

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 860 – Management of Health, Safety and Security in the Salon

Lecturer(s) responsible:

Total contact tuition hours proposed: 44

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 implement health, safety and security practices in the salon			
Conduct a risk assessment of health, safety and security practices	• 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	OHP/Whiteboard Lecture Q&A Homework Test:	
Conduct an assessment of the effectiveness of health, safety and security practices	• 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		

Recommend modifications to existing health, safety and security practices Implement new health, safety and security practices based on outcomes of the assessments Evaluate the reliability and effectiveness of a risk assessment Analyse the importance of health, safety and security practices Justify proposals and recommendations for health, safety and security practices	• 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 • 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 • 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 • Importance of risk assessments • Legal requirements • Methods of evaluation • Identification of workplace irregularities • Eradication of discrepancies between workplace and legal requirements • Importance of feedback • Methods of analysis and interpretation of assessment results • Compliance with Data Protection • Non discriminatory procedures and policies • National and local legislation		
2. Be able to manage health, safety and			

security practices in the salon			
Evaluate compliance with newly implemented and existing health, safety and security practices	• Methods of evaluation • Benefits and limitations of compliance • Co-operation of staff required • Communication • Professional approach	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	
Manage improvements to increase compliance with health, safety and security practices	• Staff awareness of current legislation and regulations • Staff development and continuous professional development • Disability Discrimination		
Explain the importance of compliance with legislation and regulations relating to health, safety and security practices	• Internal policies and procedures • Staff awareness • Duty of care • Compliance with requirements of insurance policies • Local and national policies governing health, safety and security		
Describe how to manage improvements to increase compliance with health, safety and security practices	• Staff training • Continuous Professional Development • Roles and responsibilities within the organisation		
Explain the importance of regularly evaluating health, safety and security practices in the salon	• Methods of evaluation • Staff and client feedback • Reviewing and recording feedback ▪ Maintaining records for accurate comparisons ▪ Compliance with Data Protection and current legislation		