

Overview

This standard is about preparing and maintaining the salon treatment areas. It covers preparing the treatment areas for different treatments and services. You will need to be able to set up products, tools and equipment for these treatments, maintain your personal appearance and hygiene and obtain the client's records. You will also need to dispose of waste after the treatments, store client records, clean the work area and leave it in a suitable condition.

To carry out this standard you will need to maintain health, safety and hygiene throughout your work. You will also need to maintain a professional personal appearance and demonstrate good communication skills.

The main outcomes of the standard are:

1.
prepare the salon treatment areas
2.
maintain the salon treatment areas

Performance criteria

You must be able to:

Prepare the salon treatment areas

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1. maintain your responsibilities for health and safety throughout the preparation and maintenance

1. follow the senior member of staff's instructions and seek assistance when necessary

3. ensure that all tools and equipment are cleaned following organisational requirements

4. set up materials, tools and equipment for **treatments** following salon procedures and any given instructions

5. ensure that **environmental conditions** are suitable for the treatment

6. ensure your personal hygiene, protection and appearance meets accepted industry and salon requirements

7. follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products

8. obtain any client records for the relevant member of staff prior to the start of the treatment

Maintain the salon treatment areas

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9. dispose of waste materials after **treatments** following salon requirements

10. keep stock levels and other items required for **treatments** restocked to the levels required by the salon

Prepare and maintain salon treatment areas

1.
store products, tools, equipment and client records after **treatments** in the required place
2.
leave the treatment areas in a clean and hygienic condition suitable for further **treatments**

Knowledge and understanding

You need to know and understand:

Prepare the salon treatment areas

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1. your responsibilities for **health and safety** as defined by any specific legislation covering your job role
 1. the importance of following a senior member of staff's instructions and the consequences of not doing so
3. how to clean, disinfect and sterilise different types of tools and equipment
4. the differences between sterilisation and disinfection
5. why it is important to maintain standards of general hygiene and the principles of avoiding cross-infection
6. the different types of products, tools and equipment required for treatments and how to set them up
7. the necessary environmental conditions for treatments and why these are important
8. your responsibilities and reasons for maintaining your own personal hygiene, protection and appearance according to accepted industry and organisational requirements
9. workplace, suppliers' and manufacturers' instructions for the safe use of products, tools and equipment which you must follow
 1. the hazards and risks which exist in your workplace and the safe working practices which you must follow
 2. the reasons and importance of keeping records of treatments

Maintain the salon treatment areas

1.
how to dispose of waste materials and products from the treatments
2.
your salon requirements for re-stocking products and other items for treatments
3.
your responsibilities for storage of equipment, products and client records
4.
the condition in which the work area should be left and why this is important

Scope/range related to performance criteria

Treatments

1.
waxing
2.
eye treatments
3.
make-up
4.
facial
5.
manicure
6.
pedicure
7.
nail art
8.
nail enhancements

Environmental conditions

1.
lighting
2.
heating
3.
ventilation
4.
general comfort

Scope/range related to knowledge and understanding

Health and safety

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1.

Health and Safety at Work Act

2.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

3.

The Health and Safety (First Aid) Regulations

4.

The Regulatory Reform (Fire Safety) Order

5.

The Manual Handling Operations Regulations

6.

The Control of Substances Hazardous to Health Regulations (COSHH)

7.

The Electricity at Work Regulations

8.

The Environmental Protection Act

9.

The Management of Health and Safety at Work Regulations

10.

The Health and Safety (Information for Employees) Regulations

Values

The following key values underpin the delivery of services in the beauty, nails and spa sectors

1.
a willingness to learn
2.
a flexible working attitude
3.
a team worker
4.
a positive attitude
5.
personal and professional ethics

Behaviours

The following behaviours underpin the delivery of services in the beauty, nails and spa sectors. These behaviours ensure that clients receive a positive impression of both the organisation and the individual

1.
meeting the organisation's standards of behaviour
2.
greeting the client respectfully and in a friendly manner
3.
communicating with the client in a way that makes them feel valued and respected
4.
treating the client courteously and helpfully at all times
5.
adapting behaviour to respond effectively to different client behaviour
6.
checking with the client that you have fully understood their expectations
7.
responding promptly and positively to the client's questions and comments
8.
recognising information that the client might find complicated and checking whether they fully understood

9. meeting both organisational and industry standards of appearance.

Skills

The following key skills underpin the delivery of services in the beauty, nails and spa sectors

1. the ability to self-manage
2. excellent verbal and non-verbal communication
3. using the most appropriate ways of communicating with a client
4. responding promptly to a client seeking assistance
5. quickly locating information that will help the client
6. providing the client with information they need about services and products offered by the organisation

Glossary

Contra-actions

Negative reactions from the treatment or products such as excessive erythema or allergic reactions.

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Contra-indications

Conditions or restrictions which indicate a particular service should not be carried out.

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Cross-infection

The transfer of microorganisms through poor hygiene practices by direct contact with

another person or indirect contact by infected tools and equipment.

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Disinfection

Inhibits the growth of disease causing microorganisms (except spores) using chemical agents.

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Disinfecting hands

The cleansing or washing the hands to an antiseptic level so as to inhibit the growth of bacteria.

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Environmental conditions

These include heating, lighting and ventilation to ensure the correct setting and ambiance for the treatment.

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Legal Requirements

This refers to laws affecting the way businesses are operated, how the salon or workplace is set up and maintained, people in employment and the systems of working which must be maintained. Examples include the COSHH regulations, the Electricity at Work Regulations and the Cosmetic Products (Safety) Regulations.

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Manufacturers' instructions

Guidance issued by manufacturers' or suppliers' of products or equipment concerning their safe and efficient use.

Prepare and maintain salon treatment areas

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Personal presentation

This includes personal hygiene; use of personal protective equipment; clothing and accessories suitable to the particular workplace.

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Salon requirements

Any salon procedures or work rules issued by salon management.

Sterilisation

Cleaning methods used for total destruction of microorganisms.

SKABT1



Prepare and maintain salon treatment areas

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Suite Beauty Aesthetics

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