

## BUSINESS DETAILS

### IN AN EMERGENCY CALL:

**Salon/Spa Manager:**
**Business Contact Number:**
**Clients:**

## SERVICE DETAILS

**Purpose:**
**Date:**

**Benefit:** Encourages investment in ergonomic tools and furniture. | Enhances service quality by maintaining staff health. | Extends career longevity by reducing injury risks. | Improves job satisfaction by preventing discomfort. | Promotes correct posture and body mechanics awareness. | Supports staff well-being by reducing physical strain.

## HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Arm elevation for cutting and colour placement	Shoulder strain, upper back discomfort	Clean sectioning and fast, even placement are delivered at pace.	Raise or lower the chair so elbows sit just below shoulder height; step in close to avoid reach; alternate arms and use section clips to reduce hold time; add 30-second shoulder resets between layers; note heights that minimise fatigue for repeats. <b>(ALL)</b>	Stylists	Before Measure: <b>High</b> After Measure: <b>Med</b>
Back strain at wash basins	Lower back pain, muscle spasms	Comfortable rinses that set up better styling continue without delay.	Set backwash height with client support under legs; use a split-stance instead of stooping; kneel on a pad rather than rounding the back; cue clients to shuffle for you; add 30-second lumbar resets between rinses; record the best positions per stylist. <b>(ALL)</b>	Stylists, assistants	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fatigue from back-to-back long services	Mental exhaustion, reduced focus	Same-day transformations and corrections remain deliverable.	Stagger intensive bookings with lighter tasks; insert micro-breaks between process stages; hydrate and snack briefly every few hours; cap daily hours for heavy techniques; rotate staff through recovery blocks during peak days. <b>(ALL)</b>	All staff	Before Measure: <b>High</b> After Measure: <b>Med</b>
Manual handling of stock and equipment	Back injury, sprains, dropped items	Swift room resets and event setups stay in-house.	Store heavy items at waist height; plan routes and use trolleys; lift with a stable stance and avoid twisting; team-lift oversized boxes; set weight limits and log near misses for layout changes; schedule deliveries away from peak trading. <b>(ALL)</b>	All staff	Before Measure: <b>High</b> After Measure: <b>Med</b>
Neck flexion during lash and brow work	Neck strain, eye fatigue, headaches	Meticulous eye-area detailing and symmetry stay feasible.	Set couch and stool so eyes are level with the treatment zone; use adjustable headrests and angled loupes; bring the client to you rather than stooping; insert minute-long neck and eye breaks every 20 minutes and document preferred setup per client. <b>(ALL)</b>	Beauty therapists	Before Measure: <b>High</b> After Measure: <b>Med</b>
Overuse from massage and manual treatments	Muscle fatigue, hand strain	High-demand body services remain available without gaps.	Alternate pressure tools and hands; schedule variety across the day; refresh technique with periodic coaching; cap deep-pressure appointments per therapist; log discomfort early and adjust rosters before busy weekends. <b>(ALL)</b>	Massage therapists	Before Measure: <b>High</b> After Measure: <b>Med</b>
Pinch grip and thumb strain in nail services	Joint pain, carpal tunnel syndrome	Intricate designs and durable enhancements continue at volume.	Choose wider brush handles and padded rests; float the wrist with forearm support; place jars within easy reach; schedule micro-stretches each hand; rotate intricate art with simpler steps; record discomfort patterns to refine future setups. <b>(ALL)</b>	Nail technicians	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Prolonged standing and static load	Fatigue, muscle stiffness, varicose veins, back pain	All-day, walk-in capacity with quick changeovers remains achievable.	Rotate standing with short seated tasks; use anti-fatigue mats and non-slip, supportive footwear; rest one foot on a low rail to shift load; schedule micro-stretches hourly; reposition clients instead of leaning; record tweaks that reduce end-of-day soreness. <b>(ALL)</b>	Stylists, beauty therapists	Before Measure: <b>High</b> After Measure: <b>Med</b>
Stress-related muscle tension	Muscle tightness, reduced mobility	Consistent, calm service quality is sustained through peak periods.	Pace bookings to avoid constant overruns; add 60-second breathing and posture resets between clients; designate a quiet prep zone; encourage micro-stretch routines at team huddles; signpost wellbeing support and track busy-day strain reports. <b>(ALL)</b>	All staff	Before Measure: <b>High</b> After Measure: <b>Med</b>
Cold hands and reduced dexterity	Numbness, poor grip, reduced precision	Steady control for precision sectioning and fine artwork is maintained.	Keep room at a steady working temperature; take brief warm-water hand breaks; use thin thermal liners under nitrile where safe; dry thoroughly before gloving; rotate tasks that demand fine motor control to the warmest part of the shift. <b>(ALL)</b>	All staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Eye strain from close and colour-critical work	Headaches, blurred vision	Accurate colour matching and micro-detail work stay reliable.	Provide uniform task lighting at the chair and table; clean diffusers monthly; use magnifiers at the correct focal distance; follow the 20-20-20 visual break rule; employ neutral backboards for accurate shade and tone comparisons. <b>(ALL)</b>	Stylists, nail technicians	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Glove fit and grip-related forearm fatigue	Hand strain, reduced circulation	Tactile precision across wet work and chemical tasks remains steady.	Stock multiple glove sizes and low-friction textures; change gloves when damp; avoid unnecessary double-gloving; add brief forearm and finger stretches between clients; review brands if grip force complaints persist and document outcomes. <b>(ALL)</b>	All staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Kneeling and squatting during pedicures	Knee pain, hip discomfort	Precise footcare continues comfortably over full days.	Use height-adjustable pedi chairs and rolling tech stools; elevate the client foot on stable rests; use knee pads when ground work is required; limit time per foot before a short reset; document positions that reduce hip and knee load. <b>(ALL)</b>	Pedicurists	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Overreach from poor station layout	Shoulder strain, dropped tools	Faster service flow with fewer mid-service interruptions.	Keep trolleys within 30 to 40 centimetres of the dominant hand; store essentials between shoulder and hip height; face frequently used items toward the working hand; run quarterly layout audits with quick fixes logged and verified. <b>(ALL)</b>	All staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Pregnancy-related postural changes for staff	Back pain, swelling, fatigue	Skilled team members continue contributing safely during pregnancy.	Adjust tasks to reduce prolonged standing and heavy lifts; add extra breaks; provide supportive stools and anti-fatigue mats; agree temporary limits with occupational advice; record adaptations and rotate duties to sustain comfort. <b>(ALL)</b>	Pregnant staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Repetitive blow-dry motions	Shoulder fatigue, wrist pain	Smooth, glossy finishes are produced on schedule.	Specify lightweight, balanced dryers and diffusers; keep elbows close to the body; switch hands mid-service; cap continuous blow-dry time before a brief recovery; align nozzle angle to reduce wrist torque; document tool choices that speed finishes. <b>(ALL)</b>	Stylists	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Seated posture for nail and PMU technicians	Lower back pain, hip stiffness	Long, creative sets remain possible without early fatigue.	Use saddle stools with lumbar support; keep hips slightly above knees and feet flat; set table height to relaxed elbows; bring the client toward you rather than reaching; build 60-second posture breaks into colour cures and lamp cycles. <b>(ALL)</b>	Nail technicians, PMU artists	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Tool vibration from e-files and clippers	Hand-arm vibration syndrome, numbness	Fast shaping and detailing remain viable without slowing output.	Maintain tools to minimise chatter; use cushioned grips; rotate vibration tasks and limit daily exposure minutes; warm up hands before shifts and stretch between clients; replace worn bits or blades at the first sign of buzz or tingling. <b>(ALL)</b>	Stylists, nail technicians	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Tool weight and balance mismatch	Forearm fatigue, repetitive strain	Speed and control improve across different staff sizes and styles.	Trial tools before purchase; set maximum weights for dryers, clippers and shears; issue multiple handle sizes and grip options; check balance points quarterly; retire tools that pull the wrist into extension or require excessive force. <b>(ALL)</b>	All staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Wrist deviation with scissors and clippers	Repetitive strain injuries, tendonitis	Crisp lines and refined fades remain consistent through busy days.	Use swivel or offset shears, maintain sharp blades to reduce force, and keep wrists neutral; alternate tools and hands across a service; add brief tendon glides between clients; log any hotspots and adapt mapping to avoid repeated awkward angles. <b>(ALL)</b>	Stylists, barbers	Before Measure: <b>Med</b> After Measure: <b>Low</b>
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. <b>(ALL)</b>	All	<b>N/A</b>

## NOTES

**Extra notes & service evaluation:**

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**Completed by**

**Reviewed/Approved by**

**Risk Assessment Date**

**Review Required Date**