

iUCO70 – Management of health, safety and security in the salon

URN – Y/617/4380

Guided Learning Hours: 44

Learning outcome	Assessment criteria	Taught content to include
LO1 Be able to implement health, safety and security practices in the salon	1.1. Conduct a risk assessment of health, safety and security practices	<ul style="list-style-type: none"> • 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 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Completing and recording comprehensive details
	1.2. Conduct an assessment of the effectiveness of health, safety and security practices	<ul style="list-style-type: none"> • 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 • Firefighting equipment

		<ul style="list-style-type: none"> • Clear traffic routes and points of exit • Protection of staff, clients, stock, equipment, premises, personal belongings, money, personal records, security breaches • Indemnity • Procedures • Documentation and completion of accurate records • Data protection/General Data Protection Regulations (GDPR) • Workplace monitoring and co-ordination of work schedules to maintain adequate supervision • First aid procedures and policies • Compliance with Control of Substances Hazardous to Health (COSHH) regulations • Personal Protective Equipment (PPE)
	1.3. Recommend modifications to existing health, safety and security practices	<ul style="list-style-type: none"> • Identifying potential hazards and implementing necessary safeguards • Conduct meetings to review health, safety and security policies and procedures • Guidelines for working within scope of practice • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Importance of risk assessments • Legal requirements • Methods of evaluation

		<ul style="list-style-type: none"> • Identification of workplace irregularities • Eradication of discrepancies between workplace and legal requirements • Importance of feedback • Documentation and completion of accurate records
	1.6. Analyse the importance of health, safety and security practices	<ul style="list-style-type: none"> • Methods of analysis and interpretation of assessment results • Compliance with current data protection legislation
	1.7. Justify proposals and recommendations for health, safety and security practices	<ul style="list-style-type: none"> • Diversity and equalities procedures and policies • National and local legislation

LO2 Be able to manage health, safety and security practices in the salon	2.1. Evaluate compliance with newly implemented and existing health, safety and security practices	<ul style="list-style-type: none"> • Methods of evaluation • Benefits and limitations of compliance • Co-operation of staff required • Communication • Professional approach
	2.2. Manage improvements to increase compliance with health, safety and security practices	<ul style="list-style-type: none"> • Staff awareness of current legislation and regulations • Staff development and continuous professional development • Diversity and Equalities policies and procedures
	2.3. Explain the importance of compliance with legislation and regulations relating to health, safety and security practices	<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
	2.4. Describe how to manage improvements to increase compliance with health, safety and security practices	<ul style="list-style-type: none"> • Staff training • Continuous professional development • Roles and responsibilities within the organisation • Regularly review policies and procedures
	2.5. Explain the importance of regularly evaluating health, safety and security practices in the salon	<ul style="list-style-type: none"> • Methods of evaluation • Staff and client feedback • Reviewing and recording feedback • Maintaining records for accurate comparisons • Compliance with current data protection legislation

Assessment

Portfolio of evidence containing:

- Assignment

The assignment is internally assessed by the college lecturer and verified by the external quality examiner (if sampled). Assignment guidance and assignment assessment form, which must be used, can be downloaded from the iTEC website www.itecworld.co.uk.

Guide to taught content

The content contained within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit, and, relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes.

Document History

Version	Issue Date	Changes	Role
v1	17/09/2019	First published	Qualifications and Regulation Co-ordinator