

Example 3: Hair dressing

Enterprise: Hairdressing		Section/unit:		Date: 1/7/2013		
STEP 1	STEP 2	STEP 3		STEP 4		
What are the hazards?	Who may be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Wet hand work, e.g. washing hair, working with wet hair	Staff may suffer from dermatitis, increased sensitivity, severely dry skin.	<ul style="list-style-type: none"> ■ Non-latex gloves are provided if staff want them. ■ Staff are trained to dry their hands thoroughly and moisturise between wet jobs. ■ Non-perfumed hand cream is provided for staff. 	■ Staff will wear gloves for all wet work.	DS and staff	15/7/13	11/7/13
			■ Owner will get different size gloves, to fit all staff.	DS and staff	15/7/13	11/7/13
			■ Staff will be asked to remove hand jewellery at beginning of shift.	DS and staff	15/7/13	11/7/13
Hairdressing products and chemicals All products, e.g. bleaches, colouring, perm solutions, sterilising liquid, cleaning chemicals (see below for specific additional precautions)	Staff and customers may get eye or skin irritation.	<ul style="list-style-type: none"> ■ Staff check and follow instructions on supplier information sheets. ■ Staff wear non-latex gloves when mixing and using product, and when washing up bowls etc. ■ Salon and stockroom well ventilated. ■ Clients must be well-protected with single-use towels. 	■ Owner to buy eye baths in case of splashing incidents.	DS	31/1/13	25/7/13
			■ Staff always to check with customers for discomfort.	Staff	31/7/13	25/7/13
			■ No chemicals to be stored above eye level.	Staff	15/7/13	15/7/13
Lightening (bleach) product	Staff and customers may get eye, skin or breathing irritation or allergy.	■ Only purchasing non-dusty bleaches.	■ Owner will check with staff for skin/allergy problems every 3 months.	DS	1/8/13 then every 3 months	1/8/13
Hydrogen peroxide developer/neutraliser	Staff and customers may get eye or skin irritation.	■ Staff trained to use recommended concentrations. Stored away from light, heat and other products.	■ None			
Oxidative colourants	Staff and customers may get eye or skin irritation. Low likelihood of serious allergic reaction.	■ Staff check with customers for history of allergy to colour and any damage to scalp. If yes, hair is not coloured unless the client has got doctor's advice.	■ Staff to perform skin allergy tests as per manufacturers' instructions 48 hours before treatment.	HC and staff	31/5/13	25/5/13
Lone working	Staff alone in salon may suffer verbal or physical violence.	■ Staff know to lock up when working alone.	■ Call-in to owner/manager system to confirm when left salon to be instigated.	DS and HC	3/7/13	3/7/13

Example 3: Hair dressing continued

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What are the hazards?	Who may be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Blades and instruments	Cuts and grazes to staff and clients. Possible blood transmission from one person to another; risk of blood-borne infection.	<ul style="list-style-type: none"> ■ All sharp implements cleaned with sterilising liquid after each use. ■ Sterilising liquid changed daily and follow maker's dilution instructions. ■ Disposable blades used wherever possible and disposed of immediately in sharps box. ■ First-aid box kept stocked. 	<ul style="list-style-type: none"> ■ Owner to introduce spot checks to ensure staff are following sterilising procedures (including spraying clipper heads). 	DS	30/6/13	
			<ul style="list-style-type: none"> ■ Staff will wear gloves if dealing with nicks or cuts. 	Staff	15/7/13	15/7/13
Slips and trips	Staff and clients may be injured if they trip over objects or trailing wires, or slip on hair/spillages/wet floors.	<ul style="list-style-type: none"> ■ Salon kept tidy. ■ Cut hair swept up promptly. ■ Any water/products spilt cleaned up immediately. ■ Matting provided for use at shop entrance. ■ No trailing cables. ■ Staff wear appropriate shoes. 	<ul style="list-style-type: none"> ■ Staff reminded to check routinely for spills, and to use paper towels/cloths to clean up, not a wet mop. 	HC and Staff	31/8/13	25/8/13
			<ul style="list-style-type: none"> ■ Check floor surface remains in good condition, when replacement needed consider flooring with better slip-resistant properties. 	DS	11/8/13 then every 6 months	7/8/13
Standing for long periods	Staff may suffer musculoskeletal injuries, e.g. back pain, neck or shoulder injuries and pain or discomfort in feet and legs.	<ul style="list-style-type: none"> ■ Client chairs are fully adjustable. ■ Sinks designed to minimise twisting. ■ Wheeled stools provided for staff to use while cutting. 	<ul style="list-style-type: none"> ■ Owner to look at rotas to confirm all staff take regular breaks. 	DS	31/8/13	25/8/13
			<ul style="list-style-type: none"> ■ Owner to check conditions suitable to individual circumstances, eg pregnant workers, and adjust to suit person. 	DS	31/8/13	25/8/13
Electricity	Staff could get electrical shocks or burns, and there is a fire hazard, from using wet or faulty electrical equipment.	<ul style="list-style-type: none"> ■ Staff report to manager any damaged plugs or cable. ■ Staff know where the fuse box is and how to turn the electricity off in emergencies. ■ Hairdryers and other electrical equipment stored and used away from water and only used with dry hands. ■ Electrical equipment bought only from reliable source. 	<ul style="list-style-type: none"> ■ Owner to do visual check of plugs, sockets and cables every six months. 	DS	11/8/13	7/8/13
			<ul style="list-style-type: none"> ■ Manager to ensure all electrical equipment stored away from water. 	HC	11/8/13	4/8/13
			<ul style="list-style-type: none"> ■ All shop electrics to be checked by an electrician every five years, water thermostats every year. 	DS	30/9/13	20/9/13
Step 5 Review date 1/7/2014						
Assessment completed by: DS & HC						