

**THE FOUNDATION OF
HAIR DESIGNING
LEVEL-1 & 2**

ORANE^{}
INTERNATIONAL

ORANE[®]

INTERNATIONAL

Edition : Third

2019

Author :

Monica Sood

Master of Arts (Political Science)
National Certificate for Beauty & Wellness Trainers - B&WSSC
National Examiner ABTC - CIDESCO Section
Post Graduate Diploma in Beauty Therapy - CIDESCO
Diploma in Reflexology (Level-3) - CIBTAC
Award in Thermal Auricular (Level-2) - CIBTAC
Award in Indian Head Massage Services (Level-3) - CIBTAC
Certificate in Fashion and Photographic Makeup (Level-3) - CIBTAC
Diploma in Beauty, Body & Hair Designing
Professional Makeup
Permanent Nail Extension, Nail Art & Gel Nail

email: info@orane.co

Visit us at: www.oranebeautyinstitute.com

Preface

Change is the only constant.
-Heraclitus

And ever-changing are the concepts and techniques in the profession of Beauty and Wellness. Orane maintains the highest bar of standards of quality education in the national and international market, hence mandating us to constantly upgrade our curriculum. This book is to provide authoritative and useful information aimed at a beauty practitioner. In this edition of coursework of The Foundation of Hair Designing, we have strategically simplified the language and broken down the techniques of execution of latest styles in easiest of means. This book would increase the reader's understanding of many aspects beyond one's particular area of focus and specialization. Because the book is intended to be useful in a practical sense, the material clearly informs us the practical methodology and various practices to be incorporated for every procedure.

Contents



The Foundation of Hair Designing

Part 1

INTRODUCTION TO HAIR INDUSTRY

- 1.1 Ancient Hairdressing
- 1.2 Hairdressing Today
- 1.3 Self Assessment Questions

Part 2

PROFESSIONAL IMAGE

- 2.1 Introduction
- 2.2 Looking your Best
- 2.3 Communication Skills
- 2.4 Self Assessment Questions

Part 3

HYGIENE, SANITATION AND STERILIZATION

- 3.1 Hygiene
- 3.2 Types of Hygiene
- 3.3 Sanitation
- 3.4 Sterilization
- 3.5 Self Assessment Questions

Part 4

HEALTH AND SAFETY

- 4.1 Health and Safety
- 4.2 Hazards & Risk
- 4.3 Self Assessment Questions

Part 5

STRUCTURE OF HAIR

- 5.1 Introduction
- 5.2 Structure of Hair
- 5.3 Hair Growth Cycle
- 5.4 Hair Distribution
- 5.5 The pH Scale
- 5.6 Types of Hair
- 5.7 Self Assessment Questions

Part 6

KNOWLEDGE OF TOOLS

- 6.1 Common Tools
- 6.2 Specialized Tools
- 6.3 Hair Cutting Tools
- 6.4 Self Assessment Questions

Part 7

HAIR & SCALP DISORDERS

- 7.1 Disorders of Hair Shaft
- 7.2 Disorders of Hair Scalp
- 7.3 Self Assessment Questions

Part 8

PREPARE AND MAINTAIN THE WORK AREA

- 8.1 Introduction
- 8.2 Trolley Setting
- 8.3 Client Consultation and Records
- 8.4 Contra-indication
- 8.5 Winding and Wrapping the Work
- 8.6 Self Assessment Questions

Part 9

SHAMPOOING & CONDITIONING

- 9.1 Introduction
- 9.2 Shampoo types for Gorgeous Hair
- 9.3 Hair Conditioners
- 9.4 Hair Masque
- 9.5 Hair Serum
- 9.6 Trolley Setting
- 9.7 Procedure
- 9.8 Post Care
- 9.9 Self Assessment Questions

Part 10

HAIR STYLING PRODUCTS AND EQUIPMENTS

- 10.1 Introduction
- 10.2 Common Thermal Styling Techniques and Tools
- 10.3 Wet Styling
- 10.4 Hair Styling Products
- 10.5 Self Assessment Questions

Part 11

THE INDIAN HEAD MASSAGE

- 11.1 Introduction
- 11.2 The Benefits of Massage
 - a. Physiological Effect
 - b. Subtle Effect
- 11.3 Contra-indications
- 11.4 Implements and Materials
- 11.5 Massage Techniques
- 11.6 Preparations and Procedure
- 11.7 Self Assessment Questions

Part 12

HAIR CUTTING

- 12.1 Introduction
- 12.2 Basic Principles of Hair Cutting
- 12.3 Cutting Techniques
- 12.4 Client Consultation
- 12.5 Female Hair Cuts
- 12.6 Male Hair Cut
- 12.7 Self Assessment Questions

Part 13

HEAD HENNA APPLICATION

- 13.1 Introduction of Henna
- 13.2 Advantages
- 13.3 Disadvantages
- 13.4 Trolley Setting
- 13.5 Herbal Treatments with Henna
- 13.6 Self Assessment Questions

Part 14

HOME REMEDIES

- 14.1 Introduction
- 14.2 Herbal Remedies
 - a. For Hairfall Problems
 - b. For Dandruff
 - c. For Hair dryness
- 14.3 Healthy Living
- 14.4 Self Assessment Questions

Part 15

HAIR COLORING

- 15.1 Introduction
- 15.2 Types of Colors
- 15.3 Color Tube & Developers
- 15.4 Color Application Techniques for Hair
- 15.5 Self Assessment Questions

Part 16

HAIR DO'S

- 16.1 Introduction
- 16.2 Braids
- 16.3 Front Styles
- 16.4 Hair Buns

Part 17

CONSULTATION SHEET

- 17.1 Introduction
- 17.2 Consultation Sheet
Shampoo/Conditioning/Hair Cut/Thermal Styling/ Global Colouring/Heena Application/ Head Massage

Part 1

INTRODUCTION TO HAIR INDUSTRY

- 1.1 Ancient Hairdressing
- 1.2 Hairdressing Today
- 1.3 Self Assessment Questions



1.1 ANCIENT HAIRDRESSING

Hairdressing as an occupation dates back thousands of years.

a. In Africa:



Africa

It was believed in some cultures that a person's spirit occupied his/her hair giving hair dressers high status within these communities. Thus, the status of hairdressing encouraged many to develop their skills. Men would work specifically on men, and women on other women. Before a master hairdresser died, they would give their combs and tools to a chosen successor during a special ceremony.

b. In Ancient Egypt:

Hairdressers had specially decorated cases to hold their tools, including lotions, scissors and styling materials. Egyptian hairstyles very much depended on the wealth, age and social



Ancient Egypt

group. They would have a choice of short or long hair. Young girls wore plaits, braids or sometimes ponytails. The older men and women would wear wigs to hide their lack of hair or the grayness of it. The wig also protect the Egyptian's hair from sun damage.

c. Greece:

Classical Greece hairstyles involved braiding the hair into a chignon style and was grown much

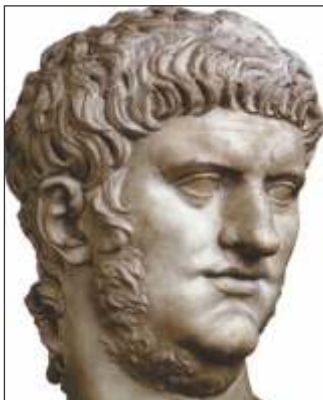


Greece

longer and fixing it to the head and decorating with flowers, headbands, ribbons and pieces of metal. Ancient Greece hair styles also involved sprinkling Gold powder

into the hair. Men would have short or shaved hair.

d. Rome:



Rome

In Ancient Rome, hairstyles became an expression of a person's identity as much as it is today and again the style determined the person's wealth, status, gender and age. For women, their hair

indicated how attractive and wealthy she was.

e. The East:



The East

In the Vedic period (1700 - 1100 BCE) Indians used to shave the whole head, leaving a lock of hair at the back or at the side, in the believe that it will allow "God to pull people into heaven" .This kind of

hair cut was limited to people with high social

positions, whilst women were to use head pieces with gems and jewels decorated on costumes on the forehead. Since the 5th Century, in India amongst the Muslim community the hair was concealed in public for both men and women. Men would wear a turban or fez. Women would wear a traditional veil. In the 7th century, several sultans from Damascus, Persia and Afghanistan started to invade India, which caused a blend of Muslim and Indian costumes. Their hairstyle did not change much as most of the women's hair was black, long, with braids or tied in chignons at nape.

f. China:

Chinese hairstyles depended on the age of the woman and her marital status and the reason for their hair being extremely long was because it was considered dis-respectful to cut hair because it was



China

inherited from their

parents. Girls (and unmarried women) would usually wear their hair long and braided. For married women this is reversed as their hair is tied up, with the odd loose curl to show that she is already married. Many Chinese women used a hair piece called a Buyao ("Shake as you Go").

g. Japan:

In Japan women's hairstyles were quite different from Chinese styles. In the 7th Century, noble women wore their hair tight to their head with a sickle-shaped



Japan

ponytail at the back (kepatsu). Women took on much more elaborate style in particular they would wear a variety of different buns, decorated with hair sticks, ribbons, flowers and combs.

h. Europe:



Europe

The first appearance of the word "hairdresser" was in 17th Century Europe, and hair-dressing was considered a profession. Hair fashion of the period suggested that wealthy women wear large, complex and heavily adorned hairstyles, which would be maintained by their personal maids and other people who would spend hours dressing the woman's hair. A wealthy men's hair was maintained by a VALET.

complex and heavily adorned hairstyles, which would be maintained by their personal maids and other people who would spend hours dressing the woman's hair. A wealthy men's hair was maintained by a VALET.

1.2 HAIRDRESSING TODAY

a. Industry Trends

The beauty industry continues to expand globally, several brands and trends support this expansion and promise continued profitability into the future globally. Hair-dressing jobs are most, in-demand in the industry, with the chance to create

fame/name on the high-profile platform.

b. Hair Dressing Industry Opportunities

Setting up a hairdressing business is an extremely popular choice due to the possibilities for creative expression, unique selling point, expanded services and wide market. You have many career opportunities in hair dressing if you have the talent & right work ethic. Hair dressing can be year around the world, behind the scene as fashion shows or even onto the small screens. These are some of the hair dressings careers opportunities that would come your way.



1. Hair color specialist

If you have an eye for color, you may want to pursue this direction. A color technician or hair colorist selects the best colors, formulates it and processes it to enhance a client's hair. This is an extremely creative area of the industry.

2. Texture Service Specialist

If you enjoy creating an entirely new look for your

clients, consider becoming a texture service specialist. Hair has a natural look, or movement or wave pattern, but many clients choose to change these aspects of their hair. By specializing in chemical texture services, you can give clients the look they want.

3. Salon Owner

As a salon owner, you will take on variety of responsibilities and challenges. You will enjoy creativity, versatility and independence. Running your own salon allows you to set a standard for the quality of service you provide.

4. Hair stylist for TV, Movies and Theater

A hair stylist can consider this career option. They can work for weekly TV shows or for theaters & movies on contract basis even as a freelancer.

5. Salon Hairdresser

As a salon hairdresser, you can cut, styles, colour, straighten and permanently style hair and provide client with hair and scalp treatments.

6. Salon Stylist

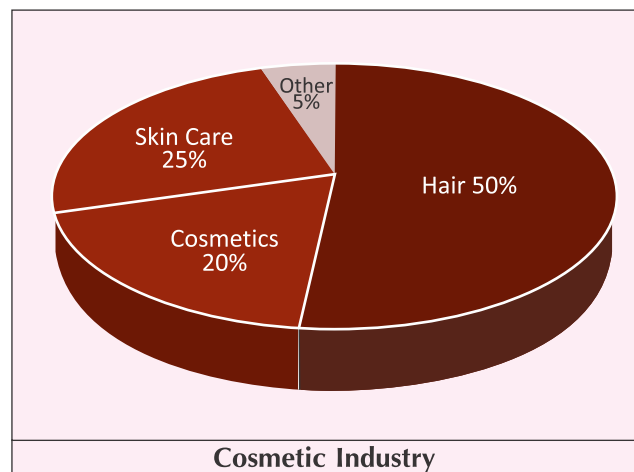
Hair stylist use a variety of methods to enhance the beauty of client's hair by performing shampooing, trimming, cutting, blow drying & colouring. You need to communicate with client

to determine their hair can require & provide advice on how to manage it.

7. Company Technician:

As a company Technician one needs to provide various services & training of shampooing, conditions, cutting, styling, dying, treatments, facial hair removal etc.

Thus, the world of hair dressing industry offers vast opportunities. The salon industry grosses approximately \$ 50 billion a year in revenue. If you are dependable, outstanding, future ambitious and committed, have excellent technical skills, a strong work ethic, than you can look forward to a career that offers glamour, excitement, creative expression and independence.



1.3 Self Assessment Questions

1. In which country it was believed in some cultures that a person's spirit occupied on hair?
 - a. Africa
 - b. Rome
 - c. Japan
 - d. China
2. In which country hairdressers had specially decorated cases to hold their tools, including lotions & scissors.
 - a. Rome
 - b. Italy
 - c. Ancient Egypt
 - d. India
3. Which Vedic period Indians used to shave the whole head, leaving a lock of hair at the back or at the side in the belief that it will allow "God to pull people into heaven" .
 - a. 1700-1100 BCE
 - b. 1100-1700 BCE
 - c. 1500-1700 BCE
 - d. None
4. In which period in India, men would wear a turban or fez. Women would wear a traditional veil.
 - a. 6th century
 - b. 8th century
 - c. 7th century
 - d. 10th century
5. In Ancient China , many Chinese women used a hair piece called a
 - a. Buyao
 - b. Puyao
 - c. Duyao
 - d. Suyao
6. Ancient Japan women wore their hair tight to their head with a sickle-shaped ponytail at the back called
 - a. kippi
 - b. kepatsu
 - c. Shupatsu
 - d. None
7. In Europe The first appearance of the word 'hairdresser' was in
 - a. 12th Century
 - b. 13th Century
 - c. 14th Century
 - d. 17th Century
8. A person who want to pursue his/her carrier in hair coloring , will recognized as
 - a. Hair color specialist
 - b. Hair stylist
 - c. Hair dresser
 - d. Cosmetologist
9. If you enjoy creating an entirely new look for your clients, consider becoming
 - a. Hair dresser
 - b. Texture service specialist
 - c. Hair color specialist
 - d. None
10. A Hair stylist can consider this career option
 - a. TV, Movies, Or Theater
 - b. Make up
 - c. Salon
 - d. None

Part 2

PROFESSIONAL IMAGE

- 2.1 Introduction
- 2.2 Looking Your Best
- 2.3 Communication Skills
- 2.4 Self Assessment Questions



2.1 INTRODUCTION

You have probably heard the expression “Image is everything”. It is this belief that has traditionally driven the beauty and fashion industries.

Your professional image is the impression you project as a person engaged in the profession of cosmetology. Image is extremely important. Your appearance, attitude, abilities and energy create a mental picture in the minds of your clients.

Your professional image is also tied into your role as a model for your clients. Do not forget that your work in the area of beauty not only helps your clients to look their best but also touches on wellness as you advise clients how to care for their hair, skin and nails. That means you will need to look your best and express lifestyle choices that signify a real sense of responsibility for your own health. Keep in mind that

people are coming to you so that you can make them look good. If you do not look good, your clients may assume that you cannot make them look good.

2.2 LOOKING YOUR BEST

You should strive for a holistic image, one that reflects the whole person. Your professional and personal lives need to be entirely separate from each other. If you truly know who you are, you will always present your authentic self.

a. Personal hygiene

Personal hygiene is the daily maintenance of cleanliness and healthfulness through certain sanitary practices.

The basic principal of personal hygiene includes.

1. Daily bathing or showering, shaving for men and freshening up throughout the day.

2. Washing hands throughout the day as required, such as when beginning or finishing a service with a client or after visiting washrooms.
3. Always use deodorant or perfume.
4. Brushing or flossing your teeth, as well as using a mouthwash or breath mints throughout the day as needed.

b. Personal Grooming

As stylist, your poised and attractive appearance will ensure that your Clients think of you as a professional. You are probably familiar with the proverb “clothes make the man”.



1. First and foremost, clothes must be clean, fresh and in proportion to your height, weight

and body shape. It must be comfortable enough to get you through a long day and it should be able to move with the physical demands of your job.

2. Accessories should be simple and attractive.
3. Keep shoes clean and polished, high heels may not be appropriate in a work setting.

c. Hair Care

Just as your clothing, hair and makeup choices can reflect who you are.

Trim hair every six to eight weeks, (as often as every four weeks for men), so that the lines and shape of cut look fresh and defined. Follow the hairstyles that are in fashion, both for yourself and your clients. Use styling tools to achieve the effect you are looking for in texture definition, volume enhancement and contoured closeness.

Hair color and texture services are important part of your personal hairstyle statement and image as well. Using these services on yourself will also work as an excellent advertisement to help sell to these services to your clients.

d. Healthy Mind and Body

the history of human evolution shows a definitive link between our physical health and psychological well-being. it is very important to have a Sound Mind in a Sound Body.

e. Reduce Stress

Now days stress play the major roll to effect someone's personality. As a professional, you have to deal with the high expectations of your clientele and employer. For that reasons you may effect by high

stress. To balance your lifestyle (professional as well personal), follow some daily routine .

1. Maintain routine, go to bed early and wake up early.
2. Do some meditations or exercise daily.
3. Adopt healthy habits.

2.3 COMMUNICATION SKILLS

a. Good communication

Client care is essential to become a successful hairdresser and good client care depends on good communication.

It is vital that you learn to communicate well with your clients from the moment they enter the salon until they leave. If you establish a good rapport, they will feel comfortable and you will have clients who feel relaxed and confident. You must be able to:

1. Put your client at ease – explain them what you plan to do before you start any service.
2. Understand what the client wants – communication is about listening as well as talking and make sure that the client understands what you are recommending for them.

b. Putting clients at ease

How you talk to your clients is as important as what you say. They are not all the same and with experience, you will learn to adapt your speech – tone of voice, volume and speed – to suit the client and the circumstances. Practice this as often as you can, imagining different circumstances. For example you will learn by experience, of how to talk to an extremely nervous client or a client who is running late and becoming anxious.

2.4 Self Assessment Questions

1. Professional image is important to
 - a. For running a good business
 - b. To create a good picture in the clients mind
 - c. Requirement of the industry
 - d. All of the above
2. Why hygiene is Important
 - a. For maintenance
 - b. for your own and place Appearance
 - c. help to make the client look good
 - d. both a and b
3. Trimming for a female hair stylist is required in every 6 to 8 weeks
 - a. For split end
 - b. Helps to maintain more hygiene
 - c. to look fresh with defined hair cut
 - d. none of the above
4. For a Hair stylist having focused on your external appearance, it is also important to achieve and maintain optimal health which can be through
 - a. Reduce Stress
 - b. Adopt healthy habits
 - c. Do some meditations or exercise daily.
 - d. all of the above
5. What is the basic requirement for the Hair stylist for the business and personal point of view is
 - a. To maintain his own personal style
 - b. Try to sell more services and products to the client
 - c. to maintain external appearance and optimal health
 - d. none of the above
6. One of the important part for personal hygiene is
 - a. to maintain the work place
 - b. sanitized tools
 - c. Personal Grooming
 - d. None of the above.

Part 3

HYGIENE, SANITATION AND STERILIZATION

- 3.1 Hygiene
- 3.2 Types Of Hygiene
- 3.3 Sanitation
- 3.4 Sterilization
- 3.5 Self Assessment Questions



3.1 HYGIENE

Hygiene is the science concerned with cleanliness or maintenance of health through washing or using disinfection lotions.

The term “Hygienic” is a reference to health or its preservation. It means clean or free from disease-causing microorganisms. The word ‘HYGIENE’ originates from the Greek word “hygieine” which mean “the healthful art”.

3.2 TYPES OF HYGIENE

a. Personal Hygiene

Personal Hygiene refers to maintaining cleanliness of one’s body & clothing to preserve overall health and well being. Good personal hygiene is one of the most effective ways to protect ourselves and others from many illnesses.

To maintain personal Hygiene

1. Hands should be washed
 - i. before and after attending a client.
 - ii. before and after a procedure.
 - iii. after exposure to a body substance.
 - iv. after touching a client's surroundings.
 - v. after the removal of gloves after giving service.
 2. Uniforms should be cleaned every day.
 3. Hair should be tied back
- #### b. Salon Hygiene
1. Must have appropriate washing facilities with hot & cold running water.
 2. Laundry items in the salon should be cleaned and stored on daily basis.
 3. Tools should be cleaned before and after every service and stored safely.
 4. Dispensable liquid soap with antibacterial

ingredients and tissue rolls or paper towels should be kept at every wash basin.

5. Eatables should not be allowed in working areas.
6. Bins should be with tight fitting lid and emptied regularly.
7. All surfaces should be clean including container.
8. Drinking or smoking should not be done in the beauty salon in case of bacteria being transferred.
9. Children & pets should not be allowed in a beauty salon.

3.3 SANITATION

Sanitation and infection control are some of the first things we should learn and adopt. We must be aware of contagious bacteria, fungi, parasites and viruses that can be contacted through broken skin, posing serious health risks. Not only should we treat



all clients with care to avoid getting them sick, but we must also protect ourselves in the workplace.

Sanitation (cleaning) is removing all visible dirt with soap and warm water and using a brush to scrub grooved or hinged portions of implements.

Disinfection destroys most harmful organisms,

but is not effective against bacterial spores.

When sanitizing and disinfecting non-electrical tools and implements:

1. Wear protective glasses and gloves.
2. Rinse implements and thoroughly clean them with soap, a brush and warm water.
3. Dry thoroughly with a clean towel or air dry on a clean towel.
4. Store in a clean, labelled and covered container until needed.

Clean electrical components that come in contact with clients (like high-frequency electrodes) in the same manner as non-electrical tools, but be sure not to immerse metal tips in water/disinfectant solution.

3.4 STERILIZATION

Sterilization is the total destruction of all micro organisms and their spores, usually through the use of drastic methods on very high temperature, or intense radiation.

When disinfecting and sterilizing, make sure to take proper precautions such as wearing gloves when touching the disinfectant solution and following the instructions on the label.



Methods of sterilization

1. Boiling tools and instruments in water at 212 degrees Fahrenheit for twenty minutes.
2. Dry heat (baking) is used to sterilize sheets, towels and similar materials.
3. Ultra-violet rays in an electrical sanitizer are used in beauty salons to sanitize the implements.

Hygiene is the science concerned with cleanliness or

maintenance of health through washing or using disinfection lotions.

The term “Hygienic” is a reference to health or its preservation. It means clean or free from disease-causing microorganisms. The word ‘HYGIENE’ originates from the Greek word “hygieine” which mean “the healthful art”.

3.5 Self Assessment Questions

1. The scientific study or principles of cleanliness and health
 - a. Sanitation
 - b. Sterilization
 - c. Destruction
 - d. Hygiene
2. The Greek goddess of health
 - a. Hygeia
 - b. Nygeia
 - c. Antea
 - d. None
3. Should not be done in the beauty salon in case bacteria being transferred
 - a. Talking
 - b. Alcohol or smoking
 - c. Chemical work
 - d. Hair cuts
4. Contagious bacteria, fungi, parasites and viruses that can be contracted through.....
 - a. Healthy skin
 - b. broken skin
 - c. Nails
 - d. Hair Scalp
5. Removing all visible dirt with soap and warm water is called.....
 - a. Sanitation
 - b. Hygiene
 - c. Cleanliness
 - d. None
6. Sterilization is the totalof all micro organisms
 - a. destruction
 - b. construction
 - c. baking
 - d. removal
7. When disinfecting and sterilizing, make sure to take proper precautions such as wearing
 - a. apron
 - b. gloves & mask
 - c. cutting sheet
 - d. towel
8. Boiling water atFahrenheit for twenty minutes sterilizes tools and implements.
 - a. 212 Degrees
 - b. 412 degrees
 - c. 220 Degrees
 - d. None
9.in an electrical sterilizer are used in beauty salons to keep sanitized implements sanitary
 - a. Ultra-violet rays
 - b. Infra-red rays
 - c. Sun rays
 - d. None
10. Eatables should not be allowed in____
 - a. Sitting area
 - b. Working area
 - c. Resting area
 - d. Reception

Part 4

HEALTH AND SAFETY

- 4.1 Health And Safety
- 4.2 Hazards & Risk
- 4.3 Self Assessment Questions



4.1 HEALTH AND SAFETY

Legislation. For a stylist, the most important aspects is to understand health and safety laws. If someone ignore health and safety procedures when carrying out an assessment or treatment, at best the assessment cannot be satisfactory, at worst the actions could result in injury or damage, for which stylist may be legally responsible.

Health and Safety at Work Act 1974

This requires all employers to provide systems of work that are, as is reasonably practicable, safe and without risk to health.

The employer s duty is to provide:

- a. Premises – a safe place to work.
- b. Systems and equipment.
- c. Storage and transport of substances and material.
- d. Access to the workplace.
- e. Good practices in the workplace.

Employers responsibilities –

- a. Planning safety and security
- b. Providing information about safety and security

Employee’s duties -

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers to follow the law, right use of the systems and procedures. Employees have responsibilities to take care during time at work to avoid personal injury, assist the employer in meeting requirements under the health and safety, not misuse or change anything that has been provided for safety.

IMPORTANT NOTE : Each of us must take responsibly for our deeds and actions, and we are liable if we do not. Insurance cover will be null and void if it is proven that legislation or establishment rules have been broken and an accident or damage has occurred.

4.2 HAZARDS & RISKS

Hazard = A hazard is something which may cause harm.

Risk = A risk is the likelihood of the hazard's potential being realized (the risk of the hazard actually happening).

The difference between hazard and risk

Almost everything may be a hazard, but it may or may not become a risk. For Example, a trailing lead from a hair dryer is a hazard. If it is trailing across the Passageway of a client, it has a high risk of someone tripping over it: If it is safely out of the path of the client, the risk is much less.

Hairdressing products, such as hydrogen peroxide, stored in the salon are hazards and because they are toxic and flammable may present a high risk. However, if they are kept in a properly secure storage area and handled by trained stylists, the risk is much less.

Risk: Hazards from machinery or equipment (when using or maintaining).

How to Avoid: Make sure machinery and equipment are in good working order, Electrical equipment is tested for safety every six months

When Referral May Be Necessary: when a hazard is identified, everyone must make sure of aware of it. You will need to refer to a manager if the machinery or equipment is vital to the smooth running of the salon as he or she will need to authorize its repair or the purchase of a replacement.

Risk: A spillage.

How to avoid: Take care when mixing, pouring and filling.

When referral may be necessary: when spillage material is corrosive or an irritant.

Risk: Slippery floors.

How to avoid: Make others aware by blocking the area with a chair to prevent an Accident. Sweep up powder spills, mop up spills of liquid.



When referral may be necessary: when acid, grease or polish are spilt.

Risk: Environmental factors.

How to avoid: Make sure all staff follow manufacturer's instructions when disposing of chemical products, sharps and infected waste (for example, left over hair infected with head lice after hair cutting).

When referral may be necessary: When staff are not following specific Guidelines, when the skin is pierced by used sharps, when infected waste is left. Causing a hazard to salon staff and clients.

4.3 Self Assessment Questions

1. If someone ignore health and safety procedures when carrying out an assessment or treatment
 - a. The assessment cannot be complete
 - b. The assessment would be good
 - c. Risk of injury and damage
 - d. None of them

2. Health and safety at work act was passed in which year
 - a. 1974
 - b. 1984
 - c. 1994
 - d. 1964

3. Employees have responsibilities to take care while at work to avoid
 - a. personal injury
 - b. salon
 - c. tools
 - d. none

4. A.....is something with potential to cause harm (something which may cause harm).
 - a. risk
 - b. safety
 - c. hazards
 - d. Hygiene

5. The employer's duty is to provide.....
 - a. Systems and equipments
 - b. mobile phone
 - c. clients
 - d. lunch

6.is the likelihood of the hazard's potential being realized
 - a. risk
 - b. hazard
 - c. hygiene
 - d. safety

7. How to avoid the risk of floor slippage, to prevent an accident
 - a. Sweep up powder spills
 - b. Natural dry
 - c. Clean with water
 - d. Block the area

8. To make sure machinery and equipment are in good working order
 - a. Equipments should be tested in 6 months
 - b. Equipments should be tested in 4 months
 - c. Equipments should be tested in 3 months
 - d. Equipments should be tested in 12 months