4. Check Lists

4.1 Listed below check lists from sections 1, 2 & 3, to aid your development of Health & Safety within your salon(s).

Check list 1 General H&S

- Do I have 5 or more employees?
- If Yes, do I have a written Health & Safety policy?
- By completing this pack, you will have created a comprehensive policy.
- Does this policy state who is responsible for carrying out and monitoring all parts of the policy?
- Do ALL my staff understand the policy?
- Explain the policy to each member of staff as part of your induction programme.
- Is my policy reviewed regularly and updated?
- Review your policy at least every six months. Try to involve staff in this process and record any changes
- Are ALL my staff trained in all aspects of Health & Safety?
- You must give all members of staff training in Health & Safety, starting on their first day in the salon.
- Is a record of the training kept?
- Each member of staff should complete the Health & Safety Induction Questionnaire. File the completed questionnaires in this section. Record all Health & Safety Induction Training and Health & Safety Reviews
- Are regular reviews of Health & Safety carried out?
- It is recommended that you review Health & Safety generally every six months with all members of staff.
- Are the review dates recorded?
- Are my staff safe when travelling to and from work if they work late?
- If you expect your staff to work late make sure they can travel in safety particularly after dark. If in doubt, consider providing taxis etc.
- Are my staff safe when working on their own?
- Staff should be encouraged not to work on their own with no one else on the premises. If an accident occurs provision needs to be made so that help or first aid is available
- A risk assessment for lone working should be carried out where applicable.
- Do I provide all the necessary protective equipment required (e.g. gloves) free of charge and is it the correct type?

Check list 2 Welfare

- Do I have adequate ventilation in the salon?
- Is there adequate general ventilation in the working areas?
- If you have an extractor fan make sure it is cleaned regularly.
- If there is an extractor fan, is it cleaned regularly?
- Do I have adequate means to keep the premises warm?
- Is the lighting in the premises adequate?
- Are the covers on fluorescent lights cleaned regularly?
- Are all the salon floors cleaned at least once a week?
- Are all parts of my salon kept clean and tidy at all times?
- Do I have adequate procedures to cover waste storage and disposal?
- Do I have a list of good housekeeping rules?
- Do I have a named member of staff responsible for enforcing the rules?
- Are ALL of my staff aware of the rules?
- Do I have adequate toilet facilities?
- Do I have adequate washing facilities including a supply of hot and cold water, soap and drying facilities?
- Do my staff have access to a supply of drinking water?
- Have I provided suitable rest facilities for my staff?
- Have I provided suitable rest facilities for pregnant women or nursing mothers if required?
- Have I put up ‘no smoking’ signs?
- Are all my staff aware of the rules and have they been brought to the notice of clients and other visitors?
- Have I put in place rules to prevent smoking in all parts of my premises which are enclosed?
- Do my staff consume food and drink on the premises and if YES do I have suitable place for this?
- Do I have somewhere where my staff can hang and dry their outdoor clothes?
- Are all my floor coverings in good condition and securely fixed?
- Are all my fixtures and fittings including chairs, tables etc. in a good state of repair?
- Are any stairs and corridors kept clear of obstructions at all times?
- Does all the glazing in the doors, windows, partitions etc. in my salon comply with the regulations
- Do I use stepladders or ladders and if yes, are they in good condition and are my staff trained to use them safely?

Checklist 3 Welfare

- Do I have employees working more than 48 hours per week on average?
- If yes, have they agreed in writing to work more than 48 hours?
- Do you give all your adult employees at least one day off per week?
- Do you give all your young employees at least two days off per week?
- Do you give your adult workers adequate work breaks?
- Do you give your workers who are young person's adequate work breaks?
- Do you give all your workers paid leave per year?
- Do I have any workers who regularly do night work?
- If yes, do I make sure that the workers do not work on average more than eight hours in any 24 hour period?

Check list 4 Risk assessments

- Have I carried out a general Health & Safety risk assessment?
- If I have 5 or more employees, have I kept a record of the assessment?
- You do not have to write down your findings if you have less than 5 employees but it is strongly recommended that you do so.
- Have I drawn up an action plan to eliminate or reduce any risks identified?
- Have I informed my staff of the risks and the necessary control procedures?
- Have I given my staff adequate training in the control procedures?
- Do I have a procedure for assessing any additional significant risks to employees who are new or expectant mothers?
- If Yes, do I take steps to ensure that these employees are not exposed to any additional risks which have been highlighted?

The following list gives some of the steps you might consider:

- Minimise the time the employee spends standing, particularly in the latter stages of pregnancy
- Allow more rest breaks
- Do not allow the employee to lift heavy boxes, etc
- Adjust working hours where possible to allow for morning sickness
- Make sure that any member of staff who has contracted or has been in contact with Rubella (German Measles) does not have any contact with the member of staff who is pregnant.
- Do I have a procedure to follow in the case of an emergency such as a bomb scare?
- Have I carried out individual risk assessments for all young persons in my salon?

- Do I use gas in my salon? If so, is it maintained/serviced etc. by someone on the current Gas Safe Register?
- Do I have a carbon monoxide (Co) alarm?

Check list 5 Young persons

- Do I have young person's working in my salon?
- Are any of the young persons under the statutory school leaving age
- When a young person applies for work in my salon do I always carry out a risk assessment for them before they start work?
- Are all young person's working in my salon adequately supervised at all times?
- Do I have any UV sunbeds in my salon?
- If yes, have I written a procedure that will ensure that the manufacturer's instructions for safe use are followed and that no-one under 18 can be exposed to UV radiation?
- Have I carried out training with all staff to ensure that they challenge young clients correctly to establish if under-age and follow the procedure to politely refuse use of the sunbed?

Check list 6 Stress

- Do I take work related stress seriously in my salon?
- Do I treat stress as an illness rather than a sign of weakness?
- Have I created a working environment where stress can be acknowledged and discussed?
- Do I take steps to prevent bullying and harassment?
- Do I actively encourage staff to say when they are stressed?
- * Staff must tell you if they are stressed to give you the opportunity to try to help.

Check list 7 COSHH

- Do all my staff understand COSHH?
- Have I carried out a COSHH assessment?
- Have I listed all hazardous chemicals/products used in my salon?
- Have I assessed which of my staff is at risk from these hazardous chemicals/products?
- Do I have copies of the manufacturers'/suppliers' data sheets for these chemicals/products?
- Have I tried to replace these with less hazardous chemicals/products?

- Have all my staff been trained in the safe use and handling of these chemicals/products?
- Have I provided all the Personal Protective Equipment (PPE) required free of charge?
- Have my staff been instructed in the use of PPE?
- Do I make sure that the PPE is used?
- Are all my chemicals/products stored correctly according to the manufacturers' instructions?
- Are ALL glass bottles stored below eye level?
- Are all new chemicals/products assessed before use?
- Do I have the means to clean and sterilise/disinfect all the equipment such as tweezers and cuticle nippers?
- Do I have adequate ventilation in the salon generally?
- Do I use ventilated nail tables for nail services?

Check list 8 Use of sunbeds/UV light/skin cancer awareness

- Have I carried out a risk assessment and implemented strict procedures to ensure that no one under 18 years of age (ie staff, trainees, visitors or clients) can be exposed to UV light in my salon? This includes protecting children who are accompanying adults using UV tanning equipment.
- Have I raised staff awareness of the signs of skin cancer and how to encourage clients to seek medical advice? e.g. by using the BAD leaflet 'Information on the signs of skin cancer for well-being, hair and beauty professionals' available to download free, from www.bad.org.uk/sunawareness

Check list 9 Training

- Do I have a trainee or anyone undergoing work experience in my salon?
- If Yes, do I treat them the same as my other employees with regard to Health & Safety?

Check list 10 Insurance

- Do I have an up to date Certificate of Insurance? Is a copy displayed in all my salons?
- What is the renewal date?

Check list 11 Electricity

> Do I have a Residual Current Device (RCD) fitted in the salon electrical system?

> Is all the pipework in my salon bonded? i.e. are the hot and cold water pipes connected together and earthed?

> Is my salon electrical installation tested by a competent electrician on a regular basis?

> Do I have a procedure for regularly doing a visual inspection of all hand tools?

> Inspection is a simple, easy and cost effective technique that does not have to be carried out by a qualified electrician in order to detect many of the simple faults that can occur. The visual signs that equipment is potentially unsafe are:

- damaged plug, e.g. signs of cracking or pins are bent
- the outer sheath of the cable is not securely clamped where it enters the plug or the piece of equipment. Evidence of this is the coloured wires showing
- the cable is frayed, cut etc
- there are signs of overheating (burn marks or staining)
- there is damage to the external casing of the equipment and/or there are loose or missing parts/screws.

> Do I have a system for marking faulty hand tools and preventing their use?

> Are all my hand tools numbered?

> Do I have a list of the hand tools?

> Do I have a procedure for adding new hand tools to the list?

> Does the above procedure cover hand tools brought in by members of staff or subcontractors?

> Are all my staff aware of the dangers of using electrical equipment with wet hands?

Check list 12 First aid

> Do I have a First Aid Box?

> Does it include a list of contents?

> Is it regularly checked and refilled?

> Do I have a supply of items to refill the box?

> Are there any items in the box which should not be there, e.g. medicines?

> Do all my staff know where the First Aid Box is kept?

> Do all my staff know who is responsible for the First Aid Box and administering First Aid?

> Do I have a qualified First Aider?

> Do I have an 'Appointed Person' to take charge in the case of an emergency?

- You must have an 'Appointed Person'. This is someone who takes charge in the case of an emergency such as accident or fire, calls an ambulance, evacuates the salon etc. If you have a member of staff with First Aid training this person is normally the 'Appointed Person'.

Check list 13 RIDDOR

> Are all accidents recorded on an accident form?

> Are all my staff aware of the procedures for reporting accidents?

> Do I check with my staff on a regular basis for signs of asthma and/or dermatitis?

> If signs of asthma and/or dermatitis are detected, do I take suitable action to minimise the problem e.g. improving ventilation and advising on seeking medical help?

> Do I record all cases of asthma and dermatitis.

> Do I remove the completed accident forms from the book and store in a secure place to comply with the Data Protection Act 1998?

Check list 14 Information

> Have I displayed the 2009 version of the 'Health & Safety Law poster' or have all my staff been given a 'Health & Safety Law' pocket card?

- Remember you must display the new version of the poster after 5 April 2014.

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> Do I consult with my staff before introducing new Health & Safety procedures or changing existing procedures?

> Do I consult with my staff regarding Health & Safety, training?

> Do I consult with my staff before allocating responsibilities for aspects of Health & Safety e.g., making someone responsible for First Aid?

> Do I consult with my staff before introducing or changing Personal Protective Equipment?

> How do I consult with my staff, e.g., via staff meetings?

Check list 15 Waste

> Have I asked my product suppliers for advice on the safe disposal of products/chemicals?

> Do my staff know how to dispose of products/ chemicals safely?

> Do I ALWAYS keep waste products/chemicals in a safe place away from children?
    - NEVER put chemicals in the dustbin where they could be found by children!
> Does my supplier of electrical products belong to a take-back scheme?
> Will my local refuse site accept disposal of unwanted electrical equipment?

Check list 16 PUWER

> Is all the equipment in my salon regularly checked to make sure that it is in serviceable condition?
> Do I keep a maintenance log particularly for electrical equipment?
> If I purchase second hand equipment, is it checked by a competent person before use?
    - The suppliers of second-hand equipment have a duty to ensure that the equipment is safe but you cannot always be sure of this. It is strongly recommended that all items of second-hand equipment, and particularly items such as airbrushes, steamers and sunbeds, are checked by a competent person before use.
> Have all my staff been trained in the safe use of every piece of salon equipment?
    - Users and supervisors of equipment must be given adequate training in the use of the equipment and written instructions must be supplied where necessary. If you have sun beds these should not be used by any member of staff before they have received training and this has been recorded.
> Keep a record of such equipment and the persons trained to use it

Check list 17 PPE

> Do any of my staff need to use Personal Protective Equipment (PPE)?
> If Yes, do I supply the PPE for use by my staff free of charge?
    - If PPE is required, you must supply this free of charge to your staff.
> Have my staff been trained to use PPE?
    - The PPE supplied must be properly maintained and the users trained and monitored to ensure that the PPE is properly used.
> Is the PPE suitable for the job?
    - Always use single-use disposable non-latex gloves for wet work and when preparing, using, rinsing or disposing of chemical products. Disposable gloves should not be reused as they may be

contaminated with chemicals or may have small puncture holes in them.

> It is recommended that a longer length glove (30cm) is provided, as this will offer greater protection to the wrist area.

Check list 18 Ergonomics

> Have I observed staff carrying out their duties? e.g. Is the worker in a comfortable position?
    - Look for signs of poor equipment design e.g. plasters on workers fingers or 'home-made' protective pads made of tissues, towels or foam.

> Have I talked to staff and asked them about any problems they may have?
    - Does the person experience any discomfort including aches, pain, tiredness or stress?

> Have I checked the sickness records for any significant problems eg staff off sick with back, neck or wrist pain?

> Have I checked the Accident Report Forms for any accidents relating to ergonomic issues?

> Have I carried out any Display Screen Equipment (DSE) assessments necessary?

> Have I checked Section 18 to make sure that the salon and staff are compliant with The Manual Handling Operations Regulations and The Work at Height Regulations?

> Have I implemented all the top tips (overleaf) that can be applied in my salon? a. If I have any employees who regularly use a computer as a significant part of their work, have I carried out a risk assessment?
    - The regulations only apply where you have an employee who regularly uses a computer as a significant part of normal work, e.g. if you have a receptionist who is required to work on a computer, or if you have someone working in your office doing accounts, payroll, etc. In general these regulations will not apply to most beauty businesses.

Check list 19 Manual Handling

> Have I reduced the risk to my staff from manual handling operations as far as is possible?

> Do any of my members of staff have to carry or move heavy loads, e.g. boxes of stock?

> If YES, have I carried out an assessment of each individual's capability to carry the load, taking into account the weight of the load and the size and shape of the load?

> You should carry out an assessment of the risks involved by looking at the following:

- the weight of the load
    - the shape of the load (e.g. some loads may not be particularly heavy but can be awkward to lift)
    - the working environment (e.g. if the area is damp the employees hands could be wet and the load might slip)
    - where the task is to be carried out (e.g. are there cramped conditions which make it difficult to lift)
    - the individual's capability

> In a salon, the major risk is from lifting boxes of stock items onto and from shelves.

> Do I have a manual handling procedure?

> Is the manual handling procedure understood and followed by all staff?

> Are there any activities in my salon which require any of my members of staff to work at height?

> If YES have I taken steps to avoid work at height if possible?

> If not possible to avoid have I carried out a suitable risk assessment?

> If I provide stepladders/ladders are they suitable for the job and maintained in good condition?

> Have any members of staff who are required to work at height received adequate training

Blank Forms & Notices

A note on copyright

This pack is for one salon only.

The forms and notices in Section 5 (this section) can be copied for your own use only.

You are not allowed to copy any other pages in this pack.

All of this pack is protected under copyright.
Do not copy any of this pack for your friends or salons etc.

Key Names and Addresses

We have provided some national Key Names on form HSIP9.

Start now by completing the forms with your local contacts. Remember to update the records regularly and make sure your staff are aware of this section.

Contact your Habia health and safety specialists at:

Habia
First Floor
Styrrup Golf Club
Main Street
Doncaster
DN11 8NB

Tel: 0845 6 123555

Fax: 01302 774949

Email: info@habia.org

Web: www.habia.org

Habia can also offer a full health and safety training package to ensure you are fully confident in using this pack, alongside gaining a globally recognised qualification in health and safety.

For further details contact us on 0845 6 123555.

Key Names & Addresses

Salon Name:			
Name	Address	Phone/Fax Number	Contact Name
Environmental Health Office			
Employer Medical Advisory Service			
Doctors			
Hospital			
Fire officer			
Insurance Company			
Employer Liability	Policy Number	Expiry Date	
Public Liability	Policy Number	Expiry Date	
Professional Indemnity	Policy Number	Expiry Date	

HEALTH & SAFETY INDUCTION QUESTIONNAIRE

Health & Safety Induction Questionnaire

NAME_____ DATE_____

Who has overall responsibility for Health and Safety in the salon?

_____

Who is responsible for the following areas? _____

Fire Drills _____

H & S Training _____

Accident Book_____

Housekeeping_____

Workplace inspections _____

First point of contact _____

Young persons _____

Who is the salon appointed person/qualified first aider?

_____

Where is the fire assembly point? _____

Where are the fire exits?_____

Where is the first aid box kept? _____

'Where are tint tubes and other waste product containers disposed of?

_____

For an ambulance it helps to know the address and post code of the salon – what is it?'_____

_____

_____

Where is the accident book kept? _____

Where is the COSHH assessment kept? _____

Where is the fire drill notice? _____

Where are the good housekeeping rules kept?_____

Signature _____

FIRE DRILL

FIRE DRILL

In the event of a fire

1. **TELEPHONE 999 FOR THE FIRE BRIGADE**
2. **CLOSE ALL DOORS AND WINDOWS**
3. **LEAVE THE BUILDING BY THE NEAREST EXIT**
4. **ASSEMBLE AT:**

_____

DO NOT

1. **STOP TO COLLECT PERSONAL BELONGINGS**
2. **RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN**

THE NEAREST EXIT IS:

.....

FIRST AID

Appointed Person

Name:_____

Deputy:_____
_____

Appointed Person

Name:_____

Deputy:_____
_____

First Aider

Name:_____

Type of
Qualification:_____

Certificate Number: _____ Expiry Date:_____

The Location of the First Aid Box

_____

EMERGENCY PROCEDURE

IF YOU FIND AN UNATTENDED PARCEL OR ANY OTHER SUSPICIOUS OBJECT OR IF YOU SUSPECT THAT THERE IS LIKELY TO BE AN EXPLOSIVE DEVICE, GAS LEAK ETC. IN OR NEAR YOUR SALON

DO NOT TOUCH OR MOVE THE PARCEL/OBJECT

EVACUATE THE SALON

CALL THE POLICE

WARN MEMBERS OF THE PUBLIC

WARN THE OCCUPANTS OF ADJACENT PREMISES

DO NOT RE-ENTER THE AREA UNTIL INSTRUCTED TO DO SO BY THE POLICE

ALWAYS REMEMBER

IF IN DOUBT – SHOUT

SPECIAL SALON EQUIPMENT RECORD

Special Salon Equipment Record

Equipment		Authorised Persons	
Description	Number	Name	Signature

HEALTH
&
SAFETY
POLICY

Health & Safety AT WORK ETC ACT 1974

Health & Safety POLICY OF:

_____

SECTION A

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees. We will provide such information, training and supervision as required for this purpose. We also accept our responsibility for the Health & Safety of customers and any other people who may be affected by our activities. We will maintain safe access to and egress from our premises at all times.

Name_____Position_____

Date_____

REVIEW ARRANGEMENTS

This policy will be reviewed at least every six months and amended as required. All members of staff will be involved in the review.

The person responsible for the review is:

Name:_____

REVIEW DATE	
PLANNED	ACTUAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

The allocation of duties for safety matters is as follows:

SECTION B

RESPONSIBILITIES

Overall responsible for Health & Safety in the company is that of:

Name_____

Position_____

The person responsible for Health & Safety on a day to day basis in the salon is:

Name_____

Position_____

In the above persons absence, the following person will be responsible as his/her deputy:

Name_____

Position_____

The person responsible for Health & Safety training is:

Name_____

The person responsible for general housekeeping is:

Name_____

FIRE SAFETY

The person responsible for fire safety and in particular checking fire extinguishers, fire exits and escape routes and organising fire drills is:

Name_____

FIRST AID

The person responsible for first aid and in particular checking the first aid box contents and re-stocking as necessary is:

Name_____

The First Aid box is kept: _____

Trained/qualified first aiders are: _____

Name: _____

Name: _____

ACCIDENTS

The person responsible for the accident book and for reporting accidents is:

Name_____

The accident book is kept: _____

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The person responsible for carrying out, updating and monitoring the COSHH assessments is:

Name_____

The COSHH assessments are kept: _____

ELECTRICAL EQUIPMENT

The person responsible for inspecting the electrical equipment on a regular basis and adding any new/replacement equipment to the check list is:

Name_____

WORKPLACE INSPECTIONS

The person responsible for workplace inspections is:

Name
_____

The workplace inspection records are kept: _____

FIRST POINT OF CONTACT

The person designated as the first point of contact for employees to talk over concerns is:

Name
_____

YOUNG PERSONS

The person with designated responsibilities for young persons working in the salon is:

Name
_____