

## **Hairdressing A Guide to Safe Practice**

This leaflet provides guidance on how to obtain a Hairdresser or Barber Registration for yourself and your business premises together with information on how to ensure hygiene and cleanliness standards are met.



### ***What must I do if I want to carry out hairdressing on my premises?***

It is a legal requirement that:

- 1) Any premises where this activity is carried out is registered with Blaby District Council and
- 2) The person in charge of the trade or business and any employee or self-employed person carrying out the activity at premises or as a mobile operation is registered with Blaby District Council.

You will need to complete the application form fully and return it to the Council Offices with the required registration fees. These fees are one-off and only applications with the required fees will be considered. The current fees are detailed on the application form and are non-refundable.

### ***What happens next?***

An Officer from the Licensing Team will then visit your premises to provide guidance and check that the premises and operators comply with current health, safety and welfare requirements and our current byelaws on hairdressing. (See enclosed copy of Blaby District Council's Byelaws).

### ***Why do I need to be registered?***

Section 23 of the Leicestershire Act 1985 requires that all premises and persons who carry on a business as a hairdresser or barber must be registered with their district council this includes mobile hairdressers. Hairdressing can create a risk of bacterial, viral and fungal infections and the transmission of blood-borne diseases such as HIV and Hepatitis B. It is necessary that we regulate operators to ensure adequate standards of hygiene and safety are maintained.

### ***What must I do?***

Your premises must meet certain standards with regard to structure and cleanliness; operators must be adequately trained and it is important that a safe working procedure is followed. **You will need to meet the following legal requirements and safe practice guidelines to become registered:**

### ***Cleanliness of Premises Requirements***

For the purpose of safeguarding the cleanliness of premises, you must ensure that:-

- All internal walls, partitions and ceilings are capable of being kept cleaned and are maintained in a clean condition and good repair.
- The floor and any covering are kept in good repair and are cleaned at least once a day and swept as necessary to prevent the accumulation of hair clippings, neck wool or other litter
- All sweepings and other litter are placed in suitable covered receptacles and are emptied as necessary and at least once a day and kept clean.
- Every chair or seat is kept clean.
- Every shelf, table, cabinet, wash basin and other fittings are kept clean.

### ***Cleanliness of Instruments, Towels, Materials and Equipment Requirements***

You must ensure that immediately before use in connection with any customer (Refer to Appendix 1):-

- Any gown, wrap or other protective clothing is clean
- Any paper or other covering placed on the back of a chair is clean.
- Any towel, cloth, neck wool or article which is applied to the face, head or neck is clean and has not previously been used in connection with any other customer unless it has been adequately cleaned
- Any metal instrument likely to come into contact with a customer should be adequately disinfected. Disposable blades should be used where possible and disposed immediately in a 'sharps' box or appropriate blade container. All sharp implements should be cleaned with an appropriate disinfectant (i.e. one approved for killing bacteria, viruses and fungi) after each use. The disinfectant should be changed daily.
- Any soap in solid form should be adequately rinsed

A fresh supply of water must be used for shaving, shampooing or washing each customer. All articles used for the purpose of shaving must be cleaned immediately before and after use.

### ***Operator Requirements***

- Hands and clothes must be clean before attending any customer.
- Suitable and sufficient washing facilities must be provided and maintained (including hot and cold water, hand wash and means of drying hands).
- Any overalls (clothing or uniform) worn must be clean
- Any open boil or sore on an exposed part of the body must be effectively covered by an impermeable dressing while attending a customer
- Disposable gloves (nitrile/vinyl type) must be worn if operator's hands have a skin condition or the client has a scalp condition/infection

### ***Treatment of Wounds***

In the event of a hairdresser suffering injury to the skin, the injury should be treated with a pre-packed spirit swab and then covered with a waterproof dressing/plaster. In the event of a customer's skin being accidentally cut / damaged in any way, the wound should be treated with a pre-packed spirit swab and then left to dry. If wound does not stop bleeding then seek medical attention. ALL accidents / incidents should be recorded in an accident book.

### ***Hairdressing Products and Chemicals***

The use of some products/ chemicals and wet hand work in hairdressing can cause eye, skin or breathing irritation or allergy to customers and operators. To minimise the risk of this happening you should:

- Avoid using dusty products – buy granules, pastes or solutions
- Follow supplier's instructions on use and storage
- Wear non-latex disposable gloves when using products or wet working
- Operators must check customers for history of allergy to products and any damage to scalp
- Carry out skin allergy tests as per manufacturer's instructions 48 hours before treatment
- Ensure the Salon and stockroom are well ventilated
- Clients are well protected with gowns, towels, etc.
- Regular staff health surveillance – if a product states causes "sensitisation" or "allergic reactions" i.e. asthma or dermatitis. For dermatitis, this involves checking hands for signs of dryness, redness, blisters, etc. For asthma this involves checking if staff experience breathing difficulties or wheezing.

### ***General Health and Safety Requirements***

To comply with health and safety law, all businesses are also required to ensure the following:-

- Carry out a suitable and sufficient risk assessment (Refer to HSE sample risk assessment for a hairdressing salon).
- Provision of adequate ventilation, lighting, working temperature, work space etc.
- Provision of suitable and sufficient sanitary facilities for operators.
- Provision of adequate first aid materials.
- Provision of accident recording and reporting procedures.
- Maintenance of electrical and gas installation and equipment in a safe condition.
- Provision of fully adjustable client chairs, children's seats and wheeled stools

### ***What do I need to do if I have a mobile business?***

You must take the same precautions when visiting client's homes. You must have suitable facilities for disinfecting equipment.

### ***What else do I need to do?***

There are a number of other things you need to do:-

- When you receive your registration certificate/s they must be displayed in a conspicuous position at the premises.
- You must have employer's liability insurance and it is recommended you also have public liability insurance.

***Where can I get further information?***

Should you require any further information please do not hesitate to contact the Licensing Team, Blaby District Council, Desford Road, Narborough, Leicestershire LE19 2EP or Tel: 0116 272 7782 or 7783

Email: [licensing@blaby.gov.uk](mailto:licensing@blaby.gov.uk)

**References**

1. Blaby District Council Byelaws on Hairdressing
2. HSE sample risk assessment for a hairdressing salon
3. HSE SR11 COSHH essentials for Hairdressing
4. Further guidance can also be obtained from the National Hairdressers Federation, telephone number 0845 345 6500.

## HAIRDRESSING APPENDIX 1: CLEANING AND DISINFECTION DEFINITIONS

**Cleaning** is the process that physically removes contaminants such as dust, dirt, debris and body fluids.

**Disinfection** reduces the number of viable micro-organisms but it may not necessarily kill all bacteria, fungi, viruses and spores. Disinfection is not as effective as sterilisation and its success is dependent on the surface being cleaned, along with the time the surface is exposed to the disinfectant.

### STANDARD DISINFECTION PROCEDURE FOR INSTRUMENTS

(For routine cleaning of metal instruments that come into contact with the skin. Where instruments have become contaminated see in-depth procedure below.)

Metal instruments that come into close contact with the skin should be disinfected between each client following the procedure below. (Where instruments cannot be submerged in water (e.g. trimmers) they should be adequately disinfected using an appropriate disinfectant spray or wipe)

1. Instruments should first be washed with anti bacterial soap and warm water and then rinsed in clean water.
2. The instruments must then be fully submerged in an appropriate disinfectant (i.e. one approved for killing bacteria, viruses and fungi) following the manufacturer's instructions for product concentration and contact time. A fresh solution of disinfectant should be made up for use daily.
3. The instruments must again be rinsed in clean water and dried using a clean, single use, disposable paper towel. All disinfectants are a potential irritant to the skin and therefore, instruments should be rinsed prior to use.

### INDEPTH DISINFECTION PROCEDURE FOR INSTRUMENTS

(For use where instruments such as scissors, re-usable razors have cut or pierced skin or have become contaminated with blood or body fluids)

It is best practice to either steam sterilise or dispose of instruments that have become contaminated with blood or body fluids. UV light sterilisers or glass bead sterilisers are not reliable methods of sterilisation and should not be used.

However where a steam steriliser is not available and the instruments are not disposable, then the following disinfection procedure should be followed:

1. Using protective gloves; initially clean any contamination by placing the instruments under a gentle stream of warm running water. Avoid splashing
2. Once the worst of soluble blood/grime deposits are removed partially fill the sink with fresh warm water and antibiotic detergent and submerge the instruments.
3. Drain and rinse the sink and refill with fresh warm water and antibiotic detergent. Submerge the instruments in the sink and using a soft wash brush; gently rub all surfaces of the scissors or other instruments to ensure they are physically clean.
4. Drain and rinse the sink. Then rinse the instruments again in a gentle stream of warm water.
5. The instruments must then be fully submerged in an appropriate disinfectant following the manufacturer's instructions for product concentration and contact time. The disinfectant must be approved for killing bacteria, fungus and blood borne viruses including hepatitis B, hepatitis C and HIV. Examples of suitable disinfectants include Barbicide, Trigene and Sterex.
6. The instruments must again be rinsed in clean water and dried using a clean, single use, disposable paper towel. All disinfectants are a potential irritant to the skin and therefore, instruments must be rinsed prior to use.