SKAGH3 (2) (SQA Unit Code F7B9 04)
Prepare for hair services and maintain work areas

Overview

This unit is about preparing for hairdressing and/or barbering services and maintaining work areas. To carry out this unit you will need to maintain effective health, safety and hygiene procedures throughout your work.

This unit applies to both hairdressing and barbering salons.

The main outcomes of the unit are:

1. prepare for hair services
2. maintain the work area for hair services

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Performance criteria

You must be able to:

P1 **prepare for hair services by**

- P1.1. setting up materials, tools and equipment for hair services following the stylist's instructions
- P1.2. making sure that materials, tools, equipment and work area are ready in time for the service
- P1.3. making sure that all tools for hair services are cleaned, disinfected and or sterilised using suitable methods
- P1.4. obtaining any client records in time for consultation by the stylist

P2 **maintain the work area for hair services by**

- P2.1. disposing of hair and waste materials safely and correctly
- P2.2. checking and cleaning equipment according to manufacturers' instructions and your salon's requirements
- P2.3. making sure that there are enough clean towels and gowns to last through the working day
- P2.4. keeping stocks of products and other items needed for hair services replenished to the levels required by your salon
- P2.5. storing records, materials and equipment in the required place
- P2.6. cleaning work surfaces effectively, leaving the work area in a suitable condition for further services

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Knowledge and understanding

You need to know and understand:

Organisational and legal requirements

K1 your salon's requirements for work area preparation and maintenance, including the checking and cleaning of equipment

K2 your salon's and legal requirements for the disposal of waste materials

K3 your salon's required stocking levels for products and other items used in hair services.

K4 your own responsibilities under the current Control of Substances Hazardous to Health Regulations when handling hair products and cleaning, disinfecting and sterilising products

K5 the importance of and reasons for keeping records of hair services

K6 the importance of the correct storage of client records in relation to the Data Protection Act

You need to know and understand:

Preparing and maintaining the work area

K7 general salon hygiene principles in relation to floors and seating, working surfaces, mirrors and salon equipment

K8 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection and cross-infestation

K9 the types of products, materials, tools and equipment required for hair services offered by your salon

K10 how to set up materials, tools and equipment for the hair services offered by your salon

K11 methods of sterilisation and the various types of equipment available (eg autoclave, UV radiation, chemical sterilisation)

K12 how to clean, disinfect and sterilise different types of tools for the different hair services (ie metals, plastic, wood, electrical)

K13 the difference between sterilising and disinfecting

K14 how to dispose of waste materials and products from hair services

K15 how to check and clean equipment used for hair services

K16 how and where to store materials, tools and equipment

K17 the condition in which the work area should be left ready for further services

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