

<p><b>ITEC Level 4</b></p> <p><b>Unit 860 - Management of Health, Safety and Security in the Salon</b></p> <p><b>Recommended Minimum Guided Learning Hours – 44</b></p> <p>Unit Accreditation Number: M/601/5347</p>	
<p><b>Learning outcome</b> The Learners will:</p> <p>1. Be able to implement health, safety and security practices in the salon</p>	
<p><b>Assessment Criteria</b></p>	<p><b>Taught Content</b></p>
<p>1.1 Conduct a risk assessment of health, safety and security practices</p> <p>1.2 Conduct an assessment of the effectiveness of health, safety and security practices</p>	<p>1.1.1 To include:</p> <ul style="list-style-type: none"> <li>• Knowledge and application of the five stages of risk assessment across all areas</li> <li>• Employer’s obligations, responsibilities and duties following appropriate National and Local legislation</li> <li>• Provision and maintenance of a safe working environment</li> <li>• Identifying, recognising and documenting potential hazards in line with legislation and company policies</li> <li>• Knowledge of employee responsibilities</li> <li>• Correct handling of risks, swift counter actions and/or obtaining appropriate assistance</li> <li>• Reporting of problems to the appropriate authorities in line with legislation and industry Codes of Practice</li> <li>• Penalties for non compliance</li> <li>• Improvement notice</li> <li>• Prohibition notice</li> <li>• RIDDOR</li> </ul> <p>1.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Review and analysis of health, safety and security practices</li> <li>• Storage and use of materials and equipment</li> <li>• Staff response to hazards, accidents and emergencies</li> <li>• Correct and appropriate waste disposal</li> <li>• National and Local legislation</li> <li>• Fire and evacuation procedures</li> <li>• Appropriateness of external assembly points</li> <li>• Fire fighting equipment</li> <li>• Clear traffic routes and points of exit</li> <li>• Protection of staff, stock, equipment, premises, personal belongings, money, personal records, security breaches</li> <li>• Indemnity procedures</li> <li>• Documentation and completion of accurate records</li> <li>• Workplace monitoring and co-ordination of work schedules to maintain adequate supervision</li> <li>• First aid procedures and policies</li> <li>• Compliance with COSHH regulations</li> </ul>

<p>1.3 Recommend modifications to existing health, safety and security practices</p> <p>1.4 Implement new health, safety and security practices based on outcomes of the assessments</p> <p>1.5 Evaluate the reliability and effectiveness of a risk assessment</p> <p>1.6 Analyse the importance of health, safety and security practices</p> <p>1.7 Justify proposals and recommendations for health, safety and security practices</p>	<p>1.3.1 To include:</p> <ul style="list-style-type: none"> <li>• Identifying potential hazards and implementing necessary safe guards</li> <li>• Conduct meetings to review health, safety and security policies and practices</li> <li>• Guidelines for working within range of expertise</li> <li>• Establishment safeguards for management, employees and clients</li> <li>• Relevant licences and insurances</li> <li>• Staff support and training programmes</li> </ul> <p>1.4.1 To include:</p> <ul style="list-style-type: none"> <li>• Any particular rights, restrictions and Acts applicable to health, safety and security in the workplace</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Employees working standards</li> <li>• Disciplinary procedures</li> <li>• Directives outlining roles and responsibilities</li> <li>• Compliance issues</li> <li>• Levels of authority and reporting levels</li> <li>• Installation of new equipment</li> <li>• Introduction of new policies and procedures</li> <li>• Improvements to employee morale and productivity</li> </ul> <p>1.5.1 To include:</p> <ul style="list-style-type: none"> <li>• Importance of risk assessments</li> <li>• Legal requirements</li> <li>• Methods of evaluation</li> <li>• Identification of workplace irregularities</li> <li>• Eradication of discrepancies between workplace and legal requirements</li> <li>• Importance of feedback</li> </ul> <p>1.6.1 To include:</p> <ul style="list-style-type: none"> <li>• Methods of analysis and interpretation of assessment results</li> <li>• Compliance with Data protection</li> </ul> <p>1.7.1 To include:</p> <ul style="list-style-type: none"> <li>• Non discriminatory procedures and policies</li> <li>• National and Local legislation</li> </ul>
<p><b>Learning outcome</b> The Learners will:</p> <p>2. Be able to manage health, safety and security practices in the salon</p>	
<p><b>Assessment Criteria</b></p>	<p><b>Taught Content</b></p>
<p>2.1 Evaluate compliance with newly implemented and existing health, safety and security practices</p>	<p>2.1.1 To include:</p> <ul style="list-style-type: none"> <li>• Methods of evaluation</li> <li>• Benefits and limitations of compliance</li> <li>• Co-operation of staff required</li> <li>• Communication</li> <li>• Professional approach</li> </ul>

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