



## Module 4 : Preparing Your Work Area

- How to maintain treatment areas between clients
- How to attain the highest standards when preparing your workplace
- How work station preparation plays an important role in infection control
- What your personal responsibilities are when it comes to hygiene maintenance

### **In this module you will learn:**

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### 4.1: Preparing Your Work Area

**You should prepare your work area at the beginning of each day, as well as between clients.**

Not only does this maintain an air of professionalism, it ensures clients feel well taken care of, and it maintains good hygiene practices.

**Before a new client arrives, all nail technicians should take the following steps:**

1. Set up client records. If the client does not have any current records and are new, make sure to always do a consultation and really get to know the client, making sure to look out for any contra-indications or contra-actions. Ensure that any client records are kept in a safe place or

in a locked safe computer that only you and your work colleagues can access. Breach of any clients' personal data and records may put your business in danger.

2. Set up all the materials for the treatments your client has requested. If necessary, you should also set up any instructions for the equipment you need to use.
3. Go through all the right disinfection procedures for the area, as well as the equipment you are using. When you do not do this, you place yourself and your clients at risk of contracting conditions. This may be something as simple as a cold from the last client sneezing, or it can be as cumbersome as warts. Even when you are in a rush or the client's in a rush, you need to make sure infection control is a top priority.
4. Always ensure the environmental conditions are okay. Is it too hot? Too cold? Is there enough lighting? Would you feel relaxed right now if you were in the client's position?
5. Ensure you have followed all industry-regulated and workplace-regulated hygiene and safety standards. Not doing so may result in a reprimand, getting the sack, or even worse, breaking the law.
6. Make sure the admin team at your place of work have a record of the client, whether they have paid, and the treatment they are going for (if you have such information to hand). Giving them access to this information ensures stock control is easy to manage.

## **4.2: Maintaining Treatment Areas between Clients**

**Maintaining treatment areas regularly is easier than tackling them as problems arise.**

In addition, it helps you maintain those high hygiene standards you are striving for.

**Always make sure you do the following:**

1. Dispose of all waste materials safely and correctly. As mentioned before, clients can carry diseases around with them. Some spread easily, others take a little more work. Either way, you don't want to risk it.
2. Put away records after the treatment has finished. When a client's information and stock use are fresh in your mind, staying on top of them is easier. If you run the risk of letting everything build up until the end of the day, you will find yourself wasting hours on admin headaches. Remember, disorganisation can lead to a loss of profit, for either you or your boss.
3. Wipe down your work area thoroughly and leave it in a clean and neat condition, even if you are about to go on a lunch break, as the chances are there is someone else coming along who will need to use your area. That aside, what sort of impression will customers get if they walk into the salon and see the untidy area you left behind? Always think ahead.

4. As a nail technician, you should always have a disinfectant solution, such as Barbicide solution, on your desk for disinfecting metal tools, or you may have an autoclave, which uses steam to sterilise equipment.

## **4.3: How to Meet the Right Standards when Preparing your Workplace**

**Nobody is perfect from the beginning, but perfection and improvements are two factors you need to focus on achieving.**

**While you are on the way to perfecting your workstation prep skills, you may want to try the following:**

1. Take a look at what your more experienced colleagues are doing: If they have been in the industry for a while, the chances are they are great at preparing their workstations both efficiently and quickly. Learn from them, and ask for advice if necessary.
2. Learn about what your personal responsibilities are in the workplace when it comes to hygiene maintenance. Figure out what it is that your boss expects. There are basic legislative requirements everyone must meet, and then there are those little quirks bosses expect. These quirks can include setting a particular temperature, having specific lighting, and more.
3. Make sure you are familiar with basic health and safety requirements. All workplaces have to follow them, and most will have a copy posted in an office or storeroom. In your spare time, try and find them online and glance over them quickly.
4. Learn about what the data protection act is and why it is relevant to how you store client data. Much like a doctor or nurse, you will come across information regarding your clients that you cannot divulge to anybody else. Learning about this side of your role will help to protect you. Remember: client records must be safely and securely stored, with access only allowed for relevant staff. Breach of any clients' personal data and records may put your business in danger.
5. Make sure you understand how your salon's owner likes to store materials. If you are working for yourself, figure out a system for storing materials. Doing this ensures you are unlikely to run out of stock at an inappropriate time.

## 4.4: Understanding Why Work Station Preparation is Important



**Workstation preparation is important for more than one reason.**

First, it ensures you can proceed with each job without interruptions. When you have the right tools to hand, you do not need to leave your client's side to find them.

Second, it plays an important role in infection control. Diseases are easily spread by unkempt surfaces.

Third, it ensures you look professional at all times. Remember, your client is not just there to make their nails look pretty, they want to relax and immerse themselves in luxury too.

Fourth, and finally, how you treat your workstation impacts your overall organisation. From the way you maintain data to how you store equipment, it all has an impact.

### Module Summary

During this module, you learned how to prepare your work area. This included getting the right equipment together, gathering the client's information, and adhering to workplace policies.

You also learned about staying organised, infection control, and why preparing the work area between each and every client is essential.

You also learned the importance of correct data protection for client records.

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