

Example Risk Assessment for Sunbed Premises or premises with sunbeds within them

Setting the scene	How was the risk assessment done?	
<p>The Owner carried out the risk assessment in this Sunbed Salon, which is located on a town centre high street.</p> <p>There is a reception desk and a small waiting area with a few chairs.</p> <p>There are two sunbeds and two sun showers available, each is in a self contained room. There is a small staff toilet and small staff room with a sink & microwave.</p> <p>The premises is open from 8am to 8pm. The premises employs 2 full time and 8 part time employees who operate the premises opening hours in shifts. The owner also works in the Salon but has two other businesses so is present in frequently.</p>	<p>The manager followed the HSE guidance www.hse.gov.uk/risk</p> <p>1. To identify the hazards, the owner:</p> <ul style="list-style-type: none"> • looked at the Council's website, www.lancaster.gov.uk/beauty and www.lancaster.gov.uk/sunbeds to learn where hazards can occur. • walked around the salon and all other areas, noting things that might pose a risk and taking into consideration what they'd learnt from the websites. They also took occasional activities, such as changing displays or light bulbs, into account; • talked to members of staff to listen to their concerns and opinions about health and safety issues in the salon; and • looked at the accident book, to understand what previous problems had occurred.. <p>2. The owner then wrote down who could be harmed by the hazards and how.</p> <p>3. For each hazard, the owner wrote down what controls, if any, were in place to manage these hazards. Where they didn't consider existing controls good enough, the manager wrote down what else needed to be done to control the risk.</p> <p>4. The owner discussed the findings with staff and pinned a copy of the risk assessment up in the staff room. They put the risk assessment into practice, making sure that each identified action was done and ticking each one off as it was completed. They also decided to make it part of the induction process for new staff.</p> <p>5. The owner decided to review and update the risk assessment every year or straightaway if any major changes in the workplace happened.</p>	<p style="text-align: center;"><u>Important reminder</u></p> <p>This example risk assessment shows the kind of approach a small business might take. Use it as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. Please note that it is not a generic risk assessment that you can just put your company name on and adopt wholesale without any thought. This would not satisfy the law – and would not be effective in protecting people.</p> <p>Every business is different – you need to think through the hazards and controls required in your business for yourself. This example risk assessment is unlikely to identify all hazards in your business and identify all suitable controls.</p>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by Whom?	Action by When?	Done
<p>Sunbed use (UV exposure)</p>	<p>Sunbed users risk both short-term and long-term damage to their health. Exposure to UV radiation can cause skin cancer, eye damage (Conjunctivitis, photokeratitis & cataracts), skin burns, premature ageing, overheating/fainting and skin sensitivity.</p> <p>Risk groups could also suffer adverse health effects from sunbed use, or it could exacerbate pre-existing medical conditions or by taking certain medications.</p>	<ul style="list-style-type: none"> ▪ The Department of Health public information leaflet on sunbed risks is provided to customers every time they plan to use the sunbed. ▪ The Department of Health A3 information poster is provided at the point of sale to advise customers of health advice. ▪ Client consultation form is completed by each customer and records kept. Staff are trained on when to refuse a customer. ▪ Skin type analysis is carried out by staff and minutes on sunbed allocated accordingly. Staff decide on minutes permitted, not customer. ▪ Staff are trained on skin type analysis and recommended exposure times in line with manufacturers/suppliers instructions. ▪ Clients with skin type 1 or 2 are not permitted to use a sunbed. ▪ All first time users are limited to maximum 3 minutes on the sunbed. ▪ Goggles are provided to clients free of charge. Clients are instructed to wear and cannot enter the sunbed room without 	<ul style="list-style-type: none"> ▪ Staff to ensure that each new client signs a client consultation form. ▪ Owner to carry out routine checks of client records to ensure staff are completing them thoroughly. ▪ Carry out refresher training with staff every 12 months and uses the staff training form to aid and record the training. ▪ Advise clients that it is advised not to exceed 20 sunbed sessions per year as per HSE recommendations. ▪ Client signature to be obtained to acknowledge that they will use the protective eyewear provided. 	<p>All Staff</p> <p>S Ray, owner</p> <p>S Ray, owner</p> <p>All Staff</p> <p>All Staff</p>	<p>1 May 2018</p> <p>On-going</p> <p>1 May 2018 & 1 Nov 2018</p> <p>1 May 2018</p> <p>Commence Immediately</p>	

		<p>them. Staff trained in this procedure.</p> <ul style="list-style-type: none"> All clients are advised to remove makeup/cosmetics before using the sunbed as they can increase skin sensitivity. Disposable wipes are available in each cubicle. Each sunbed has a timer switch to control the length of exposure. The premises is always supervised. 				
<p>Sunbed use by persons under 18</p>	<p>The use of UV sunbeds by under 18's is prohibited by the Sunbeds (Regulation) Act 2010</p> <p>A young person under 18 may faint, overheat, suffer burns, eye damage, and is also at risk of longer term health effects including skin cancer, premature ageing of skin and cataracts if allowed to use a sunbed.</p> <p>Young skin is particularly vulnerable and the risk of developing skin cancer is very high.</p>	<ul style="list-style-type: none"> All staff trained on how to carry out age verification checks of clients they suspect are under 25 and how to refuse a sale. ID checks carried out are recorded in the refusals register. New staff given this training during induction. Proof of age challenge 25 sunbed poster is displayed at salon door and point of sale (till). 'No under 18s sunbed poster' displayed on salon entrance door & [point of sale (till). 'Restricted zone poster' is displayed on the entrance to each Sunbed/shower room door. The premises is always supervised to prevent unauthorised access/use. 	<ul style="list-style-type: none"> New till system being installed, which will be programmed to include a till prompt to remind staff to check age and ask for ID, if in doubt (Driving licence/passport only). Refresher training to be provided to all staff every six months to remind them of steps to take to prevent underage use. Staff to commence using new Refusal Register kept at Reception, to record all refusals. 	<p>S Ray, owner</p> <p>S Ray, owner</p> <p>All staff</p>	<p>1 June 2018</p> <p>1 May 2018 & 1 Nov 2018</p> <p>Commence Immediately</p>	

		<ul style="list-style-type: none"> ▪ Staff under 18 know that they are not permitted to use the sunbeds. 				
<p>Under 18s accessing restricted zones</p>	<p>A child or young person under 18 may suffer eye damage and burns to their skin if exposed to UV radiation</p>	<ul style="list-style-type: none"> ▪ Staff know the restricted zones within the studio i.e. each sunbed cubicle ▪ Underage staff are aware that they have access to the sunbed cubicles only to assist clients and/or carry out cleaning duties. They must not be in the restricted zone when the Sunbed is operating. ▪ Underage staff are aware that they are not permitted to use the sunbeds. ▪ The premises is always supervised to prevent unauthorised access to the restricted zones by children and young persons. ▪ Signage in place indicating restricted zones and U18's not permitted to enter, even if parent wants them to 'wait in the room but not on the sunbed'. ▪ Adults (e.g. Parents) must not leave young children outside of the restricted zone unattended, whilst they have a sunbed session. Adults with young children should be turned away. 	<ul style="list-style-type: none"> ▪ Owner will monitor to ensure this is adhered to by staff. 	S Ray, owner	On-going	

<p>Unsafe sunbed equipment e.g. faulty, poorly maintained or substandard equipment</p>	<p>Any person employee or client could receive an electric shock or burns if the equipment is faulty, poorly maintained or substandard.</p> <p>Any person within the premises and in close proximity could potentially be harmed e.g. if an electrical fault caused a fire this would affect everyone in the premises and possibly the adjoining building.</p> <p>If timers not maintained then client could be harmed by overexposure to UV radiation.</p>	<ul style="list-style-type: none"> ▪ All equipment is purchased from a reputable supplier/ manufacturer. ▪ Staff report any defects to the manager immediately. ▪ Defective equipment or components are not used and taken out of use immediately. ▪ Daily visual checks are carried out to ensure that equipment is in a safe condition before use. ▪ Acrylics and filters are checked for cracks or other damage. ▪ Daily checks are carried out to ensure that all tubes and emergency stop buttons are working in accordance with manufacturers instructions. Goggles must be worn, check undertaken by a person over 18. ▪ Only tubes recommended by the manufacturer are used (type and strength). ▪ A documented programme of planned maintenance and tube replacement is in place. All servicing and repair work is carried out by competent persons. ▪ Timers are maintained to ensure they are accurate. ▪ Equipment is connected to the mains supply via switched sockets and there is an 	<ul style="list-style-type: none"> ▪ To ensure that if any equipment or its components within the premises becomes defective, that it is marked “Defective - Do Not Use” until all tests and repairs have been completed. ▪ To arrange an electrical safety (<u>usually PAT</u>) check as per manufacturers instructions. ▪ Refresher training to be given to ensure all staff are aware of the location of the isolation switch for each sunbed in the event of an electrical fault/emergency. ▪ Obtain a copy of the manufacturer’s reference manual for all sunbeds and keep a copy on the premises. (If you have lost the manual contact your supplier or bed manufacturer). 	<p>S Ray, owner</p> <p>S Ray, owner</p> <p>S Ray, owner</p> <p>S Ray, owner</p>	<p>Commence immediately</p> <p>1 May 2018</p> <p>1 May 2018</p> <p>1 May 2018</p>	
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		identifiable emergency shut-off device within easy reach of the user.				
Re-tubed sunbeds	Any client using the sunbeds could be harmed by overexposure to UV radiation e.g. they are at an increased risk of burns and overheating as re-tubed sunbeds are more powerful.	<ul style="list-style-type: none"> ▪ All clients are informed when the sunbeds are re-tubed and the permitted exposure times are reduced. ▪ Staff are aware of the risks and are trained to reduce exposure times. ▪ Signage is put up when the sunbeds have been re-tubed to warn customers. ▪ Only tubes recommended by the manufacturer are used (type and strength). 	<ul style="list-style-type: none"> ▪ Refresher training to be provided to staff every 12 months and records kept. 	S Ray, owner	1 May 2018 & 1 Nov 2018	
Unhygienic sunbed equipment and premises	Clients could pick up a skin infection	<ul style="list-style-type: none"> ▪ All cleaning products are labelled and used in accordance with the manufacturer's guidelines. ▪ All equipment is cleaned down and disinfected after each client and thoroughly at the end of each day. ▪ No other chemicals are left in the sunbed room such as aerosols for customers except for sanitiser ▪ A cleaning schedule has been drawn up for staff to follow thus ensuring everything is cleaned at the correct time interval and 	<ul style="list-style-type: none"> ▪ Consideration to be given as to whether or not to supply shower facilities/washing stations for clients before use of the sunbed(s). ▪ Disposable couch roll will be used on the floor of stand up beds and will be changed after each client. 	S Ray, owner All Staff	Decision to be made by end of June 2018 Commence immediately	

		<p>with the correct cleaning material.</p> <ul style="list-style-type: none"> ▪ Daily cleaning records are kept. 				
Emergency situation in sunbed / cubicle	<p>Sunbed users, staff or maintenance personnel may become unwell or require assistance in the event of an emergency in the sunbed/cubicle.</p>	<ul style="list-style-type: none"> ▪ Every sunbed has a clearly labelled emergency switch to switch off the equipment in an emergency. This is clearly accessible to clients. ▪ Every client is shown how to safely operate the sunbed and shown the emergency switch. ▪ Every cubicle has an emergency button for clients to summon help in the event of an emergency. ▪ Staff monitor how long each person has been in a cubicle and take the necessary action if there is an emergency. ▪ Every door to a cubicle opens outwards and is capable of being unlocked from the outside to allow easy access in case of an emergency. ▪ All sunbeds are regularly serviced/maintained to prevent faults and any persons becoming trapped. 	<ul style="list-style-type: none"> ▪ Staff to be trained to test the emergency switch on the sunbed and the emergency button in the room on a daily basis. Records of this to be kept. ▪ Procedure to be drawn up on how to deal with an emergency and staff to be fully trained in this procedure. 	S Ray, owner	1 May 2018	
	<p>Sunbed users could become trapped in the sunbed or cubicle and suffer overexposure to UV radiation.</p>			S Ray, owner	1 May 2018	
Inexperienced Staff	<p>Clients using the sunbeds are at risk of overexposure to UV radiation if new staff are unaware of tanning procedures.</p>	<ul style="list-style-type: none"> ▪ Information obtained from manufacturer/ supplier on maximum recommended exposure times for all skin types for all items 	<ul style="list-style-type: none"> ▪ Risk assessment findings to be discussed with new staff as part of induction process. 	S Ray, owner	1 May 2018	

	<p>New staff may suffer eye damage and burns through UV exposure if they are unaware of how to safely operate tanning equipment.</p>	<p>of UV tanning equipment and new staff are trained on this.</p> <ul style="list-style-type: none"> ▪ New staff are trained on the legal requirements with regard to sunbeds: <ul style="list-style-type: none"> - No one below the age of 18 is permitted to use the sunbed. ID (driving license or passport only) must be asked for and checked. - All relevant signage is prominently displayed and health information given to clients as required by the legislation. ▪ New staff trained on how to assess a client's skin type. ▪ New staff are trained on what advice to give to clients with regard to: <ul style="list-style-type: none"> - risks associated with tanning; - medical history; - advice on frequency and duration of exposure depending on skin type; - specific operating instructions for the equipment being used; - how to summon help in an emergency. ▪ New staff are closely supervised by owner to check they are following correct procedures. 	<ul style="list-style-type: none"> ▪ To commence keeping staff training records. 	S Ray, owner	1 May 2018	
Workplace temperature	<p>Staff and clients may overheat, dehydrate and possibly faint if adequate ventilation is not provided to</p>	<ul style="list-style-type: none"> ▪ Extraction fan provided in each sunbed cubicle and switched on by staff during busy periods and 	<ul style="list-style-type: none"> ▪ Provide a water cooler in the Reception area for use by staff and clients. 	S Ray, owner	1 June 2018	

	remove heat created by tanning equipment, particularly during busy periods and warmer weather.	warmer weather, to control air temperature. <ul style="list-style-type: none"> Windows along the corridor and in staff kitchen can be opened to provide fresh air. 				
<u>Contact with cleaning chemicals</u>	Staff doing cleaning risk skin irritation or eye damage from direct contact with cleaning chemicals.	<ul style="list-style-type: none"> Staff shown how to use <u>cleaning products safely</u> e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. Strong rubber gloves are provided and used. 	<ul style="list-style-type: none"> Remind staff to check for dry, red or itchy skin on their hands. Replace 'irritant' chemicals with milder alternatives, where possible. 	S Ray, owner	1 May 2018	
<u>Slips, trips and falls</u>	Staff and clients may suffer bruising or fractures if they slip on wet floors/spillages or trip over objects or trailing wires.	<ul style="list-style-type: none"> Studio and sunbed cubicles kept tidy. No trailing electrical cables. Suitable anti-slip flooring installed in cubicles and throughout the premises. Mats at shop entrance to stop rain water being carried in and mats regularly replaced when raining. Staff wear appropriate footwear. Floors are mopped last thing each day after closing. 	<ul style="list-style-type: none"> Remind staff to check floor of sunbed cubicle after each client for presence of oil based creams etc. Adequately clean and leave floor dry before next client. Remind staff to use paper towels/cloths to clean up spillages, not a wet mop. Ensure good standard of housekeeping is maintained. 	S Ray, owner S Ray, owner S Ray, owner	1 May 2018 1 May 2018 On-going	
<u>Violence and threatening behaviour</u> e.g. verbal abuse	Staff may suffer verbal abuse and threats from members of the public who are refused a sunbed session.	<ul style="list-style-type: none"> CCTV installed in Reception area and clearly visible. Staff trained on how to refuse customers politely, calmly and with confidence. 	<ul style="list-style-type: none"> Remind staff to report every incident of abuse to the owner. 	S Ray, owner	1 May 2018	

		<p>according to the maintenance schedule.</p> <ul style="list-style-type: none"> Studio electrics are checked by an electrician every three years (periodic installation check). No extension leads used to power high amp equipment e.g. sunbeds, fridges or kettles. 				
Gas appliance combi boiler	Staff, clients, contractors and others could suffer serious/fatal injuries as a result of explosion/ release of gas.	<ul style="list-style-type: none"> Daily check of gas appliance controls. Inspection, service and test carried out by 'Gas Safe' registered engineer every 12 months. Staff know the location of the gas isolation valve to shut off the gas supply in an emergency. 	<ul style="list-style-type: none"> No further action at this time. 	S Ray, owner	To arrange inspection prior to the previous certificate expiring	
Asbestos	Staff, clients, contractors and others may be exposed to asbestos fibres risking serious lung disease if fibres released (e.g. through maintenance work) into air and inhaled.	<ul style="list-style-type: none"> Building surveyed for asbestos-containing materials (ACMs). Management plan documented using survey report. Asbestos found in some insulating boards, however as these were in good condition and in places unlikely to be damaged or disturbed, they were left in place. Insulating boards clearly marked 'Danger: Asbestos - Do Not Disturb' and 'report any accidental damage immediately'. 	<ul style="list-style-type: none"> No further action at this time. 	S Ray, owner		

		<ul style="list-style-type: none"> ▪ Owner checks condition of insulating boards every two months. ▪ Owner to inform to ensure that any tradesmen undertaking work on premises have undertaken an asbestos risk assessment and appropriate precautions are in place. 				
<p>Work at height e.g. changing light bulbs, putting up Christmas decorations etc.</p>	Staff risk bruising/fractures if they fall from any height.	<ul style="list-style-type: none"> ▪ Suitable stepladder (at least EN 131 professional or commercial grade) provided for work at height tasks. ▪ Staff trained in safe use of stepladder. ▪ When staff are using ladders no-one is allowed underneath or near to the ladders, area taped off if necessary. (unless staff member is footing ladders). 	<ul style="list-style-type: none"> ▪ To make periodic checks on condition of stepladder. 	S. Ray, owner	Commence by 1 May 2018	
<p>Use of contractors</p>	Staff, clients and contractors may be harmed by unsafe practices by contractors during maintenance of the premises.	<ul style="list-style-type: none"> ▪ Competent contractors used ▪ Good communication with contractors. ▪ Owner ensures contractors have adequately assessed risks from their work activities. ▪ Contractors will not carry out activities in rooms where staff or clients are present. ▪ Relevant area(s) cordoned off when contractor at work. 	<ul style="list-style-type: none"> ▪ Ensure that equipment used by contractors is suitable for the task to be carried out. 	S Ray, owner	On-going	