

# Example risk assessment for a hairdressing salon

## Setting the scene

**The salon owner carried out the risk assessment in their business, which employs eight staff, working a variety of full and part-time shifts.**

**The salon is open from 10:00am to 8:00pm, six days a week. The premises consists of the salon, a stock room and a staff room with chairs, a kettle and a fridge.**

### Important reminder

**This example risk assessment shows the kind of approach a small business might take. It can be used as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. Please note that it is not a generic risk assessment that you can just put your company name on and adopt wholesale without any thought. This would not satisfy the law - and would not be effective in protecting people.**

**Every business is different - you need to think through the hazards and controls required in your business for yourself.**

## How was the risk assessment done?

The owner followed the guidance in *Five Steps to Risk Assessment*.

**1** To identify the hazards, the salon owner:

- Looked at HSE's *Essentials of Health and Safety at Work* publication, to learn where hazards can occur, and HSE's *Bad Hand Day* web pages on dermatitis.
- Walked around the salon, the stock room and all other areas noting things that might pose a risk, thinking about what was in the HSE guidance. Occasional activities, such as receiving deliveries and stacking stock, were also taken into account.
- Talked to the staff to about health and safety issues and concerns in the salon.
- Looked at the accident book, to understand what has previously resulted in incidents.

- 2** The owner then wrote down who could be harmed by the hazards and how.
- 3** For each hazard, the owner wrote down what controls, if any, were in place to manage these hazards. She then compared these controls to the guidance she had read. Where existing controls were not good enough, the owner wrote down what else needed to be done to control the risks.
- 4** Putting the risk assessment into practice, the owner discussed the findings with staff and pinned the risk assessment up on the notice board for all staff to see.
- 5** The owner decided to review and update the risk assessment every year, or straightaway if major changes happened at the salon.

Company name: A Hair Salon

Date of risk assessment: 1/5/07

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Wet work</b> Washing hair, working with wet hair.	Staff may suffer from dermatitis, increased sensitivity, severely dry skin.	<ul style="list-style-type: none"> <li>■ Non-latex gloves are provided if staff want them.</li> <li>■ Staff are trained to dry their hands thoroughly and moisturise between wet jobs.</li> <li>■ Non-perfumed hand cream is provided for staff.</li> </ul>	■ Staff will wear gloves for all wet work.	Owner and staff	15/5/07	
			■ Owner will get different size gloves, to fit all staff.	Owner and staff	15/5/07	
			■ Staff will be asked to remove hand jewellery at beginning of shift.	Owner and staff	15/5/07	
			■ Owner will look at <a href="http://www.hse.gov.uk/hairdressing/">www.hse.gov.uk/hairdressing/</a>	Owner and staff	15/5/07	11/5/07
<b>Hairdressing products and chemicals</b>	Staff and clients may suffer from dermatitis or allergic reactions including respiratory or skin irritations.	<ul style="list-style-type: none"> <li>■ See separate chemicals section below</li> </ul>	■ See separate chemicals section below			
<b>Slips and trips</b>	Staff and clients may be injured if they trip over objects or trailing wires, or slip on hair/spillages/wet floors.	<ul style="list-style-type: none"> <li>■ Keeping the salon tidy.</li> <li>■ Cut hair swept up promptly.</li> <li>■ Any water/products spilt cleaned up immediately.</li> <li>■ Matting provided for use at shop entrance.</li> <li>■ No trailing cables.</li> <li>■ Staff wear appropriate shoes.</li> </ul>	■ Staff reminded to check routinely for spills, and to use paper towels/cloths to clean up, not a wet mop.	Manager and staff	31/5/07	25/5/07
			■ Check floor surface remains in good condition yearly, when replacement needed consider changing to flooring with better slip-resistant properties.	Owner	31/5/07 and every year	25/5/07

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Electricity</b>	Staff could get electrical shocks or burns from using wet or faulty electrical equipment.	<ul style="list-style-type: none"> <li>■ Staff report to manager any defective plugs or cable.</li> <li>■ Staff know where the fuse box is and how to turn the electricity off in an emergency.</li> <li>■ Hairdryers and other electrical equipment is stored, and used, away from water and only used with dry hands.</li> <li>■ Electrical equipment is only bought from a reliable source.</li> </ul>	<ul style="list-style-type: none"> <li>■ Owner to do visual check of plugs, sockets and cables every six months.</li> </ul>	Owner	11/5/07	7/5/07
			<ul style="list-style-type: none"> <li>■ Manager to ensure all electrical equipment is stored away from water every day.</li> </ul>	Manager	11/5/07	4/5/07
			<ul style="list-style-type: none"> <li>■ All shop electrics to be safety checked by an electrician every five years.</li> </ul>	Owner	30/6/07	20/6/07
<b>Standing for long periods</b>	Staff may suffer musculoskeletal injuries, eg back pain, neck or shoulder injuries and pain or discomfort in feet and legs.	<ul style="list-style-type: none"> <li>■ Client chairs are fully adjustable.</li> <li>■ Sinks designed to minimise twisting.</li> <li>■ Wheeled stools provided for staff to use while cutting.</li> </ul>	<ul style="list-style-type: none"> <li>■ Owner to look at rotas to confirm all staff take regular breaks.</li> </ul>	Owner	31/5/07	25/5/07
			<ul style="list-style-type: none"> <li>■ Owner to check conditions suitable to individual staff circumstances, eg pregnant workers, and make adjustments where necessary.</li> </ul>	Owner	31/5/07	25/5/07
<b>Fire</b>	If trapped in the salon or other areas such as stock room, staff and clients could suffer from smoke inhalation and burns.	<ul style="list-style-type: none"> <li>■ Fire risk assessment done, as per guidance at <a href="http://www.fire.gov.uk/workplace+safety/">www.fire.gov.uk/workplace+safety/</a> and necessary action taken.</li> </ul>	<ul style="list-style-type: none"> <li>■ None</li> </ul>	Owner	1/6/07	6/6/07
<b>Blades and sharp instruments</b>	Cuts and grazes to staff and clients. Possible blood transmission from one person to another, risk of blood borne infection.	<ul style="list-style-type: none"> <li>■ All sharp implements are cleaned with sterilising liquid after each use.</li> <li>■ Sterilising liquid changed daily and follow maker's instructions.</li> <li>■ Disposable blades used wherever possible and disposed of immediately after use in sharps box.</li> <li>■ First-aid box kept stocked.</li> </ul>	<ul style="list-style-type: none"> <li>■ Owner to introduce spot checks to ensure staff are following sterilising procedures.</li> </ul>	Owner	30/6/07	30/6/07
			<ul style="list-style-type: none"> <li>■ Staff will wear gloves for all sharp work.</li> </ul>	Owner	30/6/07	30/6/07

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Cleaning chemicals</b>	Cleaners and other staff may get skin or eye injuries or breathing difficulties.	<ul style="list-style-type: none"> <li>■ Cleaner instructed to keep lids and labels on all containers and store in cleaning cupboard.</li> <li>■ Gloves provided for cleaner.</li> <li>■ Lowest irritant materials available purchased.</li> </ul>	<ul style="list-style-type: none"> <li>■ None</li> </ul>			

## Chemicals

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Bleach (NaOCl)</b>	Staff and clients may get breathing or skin irritation or allergy	<ul style="list-style-type: none"> <li>■ Staff check and follow instructions on supplier information sheets.</li> <li>■ Only purchasing oil-based, not dusty bleaches.</li> <li>■ Staff wear non-latex gloves when mixing and using product, and when washing up bowls, etc.</li> <li>■ Salon and stock room well ventilated.</li> </ul>	<ul style="list-style-type: none"> <li>■ Owner will check with staff for skin/allergy problems every three months.</li> </ul>	Owner	1/8/07	1/8/07
<b>Hydrogen peroxide (H2O2)</b>	Staff and clients may get eye or skin irritation.	<ul style="list-style-type: none"> <li>■ Staff trained to use the most dilute solution possible.</li> <li>■ Stored away from light, heat and other products.</li> <li>■ Staff check and follow instructions on supplier information sheets.</li> <li>■ Staff wear non-latex gloves when mixing and using products, and when washing up bowls, etc.</li> <li>■ Salon and stock room well ventilated.</li> </ul>	<ul style="list-style-type: none"> <li>■ Owner to buy eye baths in case of splashing incidents.</li> </ul>	Owner	31/5/07	25/5/07

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Perm solutions</b>	Staff and clients may get eye or skin irritation.	<ul style="list-style-type: none"> <li>■ Staff required to wear non-latex gloves when mixing and using products, and when washing up bowls, etc.</li> <li>■ Salon and stock room well ventilated.</li> <li>■ Clients must be well-protected with single use towels.</li> </ul>	<ul style="list-style-type: none"> <li>■ Owner to buy eye baths in case of splashing incidents.</li> </ul>	Owner	31/5/07	25/5/07
<b>Direct dye colours</b>	Staff and clients may get eye or skin irritation.	<ul style="list-style-type: none"> <li>■ Staff required to wear non-latex gloves when mixing and using products, and when washing up bowls, etc.</li> <li>■ Staff check and follow instructions on supplier information sheets.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff always to check with clients for discomfort.</li> </ul>	Staff	31/5/07	31/5/07
<b>Oxidative colourants</b>	Staff and clients may get eye or skin irritation. Low likelihood of serious allergic reaction.	<ul style="list-style-type: none"> <li>■ Staff check with clients for history of allergy to colour and change product if necessary.</li> <li>■ Staff required to wear non-latex gloves when mixing and using products, and when washing up bowls, etc.</li> <li>■ Staff check and follow instructions on supplier information sheets.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff always to check with clients for discomfort.</li> <li>■ Staff to perform skin allergy tests as per manufacturers' instructions 48 hours before treatment.</li> </ul>	Staff	31/5/07	31/5/07

**Assessment review date: 1/7/08**