

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete Scheme of Work for each unit indicating how the lecturer is planning to cover the ITEC syllabus throughout the course.

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus.

Unit Title: Unit 600 – Follow Health and Safety Practice in the Salon

Lecturer(s) responsible:

Total contact tuition hours proposed: 22

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
Introductory session	College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform	Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
1. Be able to maintain health, safety and security practices			
<p>Conduct themselves in the workplace to meet with health and safety practices and salon policy</p> <p>Deal with hazards within their own area of responsibility following salon policy</p> <p>Maintain a level of personal presentation, hygiene and conduct to meet with legal and salon requirements</p> <p>Follow salon policy for security</p> <p>Make sure tools, equipment, materials and work areas meet hygiene requirements</p>	<ul style="list-style-type: none"> • Correct posture and standing position • Health and safety • Client comfort • Wet floors • Trailing wires • Clean uniform • Clean styled hair • Sterilisation of tools • Responsibilities • Reporting procedure • Sanitation • Sterilisation 	<p>OHP/Whiteboard Lecture Q&A Homework Tests</p>	11

Use required personal protective equipment (PPE)	<ul style="list-style-type: none"> • Using gloves • Overall/tunic • Correct type of shoes 		
Position themselves and the client safely	<ul style="list-style-type: none"> • Standing position • Sitting position 		
Handle, use and store products, materials, tools and equipment safely to meet with manufacturers' instructions	<ul style="list-style-type: none"> • COSHH • The Manual Handling Operations Regulations 1992 (amended 2002) • COSHH • Sharps • Hair 		
Dispose of all types of salon waste safely and to meet with legal and salon requirements	<ul style="list-style-type: none"> • Legal obligations • Industry guides • Employer demands 		
Explain the difference between legislation, codes of practice and workplace policies	<ul style="list-style-type: none"> • Health & Safety at Work Act 1974 • COSHH • Personal Protective Equipment at Work Regulations • The Electricity at Work Regulations • Manual Handling Operations Regulations 1992 		
Outline the main provisions of health and safety legislation	<ul style="list-style-type: none"> • Health & Safety at Work Act 1974 • The Management of Health & Safety at Work Regulations 1999 • The Workplace (Health, Safety & Welfare) Regulations 1992 • The Provision and Use of Work Equipment Regulations 1998 		
State the employers' and employees' health and safety responsibilities	<ul style="list-style-type: none"> • Danger • Possibility 		
State the difference between a hazard and a risk	<ul style="list-style-type: none"> • Wet floors • Trailing wires • Electrical faults 		
Describe hazards that may occur in a salon. State the hazards which need to be referred	<ul style="list-style-type: none"> • Electrical faults 		

<p>State the purpose of personal protective equipment used in a salon during different services</p> <p>State the importance of personal presentation, hygiene and conduct in maintaining health and safety in the salon</p> <p>State the importance of maintaining the security of belongings</p> <p>Outline the principles of hygiene and infection control</p> <p>Describe the methods used in the salon to ensure hygiene</p> <p>Describe the effectiveness and limitations of different infection control techniques</p> <p>Describe how to dispose of different types of salon waste</p>	<ul style="list-style-type: none"> • Gloves • Overalls/aprons <ul style="list-style-type: none"> • Client confidence • Cross infection/infestation • Legal proceedings <ul style="list-style-type: none"> • Client confidence and well-being • Avoiding complaints • Avoiding legal proceedings <ul style="list-style-type: none"> • Prevent the spread of harmful bacteria and germs <ul style="list-style-type: none"> • Regular washing of hands • Regular cleaning of work surfaces • Sanitising of tools and equipment • Sterilising of tools and equipment <ul style="list-style-type: none"> • Disinfectant • Boiling • Antiseptics • Autoclave • UV cabinet • Chemical sterilising cabinet • Chemical liquids <ul style="list-style-type: none"> • Cut hair • Sharps • Chemicals 		
2. Be able to follow emergency procedures			
<p>Follow emergency procedures</p> <p>Follow accident reporting procedures which meet with salon policy</p> <p>Identify named emergency personnel</p> <p>Describe procedures for dealing with emergencies</p>	<ul style="list-style-type: none"> • Fire evacuation <ul style="list-style-type: none"> • Recording accidents • Person responsible for monitoring accidents <ul style="list-style-type: none"> • Fire marshall • First aider <ul style="list-style-type: none"> • Emergency services • Evacuating the premises 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout</p> <p>Homework</p> <p>Tests</p>	11

<p>Locate fire fighting equipment</p> <p>Outline the correct use of fire fighting equipment for different types of fire</p> <p>State the dangers of the incorrect use of fire fighting equipment on different types of fires</p> <p>State the importance for reporting and recording accidents</p> <p>Describe the procedure for reporting and recording accidents</p>	<ul style="list-style-type: none"> • Equipment to fight electrical fires • Equipment for other materials • Equipment to fight electrical fires • Equipment for other materials • Personal dangers • Dangers to premises and equipment • Legal consequences • Preventing similar occurrences • Time scale • Personnel • Storing information 		
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