

**Sample Risk Assessment for a Sunbed Business**



**Company Name:** Calypso Tanning Studio **Date Assessment Carried Out:** 1 April 2018

**Assessment carried out by:** Samantha Ray, owner **Date of Next Review:** 1 April 2019

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| **Sunbed use (UV exposure)** | Sunbed users risk both short-term and long-term damage to their health. Exposure to UV radiation can cause skin cancer, eye damage, burns, premature ageing, overheating/fainting and skin sensitivity.Risk groups could also suffer adverse health effects from sunbed use, or it could exacerbate pre-existing medical conditions. | * 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 and a medical questionnaire is completed by each customer and records kept. If a customer falls within a certain risk group (list attached) they are not permitted to use the sunbed. 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 them. Staff trained in this procedure.
* 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.
 | * Staff to request that each new client signs their consultation record to confirm the information leaflet was provided to them.
* Owner to carry out routine checks of client records to ensure staff are completing them thoroughly.
* Carry out refresher training with staff every 6 months and keep records of this 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.
 | All StaffS Ray, ownerS Ray, ownerAll StaffAll Staff | 1 May 2018On-going1 May 2018 & 1 Nov 20181 May 2018Commence Immediately |  |
| **Sunbed use by persons under 18** | 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.Young skin is particularly vulnerable and the risk of developing skin cancer is very high. | * All staff trained on how to carry out age verification checks of clients they suspect are under 18 and how to refuse a sale. ID checks carried out are recorded. New staff given this training during induction.
* Department of Health public information notice prominently displayed on wall behind our reception desk which details age restriction - no under 18s.
* ‘No under 18s’ signage displayed on studio entrance door.
* The premises is always supervised to prevent unauthorised access/use.
* Staff under 18 know that they are not permitted to use the sunbeds.
 | * 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.
 | S Ray, ownerS Ray, ownerAll staff | 1 June 20181 May 2018 & 1 Nov 2018Commence Immediately |  |
| **Under 18s accessing restricted zones** | A child or young person under 18 may suffer eye damage and burns to their skin if exposed to UV radiation | * 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.
* 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.
 | * Owner will monitor to ensure this is adhered to by staff.
 | S Ray, owner | On-going |  |
| **Unsafe sunbed equipment**e.g. faulty, poorly maintained or substandard equipment | Any client using the sunbed or any member of staff cleaning/setting up the sunbed could get an electric shock or burns if the equipment is faulty, poorly maintained or substandard.Any person within the premises and in close proximity could potentiallly be harmed e.g if an electrical fault caused a fire this would affect everyone in the premises and possibly the adjoining building.If timers not maintained then client could be harmed by overexposure to UV radiation. | * All equipment is purchased from a reputable supplier/ manufacturer.
* Staff report any defects 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 (a written record is kept of all checks).
* 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.
* 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 identifiable emergency shut-off device within easy reach of the user.
 | * 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 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.
 | S Ray, ownerS Ray, ownerS Ray, ownerS Ray, owner | Commence immediately1 May 20181 May 20181 May 2018 |  |
| **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. | * 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).
 | * Refresher training to be provided to staff every 6 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 | * 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 with the correct cleaning material.
* Daily cleaning records are kept.
 | * 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, ownerAll Staff | Decision to be made by end of June 2018Commence immediately |  |
| **Emergency situation in sunbed / cubicle** | Sunbed users, staff or maintenance personnel may become unwell or require assistance in the event of an emergency in the sunbed/cubicle.Sunbed users could become trapped in the sunbed or cubicle and suffer overexposure to UV radiation.  | * 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.
 | * 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, ownerS Ray, owner | 1 May 20181 May 2018 |  |
| **Inexperienced Staff** | Clients using the sunbeds are at risk of overexposure to UV radiation if new staff are unaware of tanning procedures.New staff may suffer eye damage and burns through UV exposure if they are unaware of how to safely operate tanning equipment. | * Information obtained from manufacturer/ supplier on maximum recommended exposure times for all skin types for all items of UV tanning equipment and new staff are trained on this.
* New staff are trained on the legal requirements with regard to sunbeds:
* 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:
* 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.
 | * Risk assessment findings to be discussed with new staff as part of induction process.
* To commence keeping staff training records.
 | S Ray, ownerS Ray, owner | 1 May 20181 May 2018 |  |
| **Workplace temperature** | Staff and clients may overheat, dehydrate and possibly faint if adequate ventilation is not provided to remove heat created by tanning equipment, particularly during busy periods and warmer weather. | * Extraction fan provided in each sunbed cubicle and switched on by staff during busy periods and warmer weather, to control air temperature.
* Windows along the corridor and in staff kitchen can be opened to provide fresh air.
 | * Provide a water cooler in the Reception area for use by staff and clients.
 | S Ray, owner | 1 June 2018 |  |
| **Contact with cleaning chemicals** | Staff doing cleaning risk skin irritation or eye damage from direct contact with cleaning chemicals. | * Staff shown how to use cleaning products safely e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container.
* Strong rubber gloves are provided and used.
 | * 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 |  |
| **Slips, trips and falls** | Staff and clients may suffer bruising or fractures if they slip on wet floors/spillages or trip over objects or trailing wires. | * Studio and sunbed cubicles kept tidy.
* No trailing electrical cables.
* Mats at 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.
 | * 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, ownerS Ray, ownerS Ray, owner | 1 May 20181 May 2018On-going |  |
| **Violence and threatening behaviour** e.g. verbal abuse | Staff may suffer verbal abuse and threats from members of the public who are refused a sunbed session. | * CCTV installed in Reception area and clearly visible.
* Staff trained on how to refuse customers politely, calmly and with confidence.
 | * Remind staff to report every incident of abuse to the owner.
 | S Ray, owner | 1 May 2018 |  |
| **Lone working**i.e. duringlate night opening - Wed, Thurs, Fri | Staff could suffer injury or ill health while working alone. | * Member of staff phones owner each evening after locking up to confirm they are safe.
* CCTV installed in Reception area.
* Staff aware of how to contact police if there is an emergency.
 |  |  |  |  |
| **Young workers**(16 & 17 year olds currently employed) | Staff under 18 could suffer injury, ill health, abuse or threats if permitted to work alone, work at height, use a sunbed or deal with abusive/ threatening customers. | * Staff under 18 are not permitted to use the stepladder.
* Staff under 18 know they are not permitted to use the sunbeds.
* Staff under 18 are instructed to seek assistance immediately from another staff member if a customer becomes threatening or abusive.
* Staff under 18 do not work any late nights and never work alone.
 | * Individual risk assessment required for each employee under 18. To put in place any additional precautions identified by these risk assessments. Inform each young person of risk assessment findings and relevant precautions.
* Staff under 18 are closely supervised by the owner to ensure their safety and that they are adhering to these rules.
 | S Ray, ownerS Ray, owner | 1 May 2018On-going |  |
| **Electricity** | Staff and clients could get electric shocks or burns and there is also a fire hazard from using faulty sunbed equipment or if the Studio electrics are defective. | * Sunbed equipment is connected to the mains supply via switched sockets.
* Visual check of all plugs, sockets and cables by owner every six months.
* Studio electrics are checked by an electrician every five years.
 | * To arrange an electrical safety check of sunbed equipment as per manufacturer’s instructions.
 | S Ray, owner | 1 May 2018 |  |
| **Gas appliance**combi boiler | Staff, clients, contractors and others could suffer serious/fatal injuries as a result of explosion/release of gas. | * 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.
 | * No further action at this time.
 |  |  |  |
| **Fire** | If trapped staff, clients and any other persons present e.g. clients’ children, contractors could suffer serious/fatal injuries from burns/smoke inhalation. | * Fire risk assessment done as at <https://www.nifrs.org/firesafe/guidance.php> and necessary action taken.
 | * Advise new staff on emergency procedures including location of fire exits.
 | S Ray, owner | On-going |  |
| **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. | * 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’.
* Owner checks condition of insulating boards every two months.
 | * No further action at this time.
 |  |  |  |
| **Work at height**e.g. changing light bulbs, putting up Christmas decorations etc. | Staff risk bruising/fractures if they fall from any height. | * Suitable stepladder provided for work at height tasks.
* Staff trained in safe use of stepladder.
 | * To make periodic checks on condition of stepladder.
 | S. Ray, owner | Commence by 1 May 2018 |  |
| **Use of contractors** | Staff, clients and contractors may be harmed by unsafe practices by contractors during maintenance of the premises. | * Good communication with  contractors.
* Competent contractors used.
* 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.
 | * Ensure that equipment used by contractors is suitable for the task to be carried out.
 | S Ray, owner | On-going |  |

***Important reminder:***

***This example risk assessment shows the kind of approach a sunbed business operator might take. It can be used 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 without any thought. Every business is different - you need to think through the specific hazards and controls required in your business for yourself.***

**FURTHER INFORMATION AND TO OBTAIN AN ELECTRONIC COPY OF THIS DOCUMENT PLEASE CONTACT:**

**Environmental Health Department**

**Old Armagh City Hospital**

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**Armagh**

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**Website: www.armaghbanbridgecraigavon .gov.uk**

**DEPARTMENT OF HEALTH GUIDANCE**

The following Department of Health publications are available at <https://www.health-ni.gov.uk/publications/sunbeds-policy-guidance-and-information-sunbed-operators-and-users>

* Guidance for Sunbed Businesses (Including Those Who Hire And Sell Sunbeds) And Enforcement Officers
* Public Information Notice
* Information for Sunbed Users

**APPENDIX 1: THE FITZPATRICK SCALE**







**APPENDIX 2: RISK GROUPS**

You should not use a sunbed if you:-

* have had skin cancer in the past;
* have a family history of skin cancer;
* have fair or sensitive skin;
* burn easily in sunlight;
* have sunburn/skin damage or have a history of sunburn especially in childhood;
* have a large number of freckles and/or red hair;
* have a large number of moles;
* have a medical condition that is made worse by sunlight;
* are using medication or creams that make your skin more sensitive to sunlight;
* have a weakened immune system;
* are under 18.

Some women find their skin is more sensitive during pregnancy. This could mean that your skin may be more likely to burn in the sun or if you use a sunbed.