regulations require every employer to provide equipment and facilities which are adequate and appropriate in the circumstances for administering first aid to all staff members.

For the average salon a first aid box and an eye wash bottle should be sufficient.

Below is a list of the minimum requirements for a first aid box.

First aid box contents

- First Aid guidance
- Individually wrapped sterile dressings
- Sterile eye pads
- Sterile triangular bandages
- Safety pins

Accident report

It is very important to complete the accident report correctly, whether this is for a minor cut or scald, or something more serious like a person slipping on a wet floor,

they could bang their head which may not seem to be a problem at the time but the person could have concussion and need medical attention.

Below is an example of an accident report form:



ACCIDENT RECORD

1. About the person who had the accident

Name:.....

Address:.....

.....Post code:.....

Occupation:.....

1. About you the person filling in this record

If you did not have the accident write your name and address and occupation

Name:.....

Address:.....

.....Post code:.....

Occupation:.....

1. About the Accident

• When it happened. Date..... Time.....

• Where it happened. State which room or place.....

• How the Accident happened. Give the cause if you can.

• If the person who had the Accident suffered an injury, say what it was.

Sign and date the record.

Signature.....Date.....

1. For the Employer only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported.....

Date reported..... Signature.....





The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

This regulation applies to anyone who has injured themselves on the salon premises, whether that person is a client, employee or the employer. It is a legal requirement to report the following:

- if a client is injured (or killed) on the premises and taken to hospital
- if a staff member (or self employed person) is killed, or suffers a major injury (including physical violence)
- if a person working on the premises suffers from an injury for three days or more and would be unable to do their full range of duties
- if a doctor notifies an employee they are suffering from a reportable disease
- if something happens which does not result in a reportable injury but could have done (a dangerous occurrence).

The above must be reported immediately by telephone and followed up by letter and completing a report form within 10 working days.

The employee must notify their manager if they think they may have a reportable disease; this could be contact dermatitis.



Working closely with clients and



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Remember: how would you feel if someone was leaning over you with bad body odour. You also need to maintain a personal hygiene to help reduce the risk of spreading any infection.



Clothing and accessories

It will depend on your salon's image as to what may be suitable dress. Some salons have a uniform or dress code. Discuss this with your tutor and compare what others in your group wear in their salon.

Shoes should be comfortable and closed in at the front to protect your feet from harm (dropped tools).

Jewellery

If you wear rings or bracelets you may catch the client's hair or clothes in them. It's best to take these off when at work. Necklaces can dangle if too long. Only wear short necklaces for work to avoid harm to your client.

Environmental working practice

