

ITEC Level 4

Unit 860 - Management of Health, Safety and Security in the Salon

Recommended Minimum Guided Learning Hours – 44

Unit Accreditation Number: M/601/5347

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Learning outcome

The Learners will:

1. Be able to implement health, safety and security practices in the salon

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Assessment Criteria

Taught Content

- 1.1 Conduct a risk assessment of health, safety and security practices
- 1.2 Conduct an assessment of the effectiveness of health, safety and security practices

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- 1.1.1 To include:
- Knowledge and application of the five stages of risk assessment across all areas
 - Employer's obligations, responsibilities and duties following appropriate National and Local legislation
 - Provision and maintenance of a safe working environment
 - Identifying, recognising and documenting potential hazards in line with legislation and company policies
 - Knowledge of employee responsibilities
 - Correct handling of risks, swift counter actions and/or obtaining appropriate assistance
 - Reporting of problems to the appropriate authorities in line with legislation and industry Codes of Practice
 - Penalties for non compliance
 - Improvement notice
 - Prohibition notice
 - RIDDOR
- 1.2.1 To include:
- Review and analysis of health, safety and security practices
 - Storage and use of materials and equipment
 - Staff response to hazards, accidents and emergencies
 - Correct and appropriate waste disposal
 - National and Local legislation
 - Fire and evacuation procedures
 - Appropriateness of external assembly points
 - Fire fighting equipment
 - Clear traffic routes and points of exit
 - Protection of staff, stock, equipment, premises, personal belongings, money, personal records, security breaches
 - Indemnity procedures
 - Documentation and completion of accurate records
 - Workplace monitoring and co-ordination of work schedules to maintain adequate supervision
 - First aid procedures and policies
 - Compliance with COSHH regulations

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1.3 Recommend modifications to existing health, safety and security practices	1.3.1 To include: • Identifying potential hazards and implementing necessary safe guards • Conduct meetings to review health, safety and security policies and practices • Guidelines for working within range of expertise • Establishment safeguards for management, employees and clients • Relevant licences and insurances • Staff support and training programmes
1.4 Implement new health, safety and security practices based on outcomes of the assessments	1.4.1 To include: • Any particular rights, restrictions and Acts applicable to health, safety and security in the workplace • Code of practice/ethics • Insurance and professional association membership • Record keeping • Employees working standards • Disciplinary procedures • Directives outlining roles and responsibilities • Compliance issues • Levels of authority and reporting levels • Installation of new equipment • Introduction of new policies and procedures • Improvements to employee morale and productivity
1.5 Evaluate the reliability and effectiveness of a risk assessment	1.5.1 To include: • Importance of risk assessments • Legal requirements • Methods of evaluation • Identification of workplace irregularities • Eradication of discrepancies between workplace and legal requirements • Importance of feedback
1.6 Analyse the importance of health, safety and security practices	1.6.1 To include: • Methods of analysis and interpretation of assessment results • Compliance with Data protection
1.7 Justify proposals and recommendations for health, safety and security practices	1.7.1 To include: • Non discriminatory procedures and policies • National and Local legislation
Learning outcome The Learners will: 2. Be able to manage health, safety and security practices in the salon	
Assessment Criteria	Taught Content
2.1 Evaluate compliance with newly implemented and existing health, safety and security practices	2.1.1 To include: • Methods of evaluation • Benefits and limitations of compliance • Co-operation of staff required • Communication • Professional approach

<p>2.2 Manage improvements to increase compliance with health, safety and security practices</p> <p>2.3 Explain the importance of compliance with legislation and regulations relating to health, safety and security practices</p> <p>2.4 Describe how to manage improvements to increase compliance with health, safety and security practices</p> <p>2.5 Explain the importance of regularly evaluating health, safety and security practices in the salon</p>	<p>2.2.1 To include:</p> <ul style="list-style-type: none"> • Staff awareness of current legislation and regulations • Staff development and continuous professional development • Disability Discrimination <p>2.3.1 To include:</p> <ul style="list-style-type: none"> • Internal policies and procedures • Staff awareness • Duty of care • Compliance with requirements of insurance policies • Local and national policies governing health, safety and security <p>2.4.1 To include:</p> <ul style="list-style-type: none"> • Staff training • Continuous Professional Development • Roles and responsibilities within the organisation <p>2.5.1 To include:</p> <ul style="list-style-type: none"> • Methods of evaluation • Staff and client feedback • Reviewing and recording feedback • Maintaining records for accurate comparisons • Compliance with Data Protection and current legislation
<p>Unit 860 – Management of Health, Safety and Security in the Salon</p> <p>Assignment All Learners will be assessed via an assignment for this unit. For details please see www.itecworld.co.uk</p>	<p>Unit 860 – Management of Health, Safety and Security in the Salon assignment guidance and assessment forms may be downloaded from www.itecworld.co.uk</p>