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# G22 safety control work operations



The salon should be a place where both staff and clients can be safe. Potential risks and hazards must be identified and dealt with promptly to avoid accidents. You should familiarise yourself with workplace policies and the health and safety information for all of

the treatments you carry out. As part of your training you will realise why hygiene is so highly regarded in the industry and that the best therapists pay as much attention to reducing risks to health and safety as they do to performing great treatments!



# Unit G22 (City & Guilds Unit 036)

## Monitor procedures to safely control work operations

### *Core mandatory*

Image courtesy of Workwear World

28 Level 3 NVQ/6 SVQ Beauty

**This unit has two outcomes.**

**Outcome 1**

**Check that health and safety instructions are followed**

**Outcome 2**

**Make sure that risks are controlled safely and effectively**

### Evidence requirements

The Common Evidence Requirements below are in addition to the ENTO Assessment Strategies approved by UKCG in February 2008.

The standards require evidence of consistent occupational competence, as defined by the standards, to be demonstrated through relevant work activities. A variety of assessment methods should be used to confirm competence. Assessment of knowledge should be integrated with the assessment of performance wherever possible and appropriate.

Monitoring the operation of workplace health and safety procedures is the legal responsibility of all senior staff in a salon, not just that of the manager or proprietor. These responsibilities extend beyond salon staff to all people entering the business eg clients, suppliers, contract cleaners, etc. Therefore, in the context of this unit, 'other people' includes not only other employees, but all those who have a reason to be on salon premises at any time.

Evidence for outcomes relating to 'other people', therefore, may be drawn from a wide base of possibilities eg politely instructing clients to hang coats in the place provided and stow their bags at reception to comply with workplace procedures to avoid obstructions and accidents in salon work areas; briefing a new starter on some aspect of workplace health and safety procedures (Outcome 1e).

All evidence must be derived from performance in the workplace or approved Realistic Working Environment conforming to current Habia criteria.

Image courtesy of Carlton Group (p 27)

Image courtesy of Carlton Group



*A range of products are needed to maintain good hygiene. Many are hazardous, so always use them safely!*

## What you must do

Your assessor will observe you on at least **one** occasion. You must carry out correctly all the things listed under 'What you must do' on the sign-off sheets that follow. Simulation is **not** allowed for any performance evidence within this unit as the outcomes can be demonstrated by a combination of assessment methods drawn from:

- Direct observation of the candidate in the workplace
- Witness testimony by colleagues and line managers of the candidate's successful performance of activities in the workplace
- Documentary and other product-based evidence
- A personal report by the candidate endorsed by colleagues
- Questions
- Discussion
- Professional discussion

## What you must cover

There is no 'What you must cover' for this unit.

## What you must know

You will be assessed on your knowledge of the points on page 34. This will be completed through written and oral questioning by your assessor, or by an online GOLA test.



## Useful words

Some terms that you will come across in this unit are explained below.

**Contact dermatitis** A skin condition that can be sore, red and itchy.

**Disinfectant** A chemical solution used to kill the growth of bacteria when cleaning and sterilising tools and equipment in the salon.

**Hazard** Something with the potential to cause harm.

**Hazardous substances** A substance is hazardous if it could cause harm to the person who comes into contact with it. Some of the chemicals or cleaning products used in the salon could harm the skin if they come into contact with it.

**Health and safety legislation** Legally binding acts for reducing the risk of hazards and helping to provide a safe working environment. Refer to [www.hse.gov.uk](http://www.hse.gov.uk) and the glossary on pages 310–311 of this logbook.

**Legal requirements** This affects the way the salon operates, how it is set up and maintained, the salon employees and working practices, eg COSHH.

**Personal Protective Equipment (PPE)** Equipment available for use in the workplace to protect you from harm and damage, eg gloves and an apron.

**Risk** The likelihood of a hazard occurring, eg if a spillage is left on the floor there is a greater risk of someone slipping.

**Safe working methods** Working in a way that will not increase the risk of someone in your workplace being injured.

**Workplace policy** Your salon will have rules about various procedures relating to health and safety, eg COSHH Regulations referring to the use of chemicals. These policies are often recorded in an employee handbook.



*Keep equipment clean and stored safely at all times.*



# Observation sign-off sheet

*Unit G22 Monitor procedures to safely control work operations*

## What you must do

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Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **one** occasion.

Each time you achieve **all** the points listed below within a single client service, your assessor will tick the circle and enter the date.

### Outcome 1

#### Check that health and safety instructions are followed

- a Keep up-to-date with health and safety regulations and workplace instructions, making sure that information is from reliable sources
- b Conduct your monitoring of workplaces at agreed intervals and in accordance with workplace instructions
- c Confirm that worker health and safety competence is up-to-date
- d Confirm that the health and safety training needs of other people have been identified and met \*
- e Effectively communicate workplace instructions to other people and obtain feedback from them
- f Respond promptly to any breaches of health and safety instructions in a way which meets workplace and legal requirements \*\*

*Continues on next page*

#### Hints and tips

*Make sure you know what the health and safety symbols mean and how they relate to your day-to-day work.*



- g Make recommendations for changes to workplace instructions to the responsible people \*\*\*
- h Maintain records relating to health and safety matters that
  - comply with legal and workplace requirements, and
  - are accessible to those who are authorised to use them



	1		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date			
Candidate signature			
Assessor signature			
IV signature (if sampled)			

* Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
*** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date

Image courtesy of Mundo ([www.mundoproducts.co.uk](http://www.mundoproducts.co.uk))





# Observation sign-off sheet

*Unit G22 Monitor procedures to safely control work operations*

## What you must do (continued)

### Outcome 2

**Make sure that risks are controlled safely and effectively**

- a Keep accurate and legible records of workplace risks identified or reported to you
- b Report the existence of hazards in accordance with workplace health and safety instructions \*
- c Confirm that appropriate precautions to control these risks have been agreed with the people responsible for health and safety
- d Confirm that the precautions are in accordance with legal and workplace health and safety instructions
- e Check that other people are aware of the risks and know the actions to be taken to minimise them
- f Review the operational controls to make sure that workplace hazards are eliminated or controlled
- g Report promptly and accurately any conflicts which still exist between workplace and legal requirements to the people responsible for health and safety \*\*



Achieved \_\_\_\_\_  
 Date \_\_\_\_\_  
 Candidate signature \_\_\_\_\_  
 Assessor signature \_\_\_\_\_  
 IV signature (if sampled) \_\_\_\_\_

1		
○	○	○

\* Covered by observation      ○      Date  
 Covered by oral questioning      ○      Date  
 \*\* Covered by observation      ○      Date  
 Covered by oral questioning      ○      Date

# Comment form

## Unit G22



This form can be used to record oral questioning, or for assessor/candidate comments, if required.

### Comments

### Date

1


Image courtesy of Buttercups Uniforms (www.buttercupuniforms.com)



*Your personal presentation works as an advertisement for both you and your salon's professionalism!*

“

*You will regularly come into close contact with your clients, so to prevent cross-infection it is vital that your personal presentation and hygiene are constantly kept to the highest standards.*

Janice Brown

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# Knowledge sign-off sheet

## *Unit G22 Monitor procedures to safely control work operations*

### What you must know

**You will be assessed on your knowledge and understanding of all the following points. This will be completed by your assessor, either by asking you questions within a conversation, or with a written test (evidence type E3). This could be an online GOLLA test. Your assessor will let you know how s/he intends to assess you.**

**Once you have been assessed on each point, you can fill in the date and reference any written evidence that you've put in your portfolio.**

You need to understand:		Evidence type	Date	Portfolio ref
1	the employers' and employees' main legal responsibilities for health and safety in the workplace	E3		
2	your responsibilities for health and safety as defined by any specific legislation covering your job role	E3		
3	the scope of your job, your competency and capabilities	E3		
4	the work areas and the people for whom you have responsibility	E3		
5	the difference between a hazard and a risk	E3		
6	the particular health and safety risks which may be present in your own job role and the precautions to take	E3		
7	why you should remain alert to the presence of hazards in the workplace	E3		
8	why you should promptly deal with or report hazards and risks in the workplace	E3		
9	the specific health and safety arrangements covering your job role	E3		
10	the health and safety instructions at your workplace	E3		
11	how to keep health and safety records	E3		
12	effective communication methods	E3		
13	effective methods of monitoring other people's activities and communicating results	E3		
14	agreed intervals for monitoring health and safety compliance	E3		
15	hazard notices and alerts relevant to your work	E3		
16	reliable sources of health and safety information	E3		

Tick if E3 was a GOLLA test        Date







Image courtesy of Walsall College; Photography by Andrew Buckle