

10. COSHH

10.1 What is COSHH?

COSHH stands for the 'Control of Substances Hazardous to Health'. In the UK, the law requires all employers to ensure that they are sufficiently controlling harmful substances in the workplace. This means that any dangerous substances need to be identified and precautions should be taken to ensure workers know how to use and handle them safely.

You can prevent or reduce workers exposure to hazardous substances by:

- finding out what the health hazards are;
- deciding how to prevent harm to health (risk assessment);
- providing control measures to reduce harm to health and making sure they are used;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;
- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies.

Most businesses use substances, or products that are mixtures of substances. Some processes create substances. These could cause harm to employees, contractors and other people.



10.2 Which substances are hazardous in the salon?

Hazardous substances can take many forms, whether they are liquids, dusts, vapours, gases or fumes, and have the potential to exist in every workplace in the UK. Risk assessments are extremely important to identify which hazardous substances are in your workplace so that you can use them safely.

Hazardous substances are likely to include:

- Aerosols
- Shampoos and conditioners
- Hair dye
- Hairspray
- Henna products
- Cleaning chemicals and disinfectants.

Product	Chemical Name	Potential symptoms of exposure	Potential long term effects
Keratin hair straighteners	Formaldehyde	Breathing problems, eye, nose and throat irritation, wheezing, skin rashes	Cancer, dermatitis
Hair dye, wig glue, hairpiece bonding	Toluene	Dizziness, headaches, eye, nose and throat irritation, skin rashes	Birth defects, pregnancy loss, liver or kidney damage
Thermal protection sprays or flat iron sprays	Cyclopentasiloxane	Under the high heat of flat iron, this chemical creates formaldehyde (above)	Cancer, dermatitis
Hair extension glue or lace wig glue	Styrene	Trouble concentrating, tiredness, vision problems	Cancer
Hair extension or lace wig glue	Trichlorethylene	Nausea, confusion, headache, dizziness, eye and skin irritation	Liver or kidney damage, dermatitis, double vision
Permanent wave solutions (acid perms)	Glyceryl thioglycolate	Skin irritation	Dermatitis
Hair bleach	Ammonium persulfate	Eye, skin and nose irritation, coughing, shortness of breath	Asthma, dermatitis
Hairspray	Acetone	Eye, skin and throat irritation, dizziness	Eye, skin and throat irritation, dizziness

10.3 What effects do hazardous substances have on health?

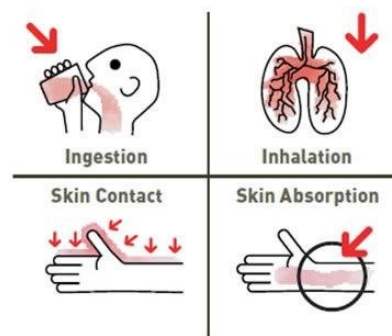
Hazardous substances can have a variety of ill health effects on those who have exposure to them, some more severe than others. In a hair salon, the effects are likely to include:

- Skin irritation or dermatitis from direct contact with the substance.
- Asthma from exposure to dusts or vapours.
- Infection from bacteria

However, it is not just direct contact with the shampoo, dye or hairspray that can cause the problem.

The main routes of entry for hazardous substances are:

- **Inhalation** – for example, breathing in hairspray.
- **Skin absorption** – for example, from wearing contaminated gloves.
- **Direct contact** – for example, splashes or vapours in the eyes or on the skin.
- **Ingestion** – for example, swallowing chemicals or eating contaminated food.



10.4 Chemical labels

The manufacturer has a legal requirement to ensure that any chemicals that is dangerous to your health is labelled with appropriate hazard symbols, warnings, health and safety advice and any personal protective equipment (PPE) that must be worn when handling it.

As of June 2015, the warning symbols are red and white (as opposed to the previous orange and black labels).

You must ensure that you always check whether the warning label on a product says 'may cause sensitisation by skin contact' or 'can cause allergic reactions' so that you can put precautions in place.



10.5 Cleaning a hair salon safely

All equipment and surfaces need to be cleaned and disinfected regularly to help maintain them and to help prevent the spread of infection through contamination. Unsafe or unhygienic practices can affect the health of both the customer and the worker.

However, cleaning chemicals are also a hazardous substance and need to be used with care in order to promote health and safety in your hair salon. You should:

- Keep the work area clean and tidy.
- Disinfect shower heads once a week.
- Towels need to be washed properly and cleaned between uses.
- Clean up spills straight away (clean-as-you-go).
- Wash out all equipment after use and dispose of any waste safely.
- Thoroughly clean all equipment at the end of each day.
- Make up only as much solution as you will need for immediate use.
- For equipment that comes into contact with skin, clean it before and after each use.

To clean equipment, use hot soapy water before disinfecting or sterilising it so as to remove any residue that may prevent the disinfectant from working. A fresh disinfection solution should be prepared each day and the container should be thoroughly cleaned before refilling.

You should prepare a schedule of daily, weekly, and monthly tasks and assign them as duties. As part of the schedule it's useful to note the right cleaning products and the appropriate PPE to wear for each task.

HAIR & BEAUTY SALON CLEANING SCHEDULE

Keep your salon beautiful with Bunzl Cleaning & Hygiene Supplies

FRONT OF HOUSE	BACK OF HOUSE	WASHROOMS
DAILY TASKS <ul style="list-style-type: none"><input type="checkbox"/> Sweep the floor thoroughly (if a hair salon, sweep after each haircut)<input type="checkbox"/> Vacuum carpets and door mats<input type="checkbox"/> Mop the floor<input type="checkbox"/> Clean and disinfect client chairs and beds<input type="checkbox"/> Clean and disinfect work stations<input type="checkbox"/> Polish mirrors, glass and chrome surfaces<input type="checkbox"/> Tidy, organise and re-stock product displays<input type="checkbox"/> Empty bins WEEKLY TASKS <ul style="list-style-type: none"><input type="checkbox"/> Dust window ledges, light fittings and fixtures<input type="checkbox"/> Dust skirting boards<input type="checkbox"/> Polish windows and picture frames<input type="checkbox"/> Wipe down walls<input type="checkbox"/> Unclog sinks<input type="checkbox"/> Clean and disinfect bins<input type="checkbox"/> Check air freshener levels	DAILY TASKS <ul style="list-style-type: none"><input type="checkbox"/> Sweep the floor thoroughly<input type="checkbox"/> Vacuum carpets and door mats<input type="checkbox"/> Mop the floor<input type="checkbox"/> Clean sinks<input type="checkbox"/> Empty bins<input type="checkbox"/> Launder all towels, capes or sheets<input type="checkbox"/> Clean and disinfect all tools<input type="checkbox"/> Dry tools and put away<input type="checkbox"/> Clean and put away client glasses, cups, saucers and spoons<input type="checkbox"/> Clean coffee machine WEEKLY TASKS <ul style="list-style-type: none"><input type="checkbox"/> Clean and disinfect bins<input type="checkbox"/> Tidy towel/ sheet cupboards<input type="checkbox"/> Tidy and organise products	DAILY TASKS <ul style="list-style-type: none"><input type="checkbox"/> Clean sinks<input type="checkbox"/> Clean and disinfect toilets<input type="checkbox"/> Polish mirrors and glass surfaces<input type="checkbox"/> Re-stock toilet paper and hand towels<input type="checkbox"/> Empty bins WEEKLY TASKS <ul style="list-style-type: none"><input type="checkbox"/> Polish windows<input type="checkbox"/> Wipe down window ledges<input type="checkbox"/> Clean and disinfect door handles and grab handles<input type="checkbox"/> Clean and disinfect baby changing tables<input type="checkbox"/> Clean and disinfect waste paper bins<input type="checkbox"/> Ensure feminine hygiene disposal bins have been emptied<input type="checkbox"/> Bleach toilet brushes<input type="checkbox"/> Check air freshener levels

ARE YOU STOCKED UP ON YOUR ESSENTIAL SALON CLEANING SUPPLIES?

<input type="checkbox"/> Floor cleaner/ polish	<input type="checkbox"/> Washroom cleaner	<input type="checkbox"/> Bleach	<input type="checkbox"/> Disinfectant spray	<input type="checkbox"/> Bin liners	<input type="checkbox"/> Toilet paper
<input type="checkbox"/> Glass and window cleaner	<input type="checkbox"/> Laundry cleaner	<input type="checkbox"/> Washing-up liquid	<input type="checkbox"/> Liquid hand wash & sanitiser	<input type="checkbox"/> Disposable gloves	<input type="checkbox"/> Paper hand towels
<input type="checkbox"/> Microfibre cloths	<input type="checkbox"/> Stain remover	<input type="checkbox"/> Liquid disinfectant	<input type="checkbox"/> Air freshener	<input type="checkbox"/> Rubber gloves	<input type="checkbox"/> Scourers

10.6 Controlling dermatitis

Dermatitis is a type of eczema that occurs when your skin comes into direct contact with an irritant. The irritant damages the outer layer of the skin, causing redness, itching, burning or stinging and can lead to your skin becoming blistered, dry and cracked.

It is reported that up to 70% of hairdressers suffer from work-related skin damage, such as dermatitis, at some point throughout their career. Skin damage like this is unsightly, unpleasant and unprofessional looking but it can be prevented.



10.7 What causes dermatitis in a hair salon?

Dermatitis can affect all parts of the body but most commonly it just affects the hands. People that work with irritants in their job, or those whose work involves a lot of water, are more at risk of suffering from dermatitis than others – which is why hairdressers need to be extra careful.

In a hair salon, dermatitis is likely to be caused by:

- Frequent contact with water.
- Contact with the chemicals in hairdressing products, e.g. shampoo, bleach or hair colour.
- Contact with cleaning chemicals or detergents.

If your work involves a lot of contact with water, then you are more at risk of developing dermatitis. For example, if you wash the hair of 10+ customers throughout the day.

The other main cause is contact with the chemicals in hairdressing products when you're shampooing, dyeing, bleaching or cleaning up afterwards.

There are many ways in which your hands may come into contact with water and chemical products.

For example:

- Washing or colouring hair with bare hands.
- Handling equipment left to soak in cleaning chemicals.
- Touching contaminated surfaces or clothing.
- Splashing chemicals on to your skin when mixing or handling them.
- Aerosols, such as hairspray, settling on your skin.



10.8 How to prevent dermatitis in a hair salon

Although dermatitis is an unpleasant condition to have, the good news is that it's easily preventable. There are a few simple things you can do to help prevent dermatitis:

- Wear disposable, non-latex gloves for shampooing, colouring and bleaching etc.
- Dry your hands thoroughly with a disposable paper towel.
- Moisturise your hands as often as possible with fragrance-free moisturiser. Make sure that you moisturise all of your hands, wrists and fingers.
- Wear a new pair of gloves for every customer.
- Check your skin regularly for early signs of skin problems.

The Health and Safety Executive (HSE) recommends that skin creams are paraffin-based or aqueous moisturising creams. These should be in a form that can be used without cross-contamination between users – so ensure each worker has their own supply. Skin creams are important as they help to remove contamination from the skin and replace lost oils.



10.9 Checking for dermatitis

You should check your skin for signs of damage every day – look out for areas of soreness, redness or dryness on your hands, wrists and arms. Encourage everyone to do this regularly.

Skin checks for dermatitis

Regularly check your skin for early signs of dermatitis



10.10 PPE for hairdressers

Personal Protective Equipment in a hair salon is always recommended as a health and safety measure.

Hairdressers should wear gloves whilst working to protect their skin. Each day their skin comes into contact with harmful chemicals such as bleach and on top of that, constantly putting them under hot water. This then leads to painful and irritating conditions like dermatitis. The simple action of wearing hairdressing gloves can reduce these risks considerably.

Due to the amount of chemicals and water a hairdresser's hands actually endure, they are seventeen times more likely to suffer from work related skin issues than any other kind of worker and seventy percent of hairdressers will suffer skin problems for their work during their career if they don't use gloves.

As hairdressers work for hours each day with shampoos and water, combined with the dry conditions created by hairdryers and other heated equipment, their skin's natural defences are greatly weakened. Along with this are the many chemicals used for dying and treating hair, which also have very negative effects on the skin. Due to this, hairdressing gloves should be worn at all times.

The HSE recommends that the gloves you use at work are: single use, all-round smooth, powder-free, non-latex gloves, ideally around 300mm length (top to tail). These are available in different sizes and it is important to use the size that fits properly. Choose long-length gloves with folded cuffs to prevent water running down your arm where possible.

You should throw away single-use gloves every time they are taken off – instil a 'new customer new gloves' mantra in the workplace to make sure people comply with this. This is important because the gloves will be contaminated with products and water and may cause dermatitis if re-used. Change gloves hourly if still with the same client, this will help to prevent sweating which may also irritate the skin.

Important tips

- Limit the number of times hands are washed and dried during the day if possible and don't forget to dry in between the fingers.
- Take rings off so chemicals, detergents or water don't get trapped underneath and cause irritation.
- When wearing gloves for a long period of time, cotton gloves can be worn underneath to minimise sweating.
- Remember, clients may be allergic to latex gloves. Always check with clients if they have allergies.



10.11 Asthma

When you come into contact with something that irritates your lungs, known as a trigger or respiratory sensitiser, your airways become narrow, tight and inflamed. This sensation is known as asthma and can lead to difficulty breathing, wheezing and coughing and a tight chest. Asthma can be brought on by certain work activities, including those involved in hairdressing. Things in a hair salon likely to cause asthma include:

- Hair products
- Cleaning chemicals
- Hairspray
- Fumes from solvents and cleaners
- Dust from latex
- Henna products



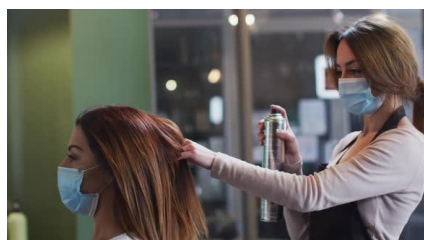
10.12 How to prevent asthma in a hair salon

Preventing asthma from developing or worsening whilst in the salon is a necessary step to take.

Tips include:

- Keep the workplace well ventilated. Have an open door or window where possible to get clean air flowing through
- Avoid using dusty products, choose pastes or solutions instead
- Wear a face mask and stand well back when using hairspray as some products can make existing asthma worse

Some types of hairdressing products are known to cause problems and so may be labelled 'may cause sensitisation by inhalation' or 'can cause allergic reactions'. Check the label of any product that you use to decide upon the necessary precautions.



10.13 How are hair products involved?

Hair products supplied to the salon must comply with the UK and EU Cosmetics Regulation and its amendments. The purpose of the Regulation is to ensure products are safe when used correctly. The Regulation details how certain ingredients, such as hydrogen peroxide, thioglycolic compounds and hair dyes can be used. It may require information to be given in an instruction leaflet or on the label, indicating the presence of certain ingredients or how to use products containing them.

The Cosmetics Regulation requires cosmetic products to be labelled with a list of all the ingredients they contain. There are no exceptions from this requirement. Even hair products used in professional salons, and free samples, must be labelled with an ingredient list. The ingredient list is to allow people who have been diagnosed as allergic to an ingredient to avoid a product containing that ingredient.

Some chemicals used by hairdressers may need to have a safety data sheet (SDS) under the UK and EU REACH Regulation (Registration, Evaluation, Authorisation and Restriction of Chemicals).

The Chemicals (Hazard Information and Packaging for Supply) Regulations, usually referred to as CHIP, no longer covers the requirements for safety data sheets. A safety data sheet is only required when a substance or mixture is classified as hazardous under the CLP Regulation (Classification, Labelling and Packaging of Substances and Mixtures).

Finished cosmetic products, including salon hair products, are exempt under REACH from the need to provide safety data sheets.

Providing hairdressing products and chemicals are used in accordance with manufacturers' instructions, the risk from hairdressing products should be low, making any COSHH assessment a relatively simple and straightforward process.



10.14 Allergy testing

You must carry out allergy alert tests at least 48 hours before applying hair colour.

If your client suffers any reaction at all, don't go ahead with the appointment. Keep confidential records of the allergy alert tests and outcomes. Staff should also be tested for allergies. Again, keep confidential records of the results and any action taken.

When storing confidential client or staff information you will need to comply with GDPR, including getting client consent for collecting and keeping health-related information such as client consultation forms.

Don't forget: permanent hair colour must not be applied to anyone under 16, or used by any employees under the age of 16. You must not carry out an allergy test on anyone under the age of 16.



10.15 Carry out an assessment

To make an assessment, questions should be asked, such as:

- What products are used?
- What is the potential of a product causing harm? (i.e. the hazard)
- What is the chance of exposure occurring?
- How much are people exposed, for how long and how often? (i.e. the risk)
- Can the exposure be prevented? If not, how is it adequately controlled?

To answer these questions, always look at the products being used and read the instructions and warnings provided on the products and packaging.

It is good practice to keep a written record of the assessment. This will help you if you are asked about health and safety in your salon.

COSHH

IS IT COSHH OR NOT?

WHAT IS A SUBSTANCE HAZARDOUS TO HEALTH UNDER COSHH?
Under COSHH there are a range of substances regarded as hazardous to health including:

- Substances or mixtures of substances classified as dangerous to health under the chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). Their warning label can identify these and the supplier must provide a safety data sheet for them.

KNOW YOUR SYMBOLS

Highly Flammable	Corrosive
Oxidizing	Radiation
Biological	Harmful/Irritant
Very Toxic	General Danger Caution

■ If biological agents, bacteria and other micro-organisms, are directly connected with work, such as farming, sewage treatment, or healthcare, or if the exposure is incidental to the work (e.g. exposure to bacteria from an air conditioning system that is not properly maintained).

■ Any kind of dust if its average concentration in the air exceeds levels specified in COSHH.

■ Any other substances which create a risk to health, but which for technical reasons may not be specifically covered by CHIP including pesticides, medicines, cosmetics or substances produced in a chemical process.

WHAT IS NOT A SUBSTANCE HAZARDOUS TO HEALTH UNDER COSHH?
For the vast majority of commercial chemicals, the presence or not of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if the need at work you do not have to worry about COSHH but there is a warning label on bleach, and so COSHH does apply to its use in the workplace.

1. ASSESS THE RISKS

This risk assessment must:

- Identify the hazardous substances present in your workplace.
- Consider the risks these substances present to people's health.
- Identify and consider who could be exposed to the substance and how often?

Remember to include all groups of people who come into contact with the substance.

Whoever carries out the assessment will need to have access to and understand the COSHH Regulations and relevant Approved Codes of Practice.

2. DEVELOP PRECAUTIONS

DECIDE ON WHAT PRECAUTIONS ARE NEEDED TO PREVENT OR ADEQUATELY CONTROL EXPOSURE

a. Prevent exposure
The COSHH Regulations require you to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so.

b. Adequately control exposure
If prevention is not reasonably practicable, you must adequately control exposure.

Such as:

- Use work systems and engineering controls, and provide suitable work equipment to reduce exposure.
- Control exposure at source and reduce the number of exposed employees to a minimum and the level and duration of their exposure.
- The quantity of hazardous substances used or produced in the workplace.

3. IMPLEMENT CONTROL MEASURES

USING THE CONTROL MEASURES
COSHH requires employees to make proper use of control measures and to report defects. This is why employees must be suitably trained, have suitable information and appropriate supervision.

MAINTAINING CONTROL MEASURES
COSHH places specific duties on the need to ensure that exposure controls are maintained. This is to ensure that every part of the control measure continues to be met as originally intended.

4. MONITOR EXPOSURE

Under COSHH you must measure the concentration of hazardous substances in air if:

- There could be a serious risk to health if any control measures failed or deteriorated.
- Exposure limits might be exceeded or control measures might not be working properly.

Air monitoring must be carried out when employees are exposed to certain substances and processes specified in Schedule 5 to the COSHH Regulations.

5. CARRY OUT HEALTH SURVEILLANCE

COSHH REQUIRES HEALTH SURVEILLANCE TO BE CARRIED OUT IN THE FOLLOWING CIRCUMSTANCES:

1. Where an employee is exposed to one of the substances listed in Schedule 6 to COSHH and is working in one of the listed processes, e.g. in the manufacture of certain compounds where there is reasonable likelihood that an identifiable disease or adverse health effect will result from that exposure.
2. Where employees are exposed to a substance linked to a particular disease or adverse health effect and there is a reasonable likelihood, under the conditions of the work, of that disease or effect occurring and it is possible to detect the disease or health effect.

6. INFORM, INSTRUCT & TRAIN

ENSURE EMPLOYEES ARE PROPERLY SUPERVISED, INFORMED AND TRAINED
COSHH requires the provision of suitable and sufficient information and training for all employees which should include:

- The main findings of any risk assessment.
- The names of the substances they work with or could be exposed to and the risks created by exposure.
- Access to any data sheets that apply to those substances.

The precautions they should take to protect themselves and other employees.

How to use personal protective equipment and clothing provided.

The results of any exposure monitoring and health surveillance.

The emergency procedures that need to be followed.

7. PREPARE PLANS & PROCEDURES

PREPARE PLANS AND PROCEDURES TO DEAL WITH ACCIDENTS, INCIDENTS & EMERGENCIES.
COSHH requires a plan outlining the response required before an accident happens.

The plan must include:

1. Preparing procedures and setting up warning and communication systems to enable an appropriate response immediately any incident occurs.
2. Ensuring that the information on the emergency arrangements is available to those who need to see it including the emergency services.
3. If any accident or emergency occurs all steps required must be taken to minimise the harmful effects and restore the situation to normal immediately.
4. Employees who may be affected must also be informed.
5. Only those staff necessary to deal with the incident may remain in the area and they must be provided with appropriate safety equipment.
6. It also requires safety drills to be practised at regular intervals.

WHAT IS NOT A SUBSTANCE HAZARDOUS TO HEALTH UNDER COSHH?
For the vast majority of commercial chemicals, the presence or not of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if the need at work you do not have to worry about COSHH but there is a warning label on bleach, and so COSHH does apply to its use in the workplace.

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The information contained in the poster is for guidance only and should not be used as a substitute for recognised training.

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10.16 Control exposure

Some of the means of controlling exposures are:

- Determine which products contain hazardous chemicals or ingredients and label them properly.
- Use a less harmful product where possible.
- Read manufacturer's instructions on how to use products safely, including hair products, cleaners, etc.
- Avoid contact with products that contain known cancer-causing ingredients or sensitisers such as certain hair dyes.
- Train workers in safe handling of hazardous products.
- Safely store and dispose of products.
- Provide local exhaust ventilation where there is a risk of exposure to hazardous fumes.
- Use personal protective equipment (PPE) e.g. gloves and aprons

The use of PPE cannot be used as an alternative to control measures. It should only be considered when prevention or adequate control prove impracticable, and then used in addition to other control measures.

For many chemicals that can be inhaled the authorities have set safe levels that can be breathed in during a working day; these are called Workplace Exposure Limits (WELs). Only a small number of these chemicals are used in hair products and hair product manufacturers' data indicate the levels used in salons should be well within the safe limits set. However, exposure should still be kept to a minimum which may be achieved through good ventilation of the salon.



10.17 Ensure that employees are properly informed, trained and supervised

COSHH requires you to provide your employees with suitable information, instruction and training about:

- The nature of the substances they work with or are exposed to and the risks created by the exposure to those substances.
- The precautions they should take.

You should give them sufficient information and instructions on:

- Control measures, their purpose and how to use them
- How to use personal protective equipment and clothing provided
- Results of any exposure monitoring and health surveillance (without giving people's names)
- Emergency procedures

This last step is vital. You must ensure that your employees understand the risks from the hazardous substances they could be exposed to. Your control measures won't be fully effective if your employees do not know how to use them properly, or the importance of reporting faults.

