

Unit G20 Workbook

Module 1

Learner name: _____

Training day: _____

Session 1 Date	Session 2 Date	Session 3 Date

Our mission is to deliver first class training and support to learners by meeting their needs, and those of the Employer and the Industry



INVESTOR IN PEOPLE

G20 Unit Overview

Within this unit you will be observed over 2 outcomes.

Outcome 1: Identify hazards and evaluate the risks in your workplace

Outcome 2: Reduce the risks to health and safety in your workplace

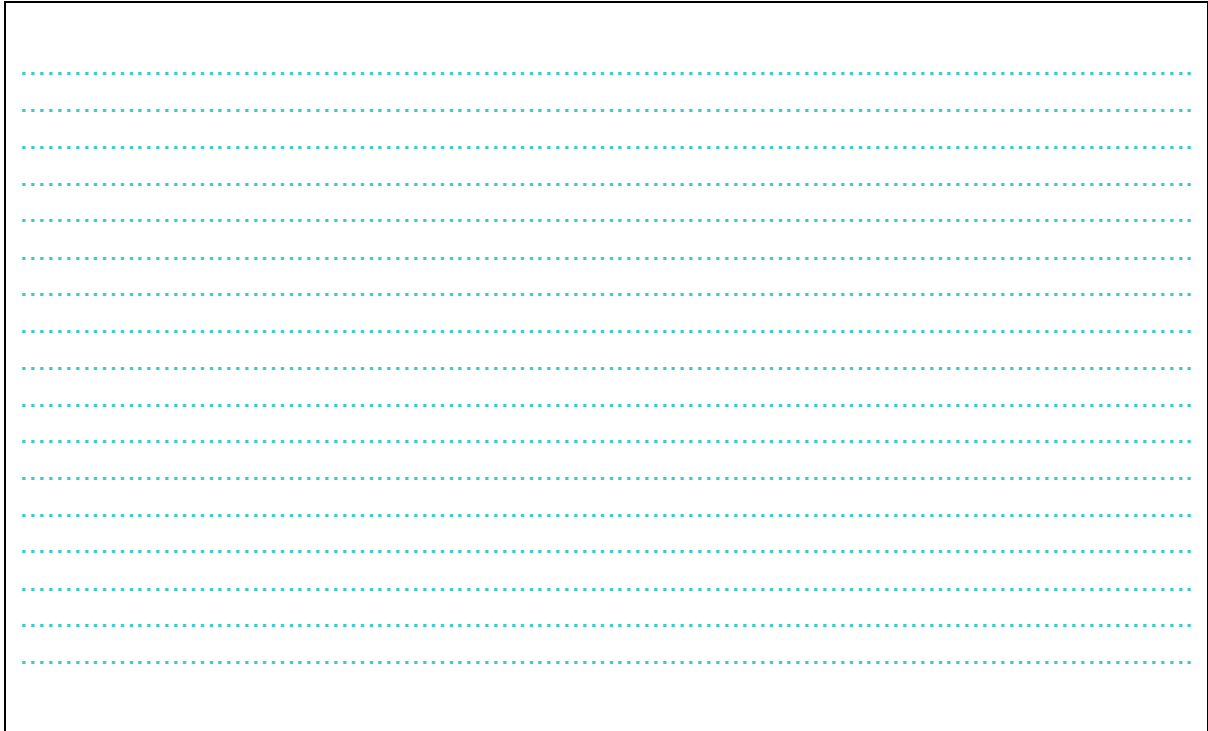
You will complete your observations in a realistic working environment by your assessor

- In outcome 1 you will be observed twice
- In outcome 2 you will be observed twice

Unit G20 - Ensure your own actions reduce risks to health & safety

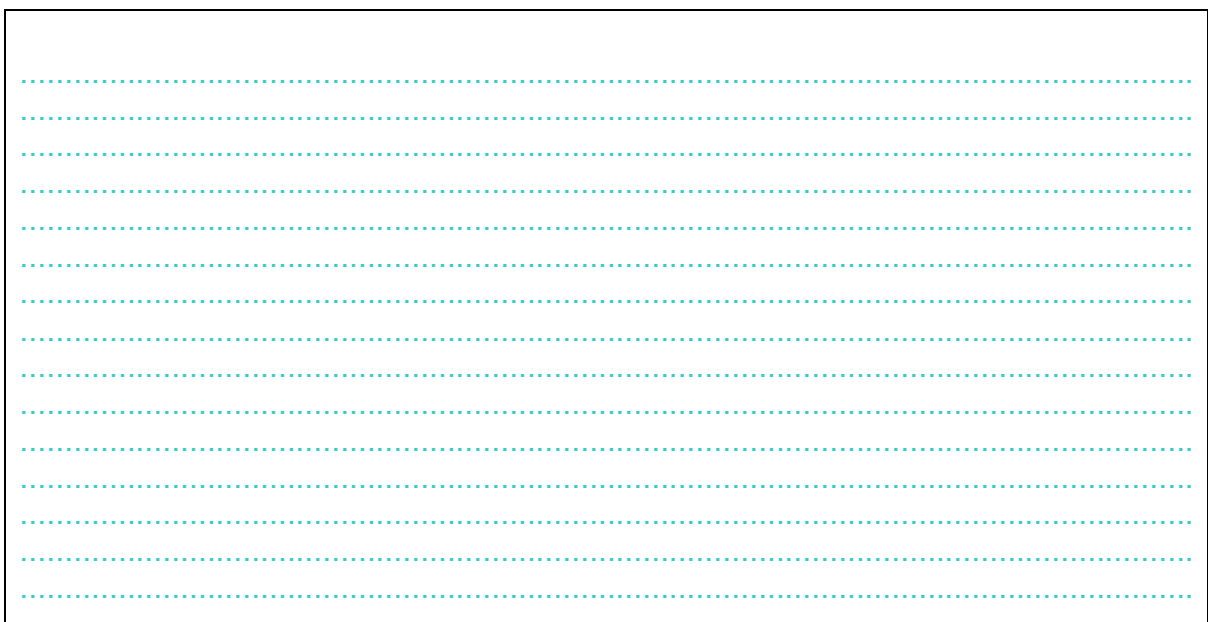
A hazard is..... “something with potential to cause harm”

Examples of hazards:



A risk is..... “the likelihood of the hazard’s potential being realised”

Examples of risks:



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Identification of hazards

From the illustration identify all the hazards & risks you can see by circling them, there are a minimum of 12 to find!



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Assessing risks

Looking at the fallen bottle on the shelf, what could be the substance that is dripping?

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Could this be more of a hazard than water, and why?

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What are the risks that this hazard could cause?

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Why is it important to identify the substance?

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Assess the risk as high, medium or low, giving an explanation

.....

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Unit G20 - Ensure your own actions reduce risks to health & safety

Please fill in the words that the letters stand for:

C	
O	
S	
H	
H	

S	
H	
U	
D	

List some hazardous hairdressing substances and the precautions you would take when storing, handling, using or disposing of them.

Substance	Precautions of use

What are the consequences of not following COSHH and SHUD requirements?

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Unit G20 – Ensure your own actions reduce risks to health & safety

As well as always reading the manufacturer’s instructions and following your own salon’s policies, the following are laws & acts that we as hairdressers and employees must be aware of:

- **The health & Safety at work act 1974**
- **The workplace (health, safety & welfare) regulations 1992**
- **The Manual Handling Operations Regulations 1992**
- **The Provision and Use of Work Equipment Regulations 1992**
- **The Personal Protective Equipment at Work Regulations 1992**
- **The Control of Substances Hazardous to Health Regulations 1992**
- **The Electricity at Work Regulations 1989**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1985**

There are also local by-laws, depending on your salon’s locality

Please list by-laws:
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Unit G20 – Ensure your own actions reduce risks to health & safety

Notes to remember from this session:

A large rectangular area containing 20 horizontal dotted lines for taking notes.

Unit G20 – Ensure your own actions reduce risks to health & safety

Session 2

Hygiene and personal presentation

word search

E	A	I	N	S	J	U	G	B	K	L	Z	V	F	P	U	E	K	A	M
L	V	X	S	A	E	C	D	Q	U	I	H	K	R	M	B	C	H	L	I
I	P	P	Z	M	B	O	C	S	W	E	D	R	E	H	Y	K	P	I	L
M	A	X	R	A	T	R	E	I	B	W	A	A	S	K	A	S	M	J	M
S	L	M	L	N	O	P	H	S	K	T	P	M	H	Q	G	I	L	B	H
G	H	O	P	M	B	E	R	V	U	N	P	O	B	K	Y	R	R	E	S
H	D	E	O	D	O	R	A	N	T	T	E	C	R	X	G	R	D	D	E
I	J	S	F	T	U	I	P	M	B	C	A	F	E	R	D	A	S	J	W
P	O	I	H	G	T	R	E	R	E	V	R	R	A	S	X	T	Y	E	M
K	P	N	N	H	I	F	C	U	Y	T	A	D	T	X	A	Q	E	W	Y
P	P	O	S	T	U	R	E	I	K	M	N	B	H	T	B	D	J	E	O
C	D	R	O	F	E	Y	N	C	W	B	C	J	I	L	O	D	B	L	F
Z	S	R	A	U	B	T	E	S	O	M	E	H	L	O	P	M	N	L	F
R	S	F	P	R	C	S	I	B	M	O	K	L	F	M	I	B	F	E	O
K	B	N	C	D	R	T	G	S	I	L	N	Y	H	U	O	B	C	R	L
S	M	I	B	E	V	C	Y	J	I	D	L	S	R	T	U	I	N	Y	N
H	N	B	W	D	R	I	H	S	B	L	K	I	M	B	D	R	T	U	A
Z	T	O	B	O	M	N	R	D	E	K	Y	Z	A	T	U	P	L	M	I
J	H	B	Y	N	M	I	B	M	K	U	D	B	T	T	R	C	O	M	L
S	O	W	K	M	G	F	S	D	Y	U	Z	O	C	L	O	T	H	E	S

DEODORANT

MAKE UP

SHOWER

SOAP

NAILS

CLOTHES

APPEARANCE

POSTURE

SMILE

FRESH BREATH

SMELLY FOOD

JEWELLERY

HYGIENE

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risks to health & safety

Personal protective equipment (ppe)

Complete the Salon Tasks table below by filling in the missing words.

salon task	what p.p.e. to use	when it should be used	how it should be used	why it should be used	who it affects
general cleaning					
Shampooing					
skin test					
applying colour/ rinsing off colour					
Spillage					

Unit G20 - Ensure your own actions reduce risks to health & safety

Why do hairdressers need to have good posture?

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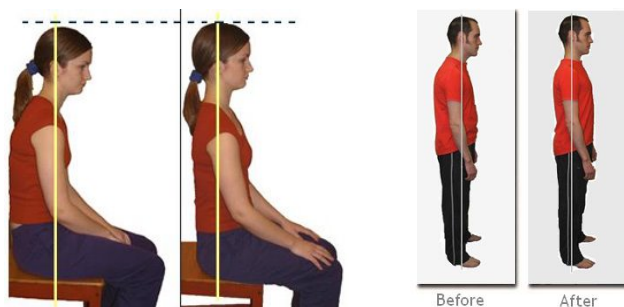
We must also make sure that our clients are positioned correctly:-

- Bottom should be at the back of the chair
- Legs uncrossed
- Feet firmly on the ground
- Sitting up straight

By positioning our clients correctly we ensure their comfort throughout the service. When a client is correctly positioned it will ensure our own posture.

For our own posture stand correctly:-

- Stand with feet shoulder width apart
- Body weight equally balanced on both legs
- Hips and shoulders should be level
- Keep head up
- Back straight



Unit G20 - Ensure your own actions reduce risks to health & safety

Why is it important for us to be in good health?



To prevent us from getting ill



To help us to cope with stress



Keeps us happy!

How to prevent fatigue:-

	Notes from class discussion
Good Posture	
Wearing the correct footwear	
Plenty of sleep	
Regular exercise	
A balanced diet	
Relaxation time	

Unit G20 Ensure your own actions reduce risks to health & safety

Our own personal conduct could also cause hazards and risks within the salon - **please give some examples:**

A large rectangular box containing ten horizontal dotted lines for writing.

Sterilisation



Barbicide is the most common form of sterilisation with the salon.

Autoclaves – steam heat up to 121 C.

UV cabinet – dry heat.

Unit G20 Ensure your own actions reduce risks to health & safety

Contact dermatitis



“PREVENTION IS BETTER THAN CURE”

To reduce the risk of getting dermatitis
always protect your hands.

Thoroughly towel dry your hands
after each shampoo.

Regularly moisture your hands.

If hands become bad wear barrier cream
or gloves when shampooing.

In bad cases you may need to see your GP.

Always report any form of dermatitis
to your manager who will
record it into the accident book.



**Unit G20 Ensure your own actions reduce
risks to health & safety**

Order of events chart

Arrange in order, the actions that must take place in the event of a fire in the salon or theory room.

Theory/computer room

Run upstairs to tell your friends.
Turn off computers.
Leave building by basement exit.
Follow tutors instructions.
Put portfolios away.
Stay calm.
Grab handbags.
Get a date with a fireman!
Shout fire/raise alarm.
Go to assembly point.

	What you should do:-	What you must not do:-
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Unit G20 Ensure your own actions reduce risks to health & safety

ORDER OF EVENTS CHART

Salon.

- Finish client's hair.
- Go downstairs to get your coat.
- Follow tutors instructions.
- Leave building by nearest exit.
- Go shopping.
- Assist your client out to assembly point.
- Raise fire alarm by breaking glass.
- Re enter burning building to get mobile phone.
- Wait at assembly point for further instructions from fire brigade/tutor.
- Take off your Shears t-shirt and pack away equipment.


	What you should do:-	What you must not do:-
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Unit G20 Ensure your own actions reduce risks to health & safety


Fire Extinguishers

TYPES OF FIRE EXTINGUISHERS


their uses and their colour coding according to BS EN 3: 1996




WATER



POWDER




FOAM



**CARBON DIOXIDE
(CO₂)**

For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

The contents of an extinguisher is indicated by a zone of colour on the red body of the extinguisher



The Fire Protection Association
 Bastille Court 2 Paris Garden London SE1 8ND
 Tel: 020 7902 5300 • Fax: 020 7902 5301
 E-mail: fpa@thefpa.co.uk • Web: <http://www.thefpa.co.uk>

Halon extinguishers are not shown since no new halon production is permitted in the UK

Unit G20 Ensure your own actions reduce risks to health & safety

E3b Assignment – Unit G20 (001)

Part A

Briefly describe your duties for health & safety relating to the following: please ensure that you make clear reference to your responsibilities under these acts:

- 1) The Health & Safety at Work Act
- 2) The Workplace (Health, Safety & Welfare) Regulations
- 3) The Manual Handling Operations Regulations
- 4) The Provision and Use of work Equipment Regulations
- 5) The Personal Protective Equipment at Work Regulations
- 6) The Control of Substance Hazardous to Health Regulations (COSHH)
- 7) The Electricity at Work Regulations
- 8) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Part B

Produce a simple plan of your salon and include the location of the following:

- 1) Exits for evacuation
- 2) Specified assembly points
- 3) First aid equipment and accident book
- 4) Fire fighting equipment

State which fire fighting equipment can be used on:

- 1) Electrical fires
- 2) Non-electrical fires

State the possible consequences of:

- 1) Using incorrect fire fighting equipment
- 2) Failing to comply with evacuation procedures.

Part C

- 1) Please state your salons policy (rules) regarding smoking, drinking, eating and taking drugs during working hours
- 2) Research the meaning of the phrase workplace policies and working practices (page 204 of your candidate log book) and give an example of one specific to your own salon
- 3) Explain how environmental factors could affect you and your clients in the salon
- 4) List some examples of unsafe behavior that you have witnessed in your salon
- 5) Please list the environmentally friendly working practices you following in the salon

<p>Unit G20 Ensure your own actions reduce risks to health & safety</p>
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Session 3

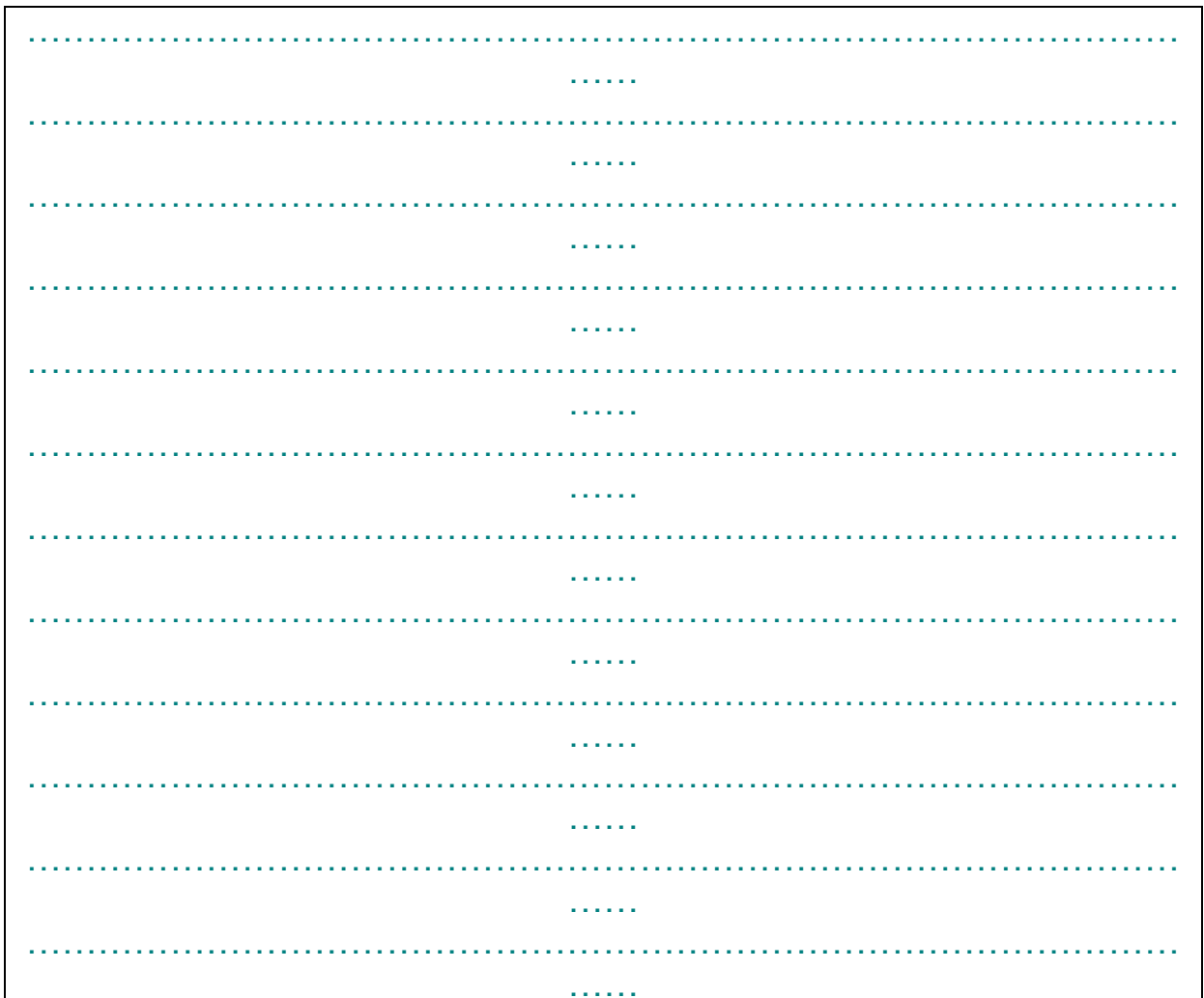
Planner

E3 revision time –

Read through this workbook and your portfolio to help.

- Revision for E3 (30 minutes)
 - Sit E3 online
 - Assignment brief (attached)
- Work on assignment and continue for homework

Assignment final copy due next week



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