



RISK ASSESSMENT ALPHA HAIR DESIGN
2021 - 2022

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| What is the hazard | Who might be harmed and how? | Preventative steps already in place | Preventative steps met? |
|---|---|---|-------------------------|
| Slips and trips - trip over objects or trailing wires, or slip on hair/spillages/wet floors, and trying to reach items. | Students Employees Clients Contractors Visitors | <ul style="list-style-type: none"> • Good Housekeeping ensuring the salon is kept tidy and clean. • Regular visual inspections of the floors to see that they are free from hair, products, nail clippings and remain in a good condition etc. • Cleaning up any spillages, chemicals or water immediately with paper towels. • Floor cleaned at the end of the working day. • Serum sprayed directly onto clients 'hair. • Client's wet hair is wrapped in a towel after washing. • Cut hair is swept up regularly and after each client. Where possible before the client leaves the chair. • Walkways, workstations and stairs kept clear. • Rubbish removed (boxes, packaging etc.) from walkways to waste areas. • Products stored correctly in designated storage areas. • Cables and leads stored securely or re-routed overhead if possible. • Adequate sockets provided to reduce trailing cables. • Hairdryers, straighters, etc. unplugged when not in use and placed in holders provided, or removed when not in use. • Adequate lighting. • Lamps positioned in such a way that reflections of light in the mirrors and working in one's own shadow are avoided. • Employees wear appropriate footwear. • Mats provided at doorways/entrances. Mats maintained in a good condition, cleaned regularly, checked to ensure they remain flat to the floor. • Defects reported and replaced. • Provide proper step ladders/kick stools to reach anything not accessible from the ground. • Manager's complete monthly salon inspections. • Employees and students informed, instructed and trained in safe working practices. | YES |



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| <p>Poor posture when working - may suffer musculoskeletal injuries, e.g. back pain, neck or shoulder injuries and pain or discomfort in feet and legs</p> | <p>Students Employees</p> | <ul style="list-style-type: none"> • Height-adjustable client seats that are easy to adjust and can be turned around. The client's position determines the working height and thus the working posture of the hairdresser. Therefore, it is important that the client's seat can be adjusted to enable hairdressers of different heights to work in an upright posture. The seat should be stable and preferably have a flat ground plate that enables standing on them. • Using washbasins that are not too deep and long (front- back) with sufficient space for the feet and knees under the basin to enable the hairdresser to stand close to the client's head in order to minimise reaching distances and prevent bending postures. • Where required cutting stools provided for employees to reduce the duration of standing task performance and of bending the back. • Adequate space to enable movement of hairdressers cutting stools around the client. • Using sharp scissors with a little finger rest to reduce and improve the division of the force needed. • Using good, solid shoes without heels, to enable a good working posture, prevent backache and increase grip. • Work arranged to allow short breaks to be provided throughout the day. • Training and educating the staff in the application of risk reduction measures, e.g. using the available means to optimise their working posture (adjusting the height of client seats), improving their working posture (keeping the elbows low), taking sufficient breaks, etc. • A reasonable temperature is maintained. • Employees to report any aches and pains to their manager. | <p>YES</p> |
| <p>Electricity – electrical shocks, fire, burns. Electrical appliances subjected to considerable wear and tear. Additionally they are used throughout the day in a moist environment which increases the risk of shock should a fault occur.</p> | <p>Students Employees Clients Contractors Visitors</p> | <ul style="list-style-type: none"> • Visual inspection completed of equipment before use. Defective cables and plugs reported and the equipment is taken out of use immediately and tagged Do Not Use. • Electrical equipment is used as per the safety instructions i.e. not near water. • Employees trained and instructed to use the equipment correctly and safely. • Electrical equipment mountings provided at workstations. • Sufficient sockets provided to reduce the use of extension leads. • Where extension leads are provided, they are not overloaded and not plugged into another extension lead. • Management know the location of the fuse box and how to turn off the electricity in an emergency. | <p>YES</p> |



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| <p>Hairdressing Products and Chemicals Hair preparations and products used in the salon contain harmful substances which can cause both skin and respiratory problems. Products used for cleaning can also be hazardous.</p> | <p>Students Employees Clients Contractors Visitors</p> | <ul style="list-style-type: none"> • Inventory of hazardous products used in the salon. • Up to date material safety data sheets (MSDS) or equivalent obtained from the manufacturer. • COSHH assessments completed before the product is used and made available to all employees. • Employees informed, trained and instructed on the safe working method of each product used. • Store products as per the COSHH assessment and MSDS. • Containers labelled with contents • Salon and stock room well ventilated. Solutions prepared in accordance with manufacturers instructions to ensure correct consistency. • Materials mixed and stored away from the client in the separate room/area using designated mixing applicators, bowls and serving dispensers. • Products not mixed unless recommended by the manufacturer. • Solutions only applied for time specified by the manufacturer. • Appropriate PPE provided (i.e. non latex gloves) and worn, as per the COSHH assessment; when mixing, using the product and washing up the dispenser. • Clients protected with single use towels. • Employees check with client for discomfort. • Washing facilities and first aid kits provided. • Skin patch tests completed on clients as per manufacturers instructions, normally 48 hours before treatment. • Employees check with customers for history of allergy to colour and any damage to scalp. • Good hygienic house rules, involving: <ul style="list-style-type: none"> ○ washing hands ○ using paper towels ○ changing towels and gowns after each client ○ thoroughly cleaning equipment such as brushes, combs, scissors after use. | YES |
| <p>Dermatitis Frequent wet hand work – washing hair, colouring, bleaching, cleaning out mixing bowls etc</p> | <p>Students Employees</p> | <ul style="list-style-type: none"> • PPE provided - Single use, all-round smooth, powder free, non-latex gloves, in various sizes. Employees instructed to wear these gloves routinely for washing hair, for chemical tasks and for cleaning. • Soft cotton or paper towels provided for drying hands. • Non-perfumed moisturiser provided. Employees informed to apply moisturiser after washing hands, at the start and end of the day. • Single use disposable gloves changed between clients. • Employees informed and instructed how to safely remove | YES |



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| | | gloves to prevent contamination (HSE poster correct removal of gloves provided) <ul style="list-style-type: none"> • Information on dermatitis issued to employees. • Employees to regularly check their skin for early signs of dermatitis. • Documented checks completed by management on employees skin. • Dusty products avoided granules, pastes or solutions provided. • Wet work distributed amongst the team. | |
| Blades and sharp instruments Cuts and grazes to staff and clients. Possible blood transmission from one person to another; risk of blood-borne infection. | Employees Students 16 plus Clients | <ul style="list-style-type: none"> • All sharp implements and combs/brushes cleaned with sterilising liquid; Barbicide, after each use. Scissor/clipper heads sprayed with disinfection between clients. Brushes/combs placed in Barbicide. • Sterilising liquid changed daily following COSHH assessment and manufacturers dilution instructions. • Disposable razors used and disposed of in sharps boxes. • Hairdressers trained and qualified in using the equipment. • Clients verbally advised to close eyes and remain still whilst hair around the face is being cut. • In the event of a cut, area is sanitised and first aid treatment applied using disposable non latex gloves. • Monitoring by the manager that implements are sterilised after use. | YES |
| Manual handling Lifting and moving stock leading to back injuries, strains, fractures etc | | <ul style="list-style-type: none"> • Manual handling technique instruction provided at induction and in the staff handbook. • Large boxes of deliveries split down into smaller lighter boxes. Decant items in a safe area away from people, walkways and escape routes. • Request deliveries to be taken to the store room. • Assistance provided from another employees. • Suitable footwear worn. • Look for the weight of the box contents. • Check walkways are clear before moving boxes, stock, and promotional material. • Storage area arranged to provide easy access to stock on shelving i.e. so no constraints on posture when lifting and carrying stock. • Heavy items stored at the bottom, light items at the top, every day items in the middle. No overloading of shelves. • Defects to shelving units must be reported immediately to Head Office. • Good Housekeeping – monitored by the Salon Manager. | YES |



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| Burns/Scalding Hot water, electrical appliances | | <ul style="list-style-type: none">• Water temperature controlled by a thermostat.• Boiler and thermostat maintained and serviced in line with manufacturers requirements.• Water temperature tested before use and check that the temperature is comfortable for the client. | YES |