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# Unit Specification

## iUHB324 – Clipper maintenance

Unit reference number: Y/617/8090

**Level: 3**

**Guided Learning (GL) hours: 20**

### Overview

This unit is about cleaning and maintaining clippers to ensure safe working practice. Learners will ensure that the clippers are ready for use and the blades are correctly set and lubricated to reduce friction on the skin, heat development, and wear and tear. This will avoid a reduction in cutting performance.

Learners will use a range of products, tools and techniques to safely maintain the clippers.

### Learning outcomes

On completion of this unit, learners will:

LO1 Be able to carry out clipper maintenance

LO2 Know the health and safety policies and procedures that affect carrying out clipper maintenance

LO3 Understand the products and tools required for clipper maintenance

# Unit content

## LO1 Be able to carry out clipper maintenance

### Prepare for clipper maintenance

#### Taught content to include

- Preparation of learners should include:
  - Personal image, ensuring industry standards of dress
  - Clean and hygienic appearance, e.g. avoidance of overpowering odours – tobacco, heavy perfume/aftershave
  - Thorough knowledge of maintenance procedure
- Preparation of the working area to include:
  - Chair and work area to be clean before starting clipper maintenance
  - Adequate work area to allow safe use of electrical equipment, e.g. enough space to allow for dismantling of clippers
  - Disposing of waste hygienically and appropriately
  - Electrical equipment to be visually checked before use, e.g. for centres within the United Kingdom portable appliance testing (PAT) may be required when using electrical equipment
  - All tools and equipment to be positioned for ease of use

### Apply safe and hygienic methods of working throughout services

#### Taught content to include

- Ensure the use of products, tools and equipment does not cause harm or present a risk
- Use all electrical equipment safely
- Remain in control of the equipment
- Store products safely as some products may lose their ability to work if they are left with the lid off as product can evaporate or may present a risk or hazard, e.g. alcohol or solvent based cleaning solutions can cause irritation to the skin
- Apply products to maintain clippers, e.g. carefully applying lubricating oils avoids waste and is cost-effective
- Carry out maintenance without causing danger or damage to self, others or work areas, intentionally or by accident, e.g. leaving clipper blades unguarded or cleaning chemicals without lids secured, risking spillage
- Avoid inhaling products by self, client and others during the application
- Ensure the work area is clean and well organised
- Minimise the risk of damage to products, tools and equipment
- Minimise the wastage of products
- Minimise the risk of cross-infection
- Making effective use of the working time, e.g. ensure all tools and equipment are set up prior to the clipper maintenance, to avoid leaving the equipment dismantled to get a brush or product needed to complete the maintenance
- Ensure the use of clean resources
- Minimise the risk of harm or injury to themselves and others

## Carry out clipper maintenance

### Taught content to include

- Display control and management when using products, tools and equipment to facilitate clipper maintenance
- Undertake the correct sequence to clean, lubricate and align clipper blades, to include:
  - Ensure clippers are switched off and unplugged at the beginning of maintenance
  - Remove the clipper blade guard (when clipper has not been in use) or clipper attachment to expose the full blade area
  - Use appropriate size and shape screwdriver to unscrew the fixing, remove the upper plate on the clipper, by taking out the two screws from the top
  - Take off the top plate and bottom blade plate together and lay to the side on a towel or disposable paper towel
  - Use a suitable brush to remove any debris and hair clippings from the top plate and bottom blade plate
  - Apply oil to the blades to ensure smooth running of the blades
  - Use a suitable brush to remove any debris and hair clippings from the plate area and ensure the area is clean and dry
  - Open up clipper case with the correct size and shaped screwdriver, remove any debris and apply clipper lubricating oil to the gears
  - Close clipper case ensuring the screws are tight, but not so tight that they could cause damage to the casing
  - Ensure the taper level is in the close cut position
  - Place the top plate and bottom blade plate back onto the plate area
  - Ensure the clipper blades are in alignment, with the end of the top plate's teeth being approximately .65mm back from bottom blade plate. The left hand tooth of the blade should be covering or to the left of the first small tooth of bottom blade and the right hand tooth of the top blade must be touching the large tooth on the bottom of the blade
- Ensure clippers are re-assembled at the end of the maintenance and check working order prior to storage of the clippers
- Ensure the flex is undamaged and the plug is sealed and in good working order
- Clean and sterilise clipper attachments/grades, to include:
  - Remove debris and hair cuttings from the clipper attachment
  - Soak clipper attachments/grades in chemical steriliser to ensure all hair, skin and possible blood traces are removed
  - Rinse and dry clipper attachments/grades and visually check all teeth are straight and in line
- Be time and cost-effective
- Undertake and complete clipper service record:
  - Complete a service record showing what maintenance has been carried out on the clippers
  - Plan next maintenance

- Electrical equipment testing (e.g. within the United Kingdom a P.A.T test is required)
- Complete a record of the oil and lubricants used
- Complete a record of cleaning products used

## LO2 Know the health and safety policies and procedures that affect carrying out clipper maintenance

### The responsibilities for health and safety in own role

#### Taught content to include

- Relevant legislation for consultation, client care, confidentiality and consumer/retail, for the country the qualification is taken, which includes: General Data Protection Regulation (GDPR), consumer rights, health and safety, equality. Health and safety regulations for the country where the qualification is taken, examples within the United Kingdom would include:
  - The Health and Safety at Work Act
  - The Management of Health and Safety at Work Regulations
  - Provision and Use of Work Equipment Regulations
  - Personal Protective Equipment at Work Regulations
  - Electricity at Work Regulations
  - Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - The Consumer Protection Act
  - The Trade Descriptions Act
  - Control of Substances Hazardous to Health Regulations (COSHH)
    - Some clipper oils have strict COSHH instructions that must be adhered to as they contain toxic chemicals
  - Barbershop/salon insurance requirements, employers liability, public liability, professional indemnity
- Responsibilities for health and safety to include:
  - The reasons why all staff working in the barbershop/salon have a responsibility for the health and safety of themselves and others
  - The salon safety regulations to ensure their actions do not put others at risk, which includes: all staff, clients and visitors
- Additional factors will include:
  - The maintenance of the barbershop/salon environment including:
    - Cleanliness of the salon to prevent cross infections via direct or indirect contact
    - Provisions and use of workplace equipment – using only products, tools and equipment trained to use
    - Reasons for personal protective equipment (PPE) e.g. using protective gloves to prevent contact dermatitis when using certain products and all chemicals
    - Making visual checks on all electrical equipment and reporting faults/isolating power
  - Ensuring manufacturers' instructions are always followed when using products and equipment
  - Responsibilities of reporting certain work-related incidents or accidents, diseases and dangerous occurrences to a senior staff member
  - Ensuring the public are protected from unsafe goods or misleading price indications
  - Update clipper records following maintenance

## **The potential hazards and possible risks that may occur in the workplace and affect maintenance**

### Taught content to include

- Hazards – anything that has the potential to cause harm, e.g. clipper flex left plugged in during the maintenance service
- Risks – a chance, high or low, that harm caused by the hazard may occur, e.g. electric shock resulting in injury to self or others
- Working safely throughout the clipper maintenance service, an example may include, make visual checks on electrical items before starting the clipper maintenance
- Ensuring safe handling of the clippers when exposing the blades for maintenance. Blades should only be exposed at the point of maintenance to avoid the risk of injury to self and others from the exposed blade
- Ensuring use and maintenance of any equipment is monitored, e.g. conduct visual checks such as ensuring any obstructions are removed before conducting the clipper maintenance
- Disposing of waste appropriately to minimise risk of cross-infection from contagious infections and blood borne viruses and ensure there is no unnecessary risk to the environment, e.g. hair cuttings from the floor immediately after the clipper maintenance
- The Control of Substances Hazardous to Health (COSHH), or legislation relevant to the country therein, including handling and storage of all products, tools and equipment
- The course of action to be taken when accidentally cutting own skin:
  - Cut own skin – stop immediately, clean wound, apply pressure to stop bleeding and apply a plaster
- The importance of ensuring a thorough visual check of the clipper is performed prior to the service to prevent cross-infection, e.g. ensuring the blades have no infected skin or infestations on them
- Risk of electric shock when using electrical equipment to enhance the service to include potential hazards of trailing wires
- Fire – the salon's policy in the outcome of a fire and where the assembly point is
- The need to ensure personal protective equipment (PPE) requirements are followed

## The safety considerations when maintaining clippers

### Taught content to include

- Ensure the clippers are unplugged prior to maintenance, to avoid the risk of electrocution and cuts to the skin, e.g. if clippers are not unplugged prior to maintenance they could accidentally be switched on, causing injury
- Ensure manufacturer's instructions and recommendations are followed, e.g. clipper oil recommended by the manufacture will be the most suitable for the clippers and will maximise the effective working of the clipper
- Work hygienically when maintaining clippers, e.g. debris from using clippers may contaminate other products/work areas. A safe method of working would be to use a towel or disposable paper towel to work on when cleaning the clippers prior to maintenance. The towel should then be laundered or disposed of appropriately – depending if there is any blood discovered during the cleaning/disinfecting
- Ensure clipper blades are not be left unguarded so as to avoid injury to self or others during the cleaning and maintenance service
- Remove hair clippings debris. This should be done by placing the clippers that are to be cleaned and maintained on a towel or disposable paper towel. A clipper cleaning brush should be used to brush away hair clippings and debris from the blades and casing prior to the maintenance service. The towel should then be either laundered or disposed of appropriately
- Use the correct tools when carrying out clipper maintenance is to avoid causing damage to the clippers or causing injury to self and others. An example of this would be using the correct type and size of screwdriver to remove the casing of the clippers when exposing the gears to clean and lubricate
- Safely store clippers, i.e. clippers should be unplugged with the clipper guard in place, and the flex safely stored to avoid risk of trip hazard; there should be adequate room to allow the barber/stylist to work safely using the electrical equipment

## Avoidance of cross-contamination from diseases spread through bodily fluids (blood borne)

### Taught content to include

- Blood borne viruses can cause people to be very ill. In some cases, people may not show any symptoms at all, and appear healthy. Barbers/stylists must always protect themselves and clients from the risk of contamination and transmission from blood borne viruses. To include:
  - Human immunodeficiency virus (HIV) – virus that leads to AIDS and affects the immune system
  - Hepatitis B (HBV), Hepatitis C, Hepatitis D – viruses that causes disease of the liver
- Methods of disinfecting – disinfection spray suitable for use with metal equipment to ensure it doesn't rust
- Methods of sterilising:

| Cleaning/sterilisation | Tools                                      | Use/instructions   |
|------------------------|--|--|
| Autoclave              | Metal tools for hair, e.g. scissors        | Steam is used at high temperatures to sterilise equipment. Tools/equipment usually take 20 minutes to sterilise; autoclaves are not suitable for wooden handled tools  |
| Chemical sterilisers   | Scissors, combs, brushes, sectioning clips | Mostly used in chemical jars, a solution is made following manufacturers' instructions. Tools are submerged for 20 minutes to be fully sterilised. Also available in a spray form to avoid rusting for metal cutting tools and equipment |
| Ultra-violet cabinet   | All tools                                  | Ultra-violet rays sterilise tools, turn tools after 20 minutes to ensure both sides are fully sterilised   |
| Moist heat             | Towels, gowns                              | Hot cycle on washing machine used to kill bacteria and clean effectively   |
| Cleaning detergents    | Work surfaces                              | Must be used at correct concentrations and is used mostly to decontaminate surfaces and air  |

- Some clipper blades are very sharp. There is a high possibility of cutting the skin while trimming. If the equipment is not sterilised or disinfected, then chances of transmitting diseases such as HIV/Aids are very high
- Blood contaminated waste (e.g. disposable paper towel used to clean blades) must be disposed of in separate closed bins lined with yellow 'clinical waste' liners. Refer to local council for the disposal of blood contaminated waste



## **The importance of following current relevant legislation**

### Taught content to include

- Knowing the reasons and importance of following the regulations and acts of the country in which this qualification is offered, regarding the impact these would have for both themselves, clients, visitors and other staff members. This will include:
  - Professional salon image
  - Prevent legal action
  - Prevent accidents and dangerous occurrences happening

## LO3 Understand the products and tools required for clipper maintenance

### Understand the products and tools required for clipper maintenance

#### Taught content to include

- Products:
  - Cleaning/disinfecting solution – must be the appropriate product used for clipper blade cleaning and clipper grade cleaning, e.g. types of cleaning solution should be alcohol based to ensure effective cleaning and minimal moisture. Clean and disinfect clippers in order to avoid hair and skin build-up in the clipper and keep the clipper blades and motor running in optimal condition. A deep cleaning of the clipper should be performed according to manufacturer's instructions depending on hair build-up
  - Lubricating oils – these should be manufacturer recommended lubricating oils, e.g. do not use oils that are vegetable, fruit or nut based as these will turn sticky when exposed to air and will cause irreparable damage to clippers. Lubricating oils are hazardous to skin and PPE must be worn when using the oil
- Tools:
  - Cleaning brush – used to remove hair clippings and debris from clipper blades and casing. This should be the appropriate size to clean the clipper blades, casing and gears effectively
  - Screwdriver – used to remove the clipper casing to access the internal workings and gears of the clippers. This should be the correct size and type to remove the screw holding the clipper casing in place

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# Assessment requirements

Learners must complete all assessment requirements related to this unit:

1. Service portfolio

## 1. Service portfolio

Learners must produce a service portfolio which is required to be completed under the supervision of a lecturer who must monitor the quality of the services performed throughout the learners' training, to ensure that they meet the given criteria.

The performance of learning outcome 1 must be demonstrated as part of all technical observations and will be recorded on **at least 5 occasions**. Learners will undertake a full maintenance of all parts of the clippers and include cleaning/sterilising attachments. Additionally learners will undertake completion testing of the clippers and record outcomes.

This should be conducted over a period of time and after clippers have been used to cut hair or men's beards/moustaches.

## Document History

| Version | Issue Date | Changes         | Role                                  |
|---------|------------|-----------------|---------------------------------------|
| 1.0     | 02/09/2019 | First published | Head of Qualifications and Processing |
|         |            |                 |                                       |