

BUSINESS DETAILS

IN AN EMERGENCY CALL:

Salon/Spa Manager:
Business Contact Number:
Clients:

SERVICE DETAILS

Purpose:
Date:

Benefit: Contributes to mental health by creating a positive, self-care experience. | Encourages creativity and innovation through personalised styling. | Enhances client confidence and well-being through improved personal appearance. | Improves hand-eye coordination and attention to detail. | Offers opportunities to develop fine motor skills and artistic techniques. | Provides regular client engagement, strengthening long-term professional relationships.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Blood-borne pathogen exposure	Exposure to infection, contamination	Supports services involving sharp detailing while preserving client trust and shop reputation.	Wear gloves for shaves/bleeding risk, use disposable blades, and disinfect tools between clients. If exposure occurs, stop service, wash, dress, complete incident form, and follow post-exposure protocol with medical advice and client communication as appropriate. (ALL)	Clients, staff	Before Measure: High After Measure: Med
Children's unpredictable movement	Cuts, nicks, tool accidents	Makes early grooming and school-ready styles achievable in a supportive setting.	Obtain guardian consent; use booster seats and capes that don't obscure hands. Explain "freeze" points before scissor/razor moments; keep conversation engaging and tools out of reach; defer sharp detailing if the child cannot stay still safely. (ALL)	Children, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electrical safety (clippers/dryers)	Electric shock, burns, equipment failure	Ensures reliable tool performance that supports consistent, high-quality outcomes.	Daily visual checks for cracked casings, loose plugs and nicked cables; tag out damaged tools. PAT test to schedule; avoid daisy-chains, keep cords off wet areas, and unplug before blade changes or cleaning; provide RCD protection on tool circuits. (ALL)	Staff	Before Measure: High After Measure: Med
Fire risk (flammables and ignition)	Burns, property damage	Preserves a lively, efficient shop floor with confidence in safe finishing products.	Store alcohol-based aftershaves and aerosols away from heat; keep dryers/straighteners off flammable surfaces; unplug when not in use. Maintain clear exits, serviced extinguishers, and a no-smoking policy; brief staff on electrical and aerosol fire response. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Musculoskeletal strain (staff)	Repetitive strain injuries, fatigue	Sustains skilled hands on the floor, preserving service quality and availability.	Rotate tasks, use height-adjustable chairs, anti-fatigue mats and lightweight tools; schedule micro-stretches between clients and alternate hands for blow-drying. Train neutral wrist/shoulder positions and cap daily hours on repetitive high-angle work. (ALL)	Staff	Before Measure: High After Measure: Med
Straight-razor nicks	Nicks, bleeding, irritation	Achieves ultra-clean edges and close shaves valued for a refined, professional finish.	Use single-use blades with guarded strokes at shallow angles; stretch skin, avoid moles/lesions, and replace blades at first drag. Sanitise handles, use neck strips, and position lighting to see contours clearly; keep styptic, dressings, and escalation steps to hand. (ALL)	Clients, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Aerosol and hair dust inhalation	Respiratory irritation, discomfort	Keeps fast, in-chair finishing possible, supporting high-turnover service with a polished result.	Minimise sprays, use pump alternatives where practical, and run local extraction or open windows for cross-flow. Keep mixing and heavy spraying away from clients; sweep/vacuum hair frequently and dispose into closed bins; provide masks on request. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Blade and scissor cuts	Cuts, bleeding, infection, pain	Delivers precise shaping and crisp lines that elevate personal presentation and confidence.	Keep blades sharp and disinfected; store shears closed in holsters; cut away from skin; stabilise the client's head and use guards/comb control near ears and neckline. Maintain a blood-spill kit and stop work immediately if skin is breached; clean, dress and record incidents. (ALL)	Clients, staff	Before Measure: High After Measure: Low
Chemical disinfectant exposure	Dermatitis, respiratory irritation	Keeps tool turnaround quick so more clients can be seen at a high hygiene standard.	Mix Barbicide/disinfectants to label strength, wear gloves for decanting, and avoid splashes; label bottles, keep SDS accessible, and change solutions daily. Provide hand care (wash, dry, emollients) to reduce dermatitis from frequent wet work. (ALL)	Staff	Before Measure: Med After Measure: Low
Client posture and support	Neck/back strain, discomfort	Improves comfort so clients can enjoy complex styles without fatigue.	Adjust chair height, headrest and footrest for neutral neck and back alignment; avoid over-extension and give micro-breaks during longer cuts. Provide cushions for shorter clients and ensure the cape isn't pulling on the neck or restricting breathing. (ALL)	Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Clipper burns and abrasions	Skin irritation, burns, discomfort	Enables tight fades and close detailing that define modern barbered looks.	Disinfect and cool blades; check temperature on the inside wrist before use. Choose the correct guard, avoid repeated passes on sensitive skin, lighten pressure over bony areas, and change blades when dull; apply soothing, alcohol-free aftercare as needed. (ALL)	Clients	Before Measure: Med After Measure: Low
Communication barriers with clients	Miscommunication, service errors	Improves satisfaction and helps achieve the exact look clients have in mind.	Use visual style guides, photos and hand mirrors; confirm key steps before sharp work near ears/neck. Provide translations or simple phrases where needed and encourage clients to signal discomfort; document preferences for future visits. (ALL)	Clients	Before Measure: Med After Measure: Low
Ear and neckline lacerations	Cuts, bleeding, infection	Produces sharply defined outlines that frame the haircut and beard.	Work slowly around ears with comb control; keep scissor tips angled away from the pinna and use guards for necklines. Ask the client to stay still; pause if they move; use mirrors to check angles and finish with guarded razors only where skin is flat. (ALL)	Clients	Before Measure: High After Measure: Low
Ectoparasites (head lice)	Spread of lice, cross-contamination	Protects the broader client base while keeping the door open for a prompt return to normal styling.	Check for lice/nits during consultation; if present, pause service, explain politely, clean station, bag/disinfect tools and capes, and advise treatment before rebooking. Maintain a neutral, non-shaming script and a rapid decontamination routine. (ALL)	Clients, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Eye exposure to hair fragments or sprays	Eye irritation, injury	Keeps precision fringe and detail work comfortable and camera-ready.	Angle nozzles away from the face, shield eyes with a clean hand or towel during fringe work and spray use; offer protective glasses on request. Use minimal pressure air to clear loose hair and avoid spraying directly over the client's eyes. (ALL)	Clients	Before Measure: Med After Measure: Low
Fainting or vasovagal episodes	Dizziness, fainting, falls	Keeps premium shaves and longer services accessible to sensitive clients.	Watch for pallor, sweating or dizziness; stop the service, recline the chair, and offer water and fresh air. Avoid tight capes; don't lock knees during long beard shaves; record the event and suggest a snack before future appointments if prone. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Hot tools and blow-dryer burns	Burns, discomfort, skin irritation	Enables smooth finishes and volume that elevate the cut beyond a basic trim.	Test nozzle heat on the wrist, keep dryers moving, and use guards on heated brushes. Create a heat-safe zone on the station; store tools on insulated mats, never on capes or laps, and warn clients when heat is close to skin; cool down fully before storing. (ALL)	Clients	Before Measure: Med After Measure: Low
Hot towel temperature burns	Burns, skin irritation	Enhances luxury shaves with soothing prep that softens hair and relaxes the client.	Use a thermometer or test towels on the inner forearm; wait a few seconds after steamer removal; wring thoroughly to avoid dripping heat; warn clients and avoid use on sensitive or freshly shaved irritated skin; remove immediately if stinging occurs. (ALL)	Clients	Before Measure: Med After Measure: Low
Neck strip and cape hygiene	Skin irritation, infection spread	Supports a smooth, comfortable experience that clients associate with professional quality.	Use single-use neck strips for every client and launder capes at high temperature daily. Replace damaged capes, avoid cape-to-skin contact, and keep clean/used linen clearly separated; disinfect cape clasps and chair contact points between clients. (ALL)	Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Product allergy (aftershaves/tonics)	Allergic reaction, rash	Enhances the post-cut feel and finish with fragrances or balms clients enjoy.	Ask about fragrance/alcohol sensitivity; patch a tiny amount on the inner arm or choose hypoallergenic, alcohol-free options. Spray onto hands then apply to the client (not directly to face); avoid broken skin and provide aftercare advice if mild redness occurs. (ALL)	Clients	Before Measure: Med After Measure: Low
Sharps disposal and incident response	Needlestick injury, infection risk	Allows close razor detailing with confidence in safe follow-through if an incident occurs.	Use puncture-resistant sharps containers at the station; never recap blades; dispose immediately after use. Keep colour-coded waste, log any sharps injury, and trigger the post-exposure pathway with timely medical follow-up and insurer notification. (ALL)	Staff	Before Measure: High After Measure: Low
Slips and trips (hair on floor/cables)	Slips, trips, falls, injury	Keeps the salon moving efficiently so appointments run on time and clients aren't delayed.	Sweep between every client; use hair-collection mats and cable tidies; keep walkways clear and instantly spot-clean spills. Store trolleys close to the chair, fit non-slip footwear guidance for staff, and inspect floors for loose trims or curled mats each hour. (ALL)	Clients, staff	Before Measure: High After Measure: Low
Tool and attachment sanitation	Cross-contamination, infection	Maintains access to speedy back-to-back appointments without compromising client comfort.	Clean visible debris then disinfect combs, guards, scissors and clips to contact time; use fresh Barbicide daily and label jars. Rotate duplicate tool sets to ensure full immersion time; air-dry on clean mats and store covered to prevent re-contamination. (ALL)	Clients, staff	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Undiagnosed scalp or skin conditions	Spread of infection, irritation	Preserves pathways to future grooming by identifying issues early and avoiding aggravation.	Inspect scalp/skin under good light before cutting; avoid broken skin, ringworm, impetigo and severe dermatitis. Defer service and signpost to healthcare where needed; perform non-contact consultations and note any suspected conditions in records. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Waste and workstation hygiene	Cross-contamination, infection risk	Keeps the shop moving smoothly with a clean, welcoming environment clients return to.	Bag hair promptly, use lidded bins, and clear stations between clients; disinfect chair levers, headrests, armrests and mirror edges; launder towels/cloths at high temperature and keep clean/used items segregated; schedule hourly micro-cleans. (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:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date