



***Workplace***



***Assessment***

**RISK ASSESSMENTS**

# A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.



As part of managing the health and safety of your business, you must control the risks in your workplace.



To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm.



This is known as risk assessment and it is something you are required by law to carry out.



If you have fewer than five employees you don't have to write anything down, but it helps when you need to re-assess.

**Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:**

- Identify what could cause injury or illness in your business (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk
- Assessing risk is just one part of the overall process used to control risks in your workplace
- For most small, low-risk businesses the steps you need to take are straightforward

**As an employer,  
you're required  
by law to protect  
your employees,  
and others, from  
harm.**



## Hazards

Something  
with the  
potential to  
cause harm.

# Identify hazards

Look around your workplace and think about what may cause harm (these are called hazards). Think about:

**S**pot a Hazard

**A**ssess the Risk

**F**ind the Cause

**E**valuate Solutions

**T**erminate the Danger

**Y**ou are Safe

- How people work and how equipment is used
- What chemicals and substances are used
- What safe or unsafe work practices exist
- The general state of your premises
- Look back at your accident and ill health records as these can help you identify less obvious hazards. Take account of non-routine operations, such as maintenance and cleaning
- Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress.
- For each hazard, think about how employees, visitors or members of the public might be harmed.



## Risks

The likelihood and severity of that harm occurring.



# Safety in Beauty Salons

The following highlight some of the hazards that may exist in your premises, They are by no means exhaustive and will vary depending on your own particular business. As a starting point use the blank sheet provided in this pack and carry out your own simple risk assessment.

## Main Types of Hazard

### Slips, trips and falls

Most accidents occur when staff trip over trailing leads and uneven floor surfaces, or fall when trying to reach items e.g. by standing on chairs.

## Managing the Risk

- Fasten cables and leads securely or re-route overhead if possible.
- Unplug all equipment when not in use.
- Keep passageways, workstations, and stairs clear. Clean up spillages immediately.
- Provide adequate lighting.
- Provide proper step ladders to reach anything not accessible from the ground.

### Fire

Obstructed exit routes, for example by stock, can prevent escape and provide fuel for fires. Many products used in beauty treatments, particularly aerosols, are highly flammable and potentially explosive if exposed to high temperatures.

- Keep all escape routes and fire exits clear, and make regular checks to ensure this is the case.
- Store products, particularly aerosols, away from naked flames or sources of heat, at or below room temperature and in a dry atmosphere.
- Do not use portable gas heaters as they have a naked flame.
- Switch off and unplug all electrical appliances at night.
- Make sure employees are aware of the action they must take in the event of a fire.

### Electrical Safety

Many of the electrical appliances used in beauty salons are subjected to considerable wear and tear.

- Devise a system for regularly checking all portable electrical equipment, such as depilation equipment, sunbeds, wax pots etc. and for marking faulty equipment and preventing its use until repaired. (It is useful to individually number equipment).
- Keep a maintenance log for electrical equipment.
- Fit 30mA residual current devices (RCD's) to all sockets which hand held equipment and sunbeds are plugged into.
- Provide adequate sockets at every workstation, do not overload sockets and avoid the use of adaptors.
- Ensure all hot and cold water pipes are suitably bonded and earthed.

### Hazardous Substances

Some of the preparations and products used in the beauty salon contain harmful substances which can cause both skin and respiratory problems. Products used for cleaning can also be hazardous.

- Make a list of all hazardous products used in the salon and obtain hazard data sheets from the manufacturers.
- Make sure you are using the safest products available and that they comply with the Cosmetic Products (Safety) Regulations.
- Ensure you assess all new products before use.
- Store and use all products in accordance with manufacturers instructions.
- Take care when disposing of surplus/out of date stock, following manufacturers guidance or return to manufacturer.
- If signs of dermatitis or asthma are detected suitable action should be taken to minimise the problem e.g. provide barrier creams and gloves, improve ventilation and monitor to ensure gloves etc. are used.
- Train staff in the safe use of chemicals.

# Assess the risks

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

- Who might be harmed and how
- What you're already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

## **If you need further controls, consider:**

- redesigning (room layout, timings etc.)
- replacing the equipment
- organising your work to reduce exposure to the chemicals, equipment or treatment
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure everyone wears it
- Put the controls you have identified in place. You're not expected to eliminate all risks but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

# **Control the risks**

**Look at what you're already doing, and the controls you already have in place. Ask yourself:**

**Can I get rid of the hazard altogether?  
If not, how can I control the risks so that harm is unlikely?**

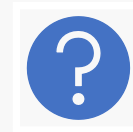




# Risk assessments



Identify the hazards



Decide who might be harmed and how



Evaluate the risks and decide on precautions



Record and implement findings



Review assessment and update when necessary

# Common accidents in the salon

- Slipping on wet surfaces
- Risk of cuts
- Bruises
- Burns from chemicals
- Slips, trips and falls from wet and untidy floors
- Strayed wires
- Obstructed floors
- Electrical hazards
- Fire hazards



# First aid requirements



- As a minimum, a low-risk workplace such as a small office should have a first-aid box and a person appointed to take charge of first-aid arrangements, such as calling the emergency services if necessary. Employers must provide information about first-aid arrangements to their employees.
- Workplaces where there are more significant health and safety risks are more likely to need a trained first-aider. A first-aid needs assessment will help employers decide what first aid arrangements are appropriate for their workplace.

# How should accidents be recorded?

Any injury at work - including minor injuries should be recorded in your employer's 'accident book'.

All employers (except for very small companies) must keep an accident book.



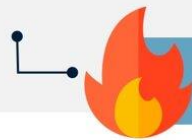
WHAT TO INCLUDE IN A

# RISK ASSESSMENT

A RISK ASSESSMENT SHOULD GIVE A CLEAR OVERVIEW OF THE THREATS AND SECURITY LEVELS FOR AN ASSET

## RISK ASSESSMENT COMPONENTS

PRIORITISED LIST OF RELEVANT THREATS



NATURE OF THE THREATS

LIKELIHOOD AND POTENTIAL IMPACT OF THREATS



EFFECT OF IMPLEMENTED SECURITY TREATMENTS

NEED FOR ADDITIONAL OR FEWER TREATMENTS



LEVEL OF COMPLIANCE AGAINST REQUIREMENTS

THE FINANCIAL IMPACT OF THREATS AND TREATMENTS



# Risk assessment template

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>

# Summary



Regularly review your risk assessment. Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. So it makes sense to review what you are doing on an ongoing basis, look at your risk assessment again and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near misses?
- Make sure your risk assessment stays up to date.
- Find out more HSE's risk management pages (including templates, as well as risk assessment tools and examples): [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)