

BUSINESS DETAILS

IN AN EMERGENCY CALL:

Salon/Spa Manager:	Business Contact Number:
Clients:	

SERVICE DETAILS

Purpose:	Date:
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Benefit: Encourages team training and emergency response planning. | Improves client and staff confidence in salon safety. | Increases awareness and preparedness for fire emergencies. | Promotes safer handling and storage of flammable items. | Reduces risk of damage to business property and equipment. | Supports compliance with fire safety regulations.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Battery charging and thermal runaway for clippers, e-files and lamps	Fire, explosion, burns	Cordless speed and cable-free stations support premium finishes all day.	Charge on non-combustible shelves, single layer, with space around vents; no overnight charging; use maker-approved chargers; isolate hot or swollen packs; keep a metal-lidded container and carbon-dioxide extinguisher nearby; rotate and record charge cycles. (ALL)	Staff	Before Measure: High After Measure: Med
Compartmentation breaches from cable and pipe penetrations	Rapid fire spread, property damage	Multi-room services run concurrently with controlled risk.	Inspect risers and ceilings quarterly; seal penetrations with rated mastic; keep tiles in place; label fire-stopped areas; recheck after contractors before reopening rooms; record defects and remedials. (ALL)	Staff, clients	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Contractor hot works during refits and repairs	Burns, fire, smoke damage	Refits and repairs happen without closing the diary.	Operate a hot-works permit; clear combustibles, cover with flame-retardant sheets, keep carbon-dioxide or foam units at hand, record alarm isolation and restoration, maintain a sixty-minute post-work fire watch, and photo the completion check. (ALL)	Contractors, staff	Before Measure: High After Measure: Med
Electrics overloaded near combustibles such as retail stock and capes	Fire, electrocution	High-energy tools and finishes remain available without downtime.	Avoid multi-plug cubes and daisy chains; use residual current protection on tool circuits; keep sprays, capes and cardboard away from sockets; test equipment to plan; remove faulty kit immediately and document remedials before return to service. (ALL)	Staff	Before Measure: High After Measure: Med
Evacuation accountability gaps	Lost persons, delayed rescue	Full diary days stay manageable with orderly evacuations.	Keep a grab bag with roll-call sheets, high-visibility vests and a torch; sign in visitors and contractors; assign wardens and an assembly point; use radios or a phone tree; debrief after drills and alarms and refine the plan; display the plan in staff areas. (ALL)	Staff, clients, visitors	Before Measure: High After Measure: Med
External bins and arson exposure	Fire damage, property loss	Late trading and early opens run smoothly with reduced disruption risk.	Position bins at least six metres from doors and windows; lock lids; clear cardboard daily; light approaches; enable closed-circuit television; lock side gates after close; record out-of-hours checks; move flammable waste to a rated store if night access is insecure. (ALL)	Staff, business	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fire doors wedged open	Fire spread, smoke inhalation	Multiple rooms operate simultaneously with compartment protection.	Remove wedges; fit alarm-linked hold-open devices where airflow is needed; inspect intumescent seals and closers monthly; label keep shut; include door checks in opening and closing routines and log defects for prompt repair. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Flammable aerosols near hot tools	Fire, burns, inhalation	High-hold, fast-finish styling stays possible for tight turnarounds and events.	Mark a no-spray zone around irons and dryers; let barrels cool before finishing mists. Aim away from heat, keep lids on, ventilate, hold only day-use cans at stations, and clear empties to metal lidded bins each shift; brief stylists at open and close checks. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Inadequate flammables storage in service rooms	Fire, explosion, chemical exposure	Ready access to pro-grade lines that deliver premium results on demand.	Store aerosols and solvents in a ventilated fire-rated cabinet; segregate oxidisers, reducers and acids; use drip trays, shelf labels and maximum holding limits; inspect weekly for leaks or corrosion and quarantine any suspect stock. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Open flames and fragranced candles	Burns, fire, smoke inhalation	Ambience and promotions are achievable without cancelling bookings.	Prohibit candles and incense; use electric diffusers. For rare brand events, issue a permit with non-combustible base, one metre clearance, trained fire watch, snuffer and carbon-dioxide unit on hand, and immediate removal after the event with documentation. (ALL)	Staff, visitors	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Portable heaters in treatment rooms and receptions	Fire, burns, smoke inhalation	Comfortable rooms through colder months without pausing services.	Avoid portable fan heaters; if essential, select tip-over-safe thermostatic units; maintain one metre clearance, no drapes or capes nearby; unplug when unattended; ban use near aerosols and solvents; add heater checks to opening and closing routines and log usage. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Smoking and e-cigarette charging	Burns, fire, inhalation risk	Relaxed atmosphere with fewer odours while keeping throughput.	Enforce no smoking indoors; provide a signed outdoor area with sand-filled butt cans away from intakes and bins; ban e-cigarette charging inside; include checks in closing walks; record breaches and corrective actions. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Solvent vapour ignition during decanting of nail solvents	Explosion, fire, chemical inhalation	Rapid removals, cleans and prep remain in-house without outsourcing.	Decant acetone, isopropyl alcohol and ethyl acetate in a ventilated bay away from sparks; use anti-static mats and continuous container contact; cap immediately; ban flames and smoking; keep spill kit and eyewash within 10 seconds; record decants and near misses. (ALL)	Staff	Before Measure: High After Measure: Med
Solvent-soaked waste and oily rags from nail work and clean-down	Spontaneous combustion, fire spread	Creative fast-evaporating work continues without stoppages.	Collect remover pads and alcohol wipes in metal self-closing bins labelled flammable waste; keep lids shut; empty daily to external pickup; never mix with general waste; use compatible liners; store away from heat and exits; log volumes and uplift receipts. (ALL)	Staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Wax heater ignition	Burns, fire, electric shock	Smooth, salon-pace waxing with reliable consistency at peak hours.	Use thermostatic heaters with calibrated dials; test on wrist and client; never leave unattended; place on heat-proof trays away from sprays; unplug before moving; keep a fire blanket and carbon-dioxide extinguisher visible; drill staff on kill switch and isolation. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Alarm and detector impairment	Delayed response, smoke inhalation	Early warning across all zones keeps trading steady and confident.	Test call points weekly and service alarms to schedule; never cover detectors; keep half a metre clear around heads; record faults immediately; use temporary fire watch only per policy; brief staff on sounder patterns and nearest call points. (ALL)	Staff, clients	Before Measure: Med After Measure: Low
Blocked exits and travel routes	Trip hazards, delayed evacuation, injury	Full salon capacity without bottlenecks, even at peak footfall.	Keep one metre clearance on escape paths; no storage behind curtains; route trolleys and cables off walkways; check exits at opening and after deliveries; keep mats flat and self-closers free; record daily means-of-escape checks on a visible log. (ALL)	Staff, clients, visitors	Before Measure: High After Measure: Low
Emergency lighting and signage failure	Disorientation, delayed evacuation	Evening trading and events proceed with clear egress.	Test emergency lights monthly and for three hours annually; replace failures immediately; keep photoluminescent exit signs clear of displays; record tests on a dedicated log; verify routes at seasonal display changes. (ALL)	Staff, clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Excess product left on benches	Spillages, fire spread, trip hazards	Full product range at hand without slowing changeovers.	Limit out-on-bench volumes to current tasks; return cans and solvents to the cabinet between clients; rest guns and brushes on metal trays; remove waste to lidded bins before close; log day-start and day-end counts to prevent station stockpiles. (ALL)	Staff, clients	Before Measure: Med After Measure: Low
Kitchen and tea-point ignition	Fire, smoke inhalation	Staff breaks sustain service stamina without disruptions.	Keep aerosols and solvents out of kitchens; never leave toasters or pans unattended; fit auto-shut kettles; isolate sockets at close; clean grease traps and hobs weekly; post a simple fire action card above the counter. (ALL)	Staff	Before Measure: Med After Measure: Low
Laundry dryer lint and hot surfaces	Fire, burns, smoke inhalation	Fresh linens turn over quickly for spa-level presentation.	Clean lint filters every cycle; maintain ducts and airflow; run a cool-down; air-dry solvent-exposed towels before machine wash; keep half a metre clearance around dryers; never stack laundry against housings; date maintenance on the unit. (ALL)	Staff	Before Measure: Med After Measure: Low
Seasonal décor and retail display combustibility	Fire spread, smoke damage	Eye-catching promotions drive bookings while trading stays uninterrupted.	Use flame-retardant decorations; keep half a metre from lamps and heaters; secure cables; do not obstruct detectors or sprinklers; remove décor at season end; pre-approve window displays with a photographed checklist for future repeats. (ALL)	Staff, visitors	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Staff fire training and drill gaps	Uncoordinated evacuation, injury	Busy rosters continue with calm, competent responses.	Induct all staff on alarms, call points, extinguishers and flammables; appoint wardens; drill twice yearly with timed evacuation and roll-call; brief learnings at huddles; update routes and signage after any layout change. (ALL)	Staff, clients	Before Measure: Med After Measure: Low
Storage near heat sources such as boilers and radiators	Fire, burns, smoke damage	Comfortable rooms and safe product access side by side.	Keep one metre clearance around plant; no flammables in boiler cupboards; fit no-storage signs; check at open and close; keep door vents clear; service annually and retain certificates on site; move seasonal stock away from heaters. (ALL)	Staff	Before Measure: Med After Measure: Low
Wrong extinguisher use	Ineffective response, injury	Small incidents are contained quickly so services continue.	Site carbon-dioxide units at electrics, foam for flammable liquids, and water mist for general areas; mount signage with the pull, aim, squeeze, sweep prompt; train annually and on induction; service yearly and seal-tag after checks; run drills with trainer units. (ALL)	Staff	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

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Extra notes & service evaluation:

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Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date