

Scheme of work

For each VTCT (ITEC) qualification, the lecturer/centre must complete a scheme of work for each unit indicating how the Lecturer is planning to cover the unit content throughout the course. Set out the planned sessions in terms of learning outcomes to be achieved. These should match those stated within the VTCT (ITEC) unit specification. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the unit specification.

Unit title: iUCO78 - Follow health and safety practice in the salon

Total contact tuition hours proposed: 22

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> College rules and regulations College mission statement VTCT (ITEC) rules and regulations Health and safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform 	<ul style="list-style-type: none"> 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			
Conduct themselves in the workplace to meet with health and safety practices and salon policy	<ul style="list-style-type: none"> Correct posture and standing position Health and safety Client comfort 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Tests 	11
Deal with hazards within their own area of responsibility following salon policy	<ul style="list-style-type: none"> Wet floors Trailing wires 		
Maintain a level of personal presentation, hygiene and conduct to	<ul style="list-style-type: none"> Clean uniform Clean styled hair Clean nails 		

meet with legal and salon requirements	<ul style="list-style-type: none"> • Sterilisation of tools 		
Follow salon policy for security	<ul style="list-style-type: none"> • Responsibilities • Reporting procedure 		
Make sure tools, equipment, materials and work areas meet hygiene requirements	<ul style="list-style-type: none"> • Sanitation • Sterilisation 		
Use required Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Gloves • Face mask as appropriate to treatment • 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"> • General compliance of the country therein, e.g.: <ul style="list-style-type: none"> - COSHH - Manual Handling Operations Regulations 		
Dispose of all types of salon waste safely and to meet with legal and salon requirements	<ul style="list-style-type: none"> • General compliance of the country therein, e.g.: <ul style="list-style-type: none"> - COSHH - Sharps - Hair 		
Explain the difference between legislation, codes of practice and workplace policies	<ul style="list-style-type: none"> • Legal obligations • Industry guides • Employer demands 		
Outline the main provisions of health and safety legislation	<ul style="list-style-type: none"> • General compliance of the country therein, e.g.: <ul style="list-style-type: none"> - Health and Safety at Work - COSHH - Personal Protective Equipment at Work Regulations - The Electricity at Work Regulations - Manual Handling Operations Regulations 		
State the employers' and employees' health and safety responsibilities	<ul style="list-style-type: none"> • General compliance of the country therein, e.g.: <ul style="list-style-type: none"> - Health and Safety at Work - The Management of Health and Safety at Work Regulations - The Workplace (Health, Safety and Welfare) Regulations - The Provision and Use of Work Equipment Regulations 		

State the difference between a hazard and a risk	<ul style="list-style-type: none"> • Danger • Possibility 		
Describe hazards that may occur in a salon	<ul style="list-style-type: none"> • Wet floors • Trailing wires • Electrical faults 		
State the hazards which need to be referred	<ul style="list-style-type: none"> • Electrical faults 		
State the purpose of personal protective equipment used in a salon during different services	<ul style="list-style-type: none"> • Gloves • Face masks • Overalls/aprons 		
State the importance of personal presentation, hygiene and conduct in maintaining health and safety in the salon	<ul style="list-style-type: none"> • Client confidence • Cross infection/infestation • Legal proceedings 		
State the importance of maintaining the security of belongings	<ul style="list-style-type: none"> • Client confidence and wellbeing • Avoiding complaints • Avoiding legal proceedings 		
Outline the principles of hygiene and infection control	<ul style="list-style-type: none"> • Prevent the spread of harmful bacteria and germs 		
Describe the methods used in the salon to ensure hygiene	<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 		
Describe the effectiveness and limitations of different infection control techniques	<ul style="list-style-type: none"> • Disinfectant • Boiling • Antiseptics • Autoclave • Hot bead • UV cabinet • Chemical sterilising cabinet • Chemical liquids 		

Describe how to dispose of different types of salon waste	<ul style="list-style-type: none"> • Cut hair • Sharps • Chemicals • General waste • Contaminated waste 		
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2. Be able to follow emergency procedures			
Follow emergency procedures	<ul style="list-style-type: none"> • Fire evacuation 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout • Homework • Tests 	11
Follow accident reporting procedures which meet with salon policy	<ul style="list-style-type: none"> • Recording accidents • Person responsible for monitoring accidents 		
Identify named emergency personnel	<ul style="list-style-type: none"> • Fire marshal • First aider 		
Describe procedures for dealing with emergencies	<ul style="list-style-type: none"> • Emergency services • Evacuating the premises 		
Locate firefighting equipment	<ul style="list-style-type: none"> • Equipment to fight electrical fires • Equipment for other materials 		
Outline the correct use of firefighting equipment for different types of fire	<ul style="list-style-type: none"> • Equipment to fight electrical fires • Equipment for other materials 		
State the dangers of the incorrect use of firefighting equipment on different types of fires	<ul style="list-style-type: none"> • Personal dangers • Dangers to premises and equipment 		
State the importance for reporting and recording accidents	<ul style="list-style-type: none"> • Legal consequences • Preventing similar occurrences 		
Describe the procedure for reporting and recording accidents	<ul style="list-style-type: none"> • Time scale • Personnel • Storing information 		

Document History

Version	Issue Date	Changes	Role
v1	30/09/2019	First published	Qualifications Administrator