

BUSINESS DETAILS

IN AN EMERGENCY CALL:

Salon/Spa Manager:
Business Contact Number:
Clients:

SERVICE DETAILS

Purpose:
Date:

Benefit: Boosts confidence by improving overall appearance. | Encourages safe tanning alternatives to sun exposure. | Offers convenience and professional results to clients. | Promotes expertise in colour matching and skin tone enhancement. | Provides repeat business opportunities through maintenance sessions. | Supports seasonal business growth during peak demand.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electrical or fire faults in UV units	Electric shock, fire hazard	Consistent availability of units so appointments run to schedule.	Maintain a service schedule for starters, lamps and fans; keep vents clear; install an emergency stop accessible to clients; PAT-test to plan; and quarantine units that trip protection or smell hot until serviced and re-tested. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Equipment electrical safety (HVLV/booth)	Electric shock, fire, malfunction	Reliable spray performance that keeps bookings running to time.	PAT-test annually; inspect cords, plugs and switches daily; use RCD-protected circuits; keep compressors off wet floors and vents clear of overspray. Unplug before cleaning; use approved solvents on housings and log faults for service before the next shift. (ALL)	Staff, clients	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Heat stress or dehydration in UV units	Dizziness, fainting, dehydration	A quick tan with minimal downtime, even in warm weather.	Ventilate booths; limit session length to settings for skin type; provide water access and pause on dizziness; cool the unit between back-to-back uses; and document any heat symptoms before further exposure is allowed on the same day. (ALL)	Clients	Before Measure: High After Measure: Med
Lone working and inappropriate behaviour	Harassment, assault, intimidation	A calm, professional environment that protects people and keeps services running smoothly.	Implement a lone-working protocol: two-person close, timed check-ins, panic button/code phrase, and CCTV in public zones (never treatment rooms). Set draping/attire rules, zero-tolerance script and right to refuse; document incidents and bar repeat offenders. (ALL)	Staff	Before Measure: High After Measure: Med
Photosensitising meds/conditions for UV	Severe sunburn, irritation, rash	Access to tanning options tailored to individual health needs.	Screen for relevant medicines and disorders; provide clear UV risk information; refuse or adapt where risk is elevated; and suggest spray alternatives. Record disclosures and the plan before any exposure changes on subsequent visits. (ALL)	Clients	Before Measure: High After Measure: Med
Slips and trips from overspray	Slipping, tripping, injury	Smooth, on-time appointments in a tidy, professional space.	Use non-slip mats inside/outside the booth; clean floors between clients and degrease at close; fit drip trays beneath gun rests; issue sticky feet for clients; route cables away from walkways, and display wet-floor signs during any immediate clean-ups. (ALL)	Clients, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
UV erythema or burn (sunbeds)	Burning, pain, peeling	A fast, controllable tan for clients who prefer UV sessions.	Classify skin type; set conservative exposure for first session; use timers and lockouts to prevent doubling; space sessions per policy; and refuse service over sunburn. Record minutes per skin type and increase only after uneventful outcomes. (ALL)	Clients	Before Measure: High After Measure: Med
Aftercare reactions to bronzers/fragrance	Itching, rash, allergic reaction	A lasting, natural tone that wears well between events.	Offer low-fragrance or clear solutions for sensitive clients; provide written aftercare on first rinse times, gentle cleansers, and avoiding occlusive lotions day one. Document any itch/rash and switch brand/shade or rinse window on the next visit. (ALL)	Clients	Before Measure: Med After Measure: Low
Allergy to DHA or additives	Allergic reaction, itching, redness, swelling	A sun-kissed tone without natural sun exposure.	Take allergy history and patch test brand-matched solution on inner arm 24-48 h before first service. Avoid broken/irritated skin, apply barrier on dry areas, record product/batch/time, and switch to sensitive or clear formulas if any pruritus or redness appears. (ALL)	Clients	Before Measure: Med After Measure: Low
Claustrophobia or anxiety (UV booths)	Panic attacks, anxiety episodes	A controllable, confidence-building path to the client's preferred tan.	Demonstrate controls, lighting and call-out; offer stand-up units with open tops or shorter trial sessions; keep music/ventilation options available; and stop immediately if distress occurs, documenting preferences for future visits. (ALL)	Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Client movement causing streaks or contact	Smudged or uneven finish	Salon-level, streak-free results across all body areas.	Give clear stance cues and breathing prompts; use step platforms with rails; pause for balance corrections; dry with cool air before dressing, and provide a disposable robe. Re-mist light blend zones only after the client is fully steady and dry. (ALL)	Clients	Before Measure: Med After Measure: Low
Consent, shade selection and expectation gaps	Client dissatisfaction, complaints	Results match the client's exact brief with fewer reworks.	Use shade charts and trial patches on first-timers; confirm depth, undertone and rinse window; note tan lines and event dates; obtain signed consent for development choice; and photograph finish under neutral light to guide future adjustments. (ALL)	Clients	Before Measure: Med After Measure: Low
Contraindicated skin conditions	Worsening irritation, infection risk	Access to tanning while protecting skin comfort and recovery.	Check for active dermatitis, open lesions, sunburn or infections; avoid affected areas or defer. Use gentle prep, keep solution off compromised skin, and document zones treated or skipped with photos where permitted to guide safe future sessions. (ALL)	Clients	Before Measure: Med After Measure: Low
Eye irritation and contact lenses	Watery eyes, stinging, infection risk	Defined colour at the hairline and face while eyes remain comfortable.	Remove contact lenses before spraying the face; fit disposable goggles or eye shields; angle passes away from canthi and wipe drips immediately. Provide sterile saline and tissues, and pause if watering or stinging occurs before completing facial sections. (ALL)	Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Heat, sweat and transfer post-spray	Patchiness, product transfer	A smooth, even tan that develops predictably and lasts longer.	Keep room cool with gentle airflow; advise no exercise, tight straps or heavy sweating until first rinse; use setting powder at friction points; and provide a take-home sheet outlining sleep, clothing and shower guidance to protect early development. (ALL)	Clients	Before Measure: Med After Measure: Low
Hygiene of goggles and bed surfaces	Cross-contamination, infection	A fresh, comfortable experience that encourages repeat visits.	Clean visible soil then disinfect to full contact time after each client; provide single-use eye protection where preferred; launder towels at ≥ 60 °C; keep clean/used items segregated; and record cleaning on a station checklist visible to staff. (ALL)	Clients	Before Measure: Med After Measure: Low
Mist inhalation and respiratory irritation	Respiratory discomfort, coughing, breathing difficulty	Comfortable appointments that deliver an even, natural-looking tan.	Use an extraction booth or cross-flow ventilation; position client face away from plume; offer nose filters/mask and ask for gentle breath holds during face passes. Decant minimal volumes and keep gun pressure low to reduce aerosolisation and overspray. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Photosensitising medicines or pregnancy	Skin reactions, discomfort, rashes	A glow that supports confidence at key life moments.	Screen for photosensitisers and pregnancy-related sensitivities; trial a small patch or reduce face passes if history suggests reactivity. Provide clear aftercare, avoid occlusion on irritated skin, and reschedule if client reports unusual heat, itch or flushing. (ALL)	Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Post-service transfer to fabrics and venues	Product stains, venue damage	Event-ready results that protect clothing, venues and vehicles.	Provide disposable seat covers for travel; advise avoiding pale seats/bedding until first rinse; supply blotting paper for creases; and document event outfits to tailor rinse windows and undertone choices for minimal transfer risk. (ALL)	Clients	Before Measure: Med After Measure: Low
Room contamination and overspray drift	Product residue buildup, hygiene issues	Consistent, clean finishes even in high-turnover periods.	Spray in a walled booth with extraction; fit disposable liners and change between clients; cover nearby fixtures; seal product bottles when idle; and schedule short breaks for air exchange. Wipe trolleys/handles to contact time after each session. (ALL)	Staff, clients	Before Measure: Med After Measure: Low
Safeguarding for minors and vulnerable adults	Inappropriate conduct, distress, safeguarding breaches	Families access tanning with confidence and dignity for events and milestones.	Require guardian consent and presence for under-16s; brief boundaries and attire; offer same-gender therapist and chaperone; use viewing panels/open-door for minors; log start/finish times; forbid photography; record concerns and escalate per policy. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Skin and clothing staining	Temporary stains on skin, fabrics, furniture	A fresh tan that looks salon-smooth with outfits kept pristine.	Apply barrier cream to knuckles, knees, ankles and cuticles; provide disposable garments and sticky feet; blot splashes promptly and protect hairlines with caps. Advise dark, loose clothing and avoid pale upholstery until first rinse window is reached. (ALL)	Clients, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Suspicious moles or changing lesions	Missed melanoma signs, health delay	Aesthetic goals progress while skin health red flags are respected.	Visually check exposed areas; do not spray or expose suspicious lesions; advise medical review and record site notes. For clients under dermatology review, limit or defer services over flagged zones and revisit after clinical clearance. (ALL)	Clients	Before Measure: Med After Measure: Low
Technician exposure to solutions	Skin irritation, respiratory discomfort	Consistent service capacity with a team able to work comfortably.	Position guns downwind of breathing zone; wear gloves and a lightweight respirator or mask during long runs; rotate staff on peak days; wash exposed skin promptly, and maintain extraction filter changes to schedule with a dated log at the booth. (ALL)	Staff	Before Measure: Med After Measure: Low
Underage access and legal compliance (UV)	Legal breaches, safeguarding risk	Legitimate, professional services that clients and families can trust.	Verify age with photo ID; follow jurisdiction rules on minimum age/consent; display policy signage; log every session with timing and skin type; and refuse third-party bookings for minors. Audit records to confirm compliance regularly. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Uneven application or patchiness	Uneven colour, visible streaks, dissatisfaction	An even, photo-ready glow suited to the client's shade goals.	Give pre-care: exfoliate 24 h prior, shave 12-24 h prior, avoid oils on the day. Map body in sections, maintain 6-8 inch gun distance, overlap passes lightly, and blend wrists/ankles/elbows with a mitt. Record formula/shade and rinse timing for consistent results. (ALL)	Clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
UV eye damage without goggles	Eye strain, injury, vision risk	Even facial colour while eyes remain comfortable and protected.	Make goggles mandatory; disinfect between clients or use single-use protectors; check fit/seal before starting; and stop immediately if lenses are removed. Keep spare pairs available and document compliance on the client record each session. (ALL)	Clients	Before Measure: High 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