

BUSINESS DETAILS

IN AN EMERGENCY CALL:

Salon/Spa Manager:
Business Contact Number:
Clients:

SERVICE DETAILS

Purpose:
Date:

Benefit: Develops practical knowledge of tool maintenance and safety. | Encourages technical expertise and confidence in using advanced tools. | Ensures compliance with safety standards through regular equipment checks. | Improves styling efficiency and service turnaround time. | Reduces physical strain by using effective and ergonomic equipment. | Supports precision work, leading to higher-quality results.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Battery charging and thermal runaway	Fire, Burns, Explosions	Cordless freedom at every chair speeds work and improves client comfort.	Use only manufacturer chargers; inspect packs for swelling/cracks. Charge on non-flammable surfaces, avoid stacked chargers, and don't leave charging unattended overnight. Keep ventilation space and remove any pack that runs hot. (ALL)	Staff	Before Measure: High After Measure: Med
Event or mobile setups without fixed protection	Shock, Fire, Trip hazards	Salon-quality results are delivered reliably off-site.	For shows/home visits, carry an RCD-protected distro board, pre-checked extensions, and a pocket tester. Avoid leads under rugs, keep chargers off soft furnishings, and confirm supply capacity with hosts before starting. (ALL)	Staff, Clients	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Overloaded sockets and adapters	Fire, Overheating, Shock	Multiple tools run together for efficient, uninterrupted styling.	Avoid multi-plug cubes and daisy-chains; use quality extension leads with surge protection and load ratings. Spread high-draw tools across circuits, unplug for blade changes, and never exceed fuse ratings. Include extensions in PAT. (ALL)	Staff, Clients	Before Measure: High After Measure: Med
Repairs by unqualified persons	Tool failure, Shock, Fire	Go-to tools return to the floor quickly with dependable performance.	Use competent repairers; document fault, parts and post-repair tests. Fit correct cable types/grommets; never bypass safety interlocks. Re-PAT after repair and return to service only with a pass label and register update. (ALL)	Staff	Before Measure: High After Measure: Med
Untrained use or cleaning of tools	Cuts, Shock, Damage to tools	Professional finishes are delivered consistently across the team, even at peak times.	Induct staff on setup, safe grips, isolation before blade changes, and correct cleaning agents. Provide quick reference guides at stations; re-check competence yearly and after incidents. Document training; restrict high-risk tasks to trained staff. (ALL)	Staff	Before Measure: High After Measure: Med
Use near water or damp areas	Shock, Slips, Tool damage	Efficient styling at the wash station without moving clients or slowing service flow.	Keep electrical tools away from basins and wet work; dry hands before use. Use splash-resistant models and RCD-protected circuits. Wipe spills promptly, elevate cords off floors, and never operate tools on wet clients or wet capes. (ALL)	Staff, Clients	Before Measure: High After Measure: Med
Blade/guard changes while powered	Cuts, Shock, Blade damage	On-the-fly adjustments enable precision work and tailored finishes.	Isolate first: unplug or remove battery and verify off. Use cut-resistant gloves where appropriate, secure small parts in trays, and test reassembly on a dummy pass before touching skin. Record any nicks; replace worn guards promptly. (ALL)	Staff	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Cleaning fluids on live equipment	Shock, Corrosion, Tool damage	Swift hygiene turnaround supports tight schedules and back-to-back bookings.	Unplug and cool tools before cleaning; spray disinfectant onto a cloth, not into vents/sockets. Keep liquids away from switches, never immerse non-washable parts, and allow complete dry-time before reconnecting to power. (ALL)	Staff	Before Measure: Med After Measure: Low
Counterfeit or non-compliant chargers/cables	Shock, Fire, Poor performance	Stable performance reduces unexpected failures and appointment overruns.	Buy from verified suppliers; check plugs, fuses and markings. Quarantine unbranded/mismatched chargers; standardise models to reduce mix-ups; keep spares logged and PAT-checked. Train staff to spot sub-standard components. (ALL)	Staff	Before Measure: Med After Measure: Low
Dust and hair ingress into motors	Overheating, Fire, Tool failure	Strong airflow and clipper speed deliver premium, repeatable finishes.	Brush out intakes daily; wash/replace filters to schedule. Keep stations free of hair piles that get drawn into vents. If sparks, squeals or burning odours occur, stop use, label the fault, and send for service or replacement. (ALL)	Staff	Before Measure: Med After Measure: Low
Earthing/insulation failure (Class I tools)	Shock, Fire, Injury	Robust, powerful pro tools remain part of the service offering.	Include earth continuity and insulation tests in PAT for Class I devices; replace damaged plugs with correctly fused, moulded types. Maintain metal-bodied tools and remove any that tingle, shock or trip RCDs. (ALL)	Staff	Before Measure: High After Measure: Low
Electric shock from faulty appliances	Electric shock, Burns, Tool failure	High-power tools stay in use for fast, salon-grade results and smooth throughput.	Do a visual check each day for cracks, exposed wires, damaged plugs, or scorching. Remove from service immediately if found. Keep a risk-based PAT schedule, label pass/fail, and use only approved repairs. Test after repair before returning tools to use. (ALL)	Staff, Clients	Before Measure: High After Measure: Low

Electrical Tools & PAT (dryers, irons, clippers)

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Extension leads in poor condition	Shock, Fire, Trips	Flexible layouts and pop-up stations run without power-related hiccups.	PAT-check extensions, reels and splitters; unwind reels fully during use to prevent overheating. Replace damaged sheaths or crushed plugs; label load limits clearly; assign extensions to stations to prevent unsafe ad-hoc sharing. (ALL)	Staff	Before Measure: High After Measure: Low
Fire from electrical faults or aerosols	Fire, Burns, Smoke inhalation	Heated tools and finishing sprays deliver polished, long-lasting looks on time.	Store aerosols/alcohols away from heat; keep vents clear and unplug idle tools. Don't drape hot tools over flammables. Maintain clear exits and serviced extinguishers; brief staff on isolating power and safe use of sprays near electrics. (ALL)	Staff, Clients	Before Measure: High After Measure: Low
Housekeeping around sockets and vents	Overheating, Fire, Trip hazards	Tidy, professional stations enhance client experience and brand perception.	Keep sockets accessible and free of hair; don't block vents with towels or retail displays. Mount multi-banks at bench height to avoid floor contamination and kicks; include weekly checks in opening routines. (ALL)	Staff	Before Measure: Med After Measure: Low
Improper storage and transport	Tool damage, Shock, Cuts	Longer tool life delivers consistent output across chairs and mobile work.	Store tools in padded holsters/cases; coil cables loosely using over-under technique and avoid tight ties. Keep drawers tidy with dividers so plugs aren't crushed; transport in hard cases between sites with desiccant packs for humidity control. (ALL)	Staff	Before Measure: Med After Measure: Low
Inadequate PAT inspection frequency	Shock, Fire, Tool failure	Favourite tools remain available consistently, giving clients reliable outcomes.	Set a risk-based plan: daily visuals, weekly user checks, and formal inspection/testing at intervals suited to use and environment. Log asset ID, test date, results and next due; quarantine fails with clear tags and notify for repair/disposal. (ALL)	Staff, Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Missing or ineffective RCD protection	Shock, Equipment damage	Flexible layouts and mobile setups still use premium tools confidently.	Fit RCDs to tool circuits; test monthly and record results. If an RCD trips repeatedly, remove suspect tools and investigate. Use RCD-protected portable units for pop-up stations or events. (ALL)	Staff, Clients	Before Measure: Med After Measure: Low
Noise and vibration exposure	Hearing damage, Hand fatigue	Staff stamina and focus stay high, keeping quality and pace all day.	Select low-noise dryers and balanced clippers; maintain blades to reduce chatter. Rotate tasks, schedule micro-breaks, and provide hearing protection on request. Service tools that vibrate excessively. (ALL)	Staff	Before Measure: Med After Measure: Low
Overheating and contact burns	Burns, Tool damage, Fire	High-heat techniques create sleek finishes and lasting shape that elevate the result.	Check tool temperature before contact; keep dryers moving and never park hot tools on capes or skin. Rest tools on heat-proof mats, clean filters to maintain airflow, and allow full cool-down before storage. Replace tools that smell hot or cycle unpredictably. (ALL)	Staff, Clients	Before Measure: Med After Measure: Low
Power interruption mid-service	Burns, Service delays, Client dissatisfaction	Services finish on schedule even during minor outages.	Keep a charged cordless backup dryer/clipper per station; finish hot tools on low heat to ease restarts. Log outages, check for tool errors after power returns, and re-confirm client comfort before detailed edging. (ALL)	Staff, Clients	Before Measure: Med After Measure: Low
Record-keeping and labelling errors	Untracked defects, Missed faults	Faults are traced quickly so services continue without cancellations.	Use unique IDs on each appliance and cable; print durable pass labels with date and inspector. Keep a central register with location, defects, actions and re-test dates; audit quarterly to catch missing items or duplicated records. (ALL)	Staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Tool compatibility and voltage selection	Shock, Tool damage, Overheating	Full power delivery gives predictable heat/airflow for repeatable styles.	Standardise on local-voltage tools; avoid travel adapters for high-draw devices. If dual-voltage, set switches before plugging in and label clearly. Replace legacy imports that rely on bulky transformers; PAT-check any voltage-conversion equipment. (ALL)	Staff	Before Measure: Med After Measure: Low
Tool selection in high-moisture areas	Shock, Slips, Equipment failure	Efficient work near wash stations reduces client movement and saves time.	Choose tools with suitable ingress protection and sealed switches for humid zones; avoid cord joints on floors; lift connections off damp surfaces. Provide extra towels for moisture control; relocate sockets away from splash zones. (ALL)	Staff, Clients	Before Measure: Med After Measure: Low
Trailing leads and cable strain	Trips, Cable damage, Shock	Multi-tool access around the chair enables rapid style changes and crisp detailing.	Use cable tidies, short leads, and chair-side trolleys; route cords off walkways. Inspect for kinks and crushed sections; rotate tools to avoid constant bend at the plug. Fit strain reliefs and replace damaged cables promptly to prevent internal breaks. (ALL)	Staff, Clients	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be reported to the manager immediately and corrective action taken if required. (ALL)	All	N/A

NOTES

Extra notes & service evaluation:

NOTES

Extra notes & service evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date