

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

**Total contact tuition hours proposed:** 44

**Lecturer(s) responsible:**

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> <li>College rules and regulations</li> <li>College mission statement</li> <li>VTCT (ITEC) rules and regulations</li> <li>Health &amp; safety</li> <li>Timetable</li> <li>Dates – holidays etc.</li> <li>Syllabus</li> <li>Recommended books</li> <li>Uniform</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Q&amp;A</li> <li>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course</li> </ul>	

1. Be able to implement health, safety and security practices in the salon			
Conduct a risk assessment of health, safety and security practices	<ul style="list-style-type: none"> <li>Knowledge and application of the five stages of risk assessment across all areas</li> <li>Employer's obligations, responsibilities and duties following appropriate national and local legislation</li> <li>Provision and maintenance of a safe working environment</li> <li>Identifying, recognising and documenting potential hazards in line with legislation and company policies</li> <li>Knowledge of employee responsibilities</li> <li>Correct handling of risks, swift counter actions and/or obtaining appropriate assistance</li> <li>Reporting of problems to the appropriate authorities in line with legislation and industry codes of practice</li> </ul>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Homework</li> <li>Test</li> </ul>	22

	<ul style="list-style-type: none"> <li>• Penalties for non-compliance</li> <li>• Improvement notice</li> <li>• Prohibition notice</li> <li>• RIDDOR</li> </ul>		
Conduct an assessment of the effectiveness of health, safety and security practices	<ul style="list-style-type: none"> <li>• Review and analysis of health, safety and security practices</li> <li>• Storage and use of materials and equipment</li> <li>• Staff response to hazards, accidents and emergencies</li> <li>• Correct and appropriate waste disposal</li> <li>• National and local legislation</li> <li>• Fire and evacuation procedures</li> <li>• Appropriateness of external assembly points</li> <li>• Firefighting equipment</li> <li>• Clear traffic routes and points of exit</li> <li>• Protection of staff, stock, equipment, premises, personal belongings, money, personal records, security breaches</li> <li>• Indemnity</li> <li>• Procedures</li> <li>• Documentation and completion of accurate records</li> <li>• Workplace monitoring and co-ordination of work schedules to maintain adequate supervision</li> <li>• First aid procedures and policies</li> <li>• Compliance with COSHH regulations</li> </ul>		
Recommend modifications to existing health, safety and security practices	<ul style="list-style-type: none"> <li>• Identifying potential hazards and implementing necessary safe guards</li> <li>• Conduct meetings to review health, safety and security policies and practices</li> <li>• Guidelines for working within range of expertise</li> <li>• Establishment safeguards for management, employees and clients</li> <li>• Relevant licences and insurances</li> <li>• Staff support and training programmes</li> </ul>		
Implement new health, safety and security practices based on outcomes of the assessments	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and acts applicable to health, safety and security in the workplace</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Employees working standards</li> <li>• Disciplinary procedures</li> <li>• Directives outlining roles and responsibilities</li> <li>• Compliance issues</li> <li>• Levels of authority and reporting levels</li> </ul>		

	<ul style="list-style-type: none"> <li>• Installation of new equipment</li> <li>• Introduction of new policies and procedures</li> <li>• Improvements to employee morale and productivity</li> </ul>		
Evaluate the reliability and effectiveness of a risk assessment	<ul style="list-style-type: none"> <li>• Importance of risk assessments</li> <li>• Legal requirements</li> <li>• Methods of evaluation</li> <li>• Identification of workplace irregularities</li> <li>• Eradication of discrepancies between workplace and legal requirements</li> <li>• Importance of feedback</li> </ul>		
Analyse the importance of health, safety and security practices	<ul style="list-style-type: none"> <li>• Methods of analysis and interpretation of assessment results</li> <li>• Compliance with data protection</li> </ul>		
Justify proposals and recommendations for health, safety and security practices	<ul style="list-style-type: none"> <li>• Non-discriminatory procedures and policies</li> <li>• National and local legislation</li> </ul>		

<b>2. Be able to manage health, safety and security practices in the salon</b>			
Evaluate compliance with newly implemented and existing health, safety and security practices	<ul style="list-style-type: none"> <li>• Methods of evaluation</li> <li>• Benefits and limitations of compliance</li> <li>• Co-operation of staff required</li> <li>• Communication</li> <li>• Professional approach</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout</li> <li>• Homework</li> <li>• Test</li> </ul>	22
Manage improvements to increase compliance with health, safety and security practices	<ul style="list-style-type: none"> <li>• Staff awareness of current legislation and regulations</li> <li>• Staff development and continuous professional development</li> <li>• Disability discrimination</li> </ul>		
Explain the importance of compliance with legislation and regulations relating to health, safety and security practices	<ul style="list-style-type: none"> <li>• Internal policies and procedures</li> <li>• Staff awareness</li> <li>• Duty of care</li> <li>• Compliance with requirements of insurance policies</li> <li>• Local and national policies governing health, safety and security</li> </ul>		
Describe how to manage improvements to increase compliance with health, safety and security practices	<ul style="list-style-type: none"> <li>• Staff training</li> <li>• Continuous professional development</li> <li>• Roles and responsibilities within the organisation</li> </ul>		

Explain the importance of regularly evaluating health, safety and security practices in the salon	<ul style="list-style-type: none"> <li>• Methods of evaluation</li> <li>• Staff and client feedback</li> <li>• Reviewing and recording feedback</li> <li>• Maintaining records for accurate comparisons</li> <li>• Compliance with data protection and current legislation</li> </ul>		
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Document History

Version	Issue Date	Changes	Role
v1	01/10/2019	First published	Qualifications Administrator