

# Senior Beauty Therapist



**JEYRAM EDUCATIONAL TRUST**

NSDC PARTNER

MULTI SKILL TRAINING & EMPOWERMENT

[www.jeyedu.co.in](http://www.jeyedu.co.in)

# Table of Contents

S.No	Modules and Units	Page No
1.	<b>Introduction (Bridge Module)</b>	<b>1</b>
	Unit 1.1 - Overview of the Beauty Industry	3
	Unit 1.2 - Job Role of an Assistant Beauty Therapist	4
	Unit 1.3 - Few Major Companies of the Sector	5
2.	<b>Prepare and Maintain Work Area (BWS/N9001)</b>	<b>9</b>
	Unit 2.1 - Prepare and Maintain the Work Area	11
3.	<b>Provide Basic Skin Care Services (BWS/N0101)</b>	<b>23</b>
	Unit 3.1 - Skin Structure and Functions	25
	Unit 3.2 - Basic Facial Treatments	50
	Unit 3.3 - Electro-therapy in Facial Treatment	76
4.	<b>Carry Out Basic Hair Removal Services (BWS/N0102)</b>	<b>83</b>
	Unit 4.1 - Removal of Superfluous Hair	85
	Unit 4.2 - Bikini Waxing	100
	Unit 4.3 - Threading	106
5.	<b>Perform Simple Make-up Services (BWS/N0125)</b>	<b>111</b>
	Unit 5.1 - Prepare for Make-up Services	113
	Unit 5.2 - Apply Simple Make-up Procedures for Routine Purposes	120
	Unit 5.3 - Drape Costumes on Customers	126
6.	<b>Perform Manicure and Pedicure Services (BWS/N0401)</b>	<b>133</b>
	Unit 6.1 - Manicure Techniques	135
	Unit 6.2 - Pedicure Treatment	149
7.	<b>Provide Simple Hair Dressing Services to Produce Common Hair Dos (BWS/N0126)</b>	<b>155</b>
	Unit 7.1 - Simple Hair Dressing Services to Produce Common Hair Dos	157
	Unit 7.2 - Hair Styling	163



# Unit 1



## Beauty and Wellness Industry, and Beauty Therapy

### INTRODUCTION

The outward appearance of a person is the first thing that catches the eye of others. Therefore, being presentable at all times is of considerable importance. Here, comes the role of a Beauty Therapist, who carries out various beauty treatments on a person to improve her/his overall look, which includes dressing-up appropriately, putting the right make-up, skincare and hairstyle. Besides, s/he gives wellness treatments, including manicure and pedicure, which involve massage, followed by after care advice, to clients for relaxation. Sometimes, they are also suggested a balanced diet and nutrition, and a daily exercise regimen to maintain a healthy lifestyle.

In this unit, you will learn about the basic aspects of the beauty and wellness industry, career opportunities in the sector, various beauty therapy services, preparing and maintaining the work area, and health and safety standards to be followed at a workplace.

### BEAUTY AND WELLNESS INDUSTRY IN INDIA

The Beauty and Wellness sector is growing at a fast pace and is an important industry in India. It contributes a lot to the country's economic growth and is gradually becoming a leading employer — creating

millions of employment opportunities. The reason for this exponential growth is the rising consumerism, globalisation and changing lifestyles of Indian consumers. The rapid growth of the beauty and wellness industry, along with the entry of many small and large companies in the sector, has led to a huge demand for trained personnel or beauty therapists.



Fig. 1.1: A customer undergoing a beauty therapy

Though the beauty and wellness industry is new in India, there has been an increasing awareness about health and well-being. The industry is booming and it is mainly due to the growing desire among both men and women to look stylish and feel good about themselves. Customers visit a salon to avail beauty treatments and therapies (Fig. 1.1). Therefore, a beauty salon has to provide a satisfied experience to its customers. A snapshot of beauty business in India is shown in Fig. 1.2.

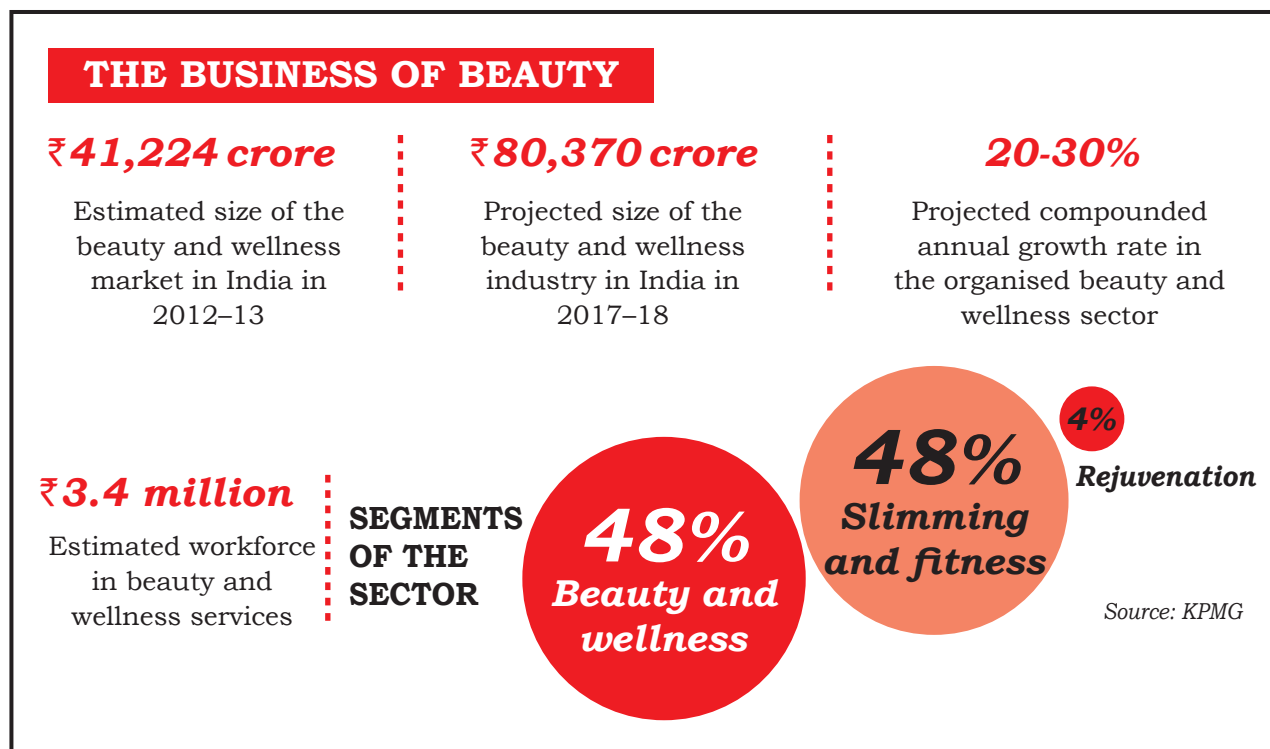
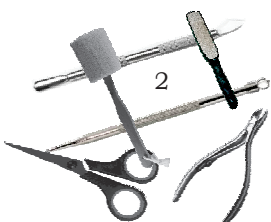


Fig. 1.2: A snapshot of the beauty business in India

(Source: <https://www.businesstoday.in/magazine/features/vlcc-clsa-everstone-kpmg-ac-nielsen-report/story/209609.html>)



with an upsurge of online retail, Indian consumers have an access to a wide range of beauty and grooming products — both indigenous and international. Some of the Indian cosmetic brands are — Lakmé, Himalaya, VLCC, Biotique, Shahnaz Husain, Forest Essentials, etc.

### Career path for an Assistant Beauty Therapist

Most Assistant Beauty Therapists start their career in beauty centres and hair salons. However, anytime during their career, they can shift to other sub-segments. Apart from urban areas and metro cities, the rising awareness of beauty and wellness is causing the expansion of the industry in other areas as well (Fig. 1.4, 1.5 and 1.6).

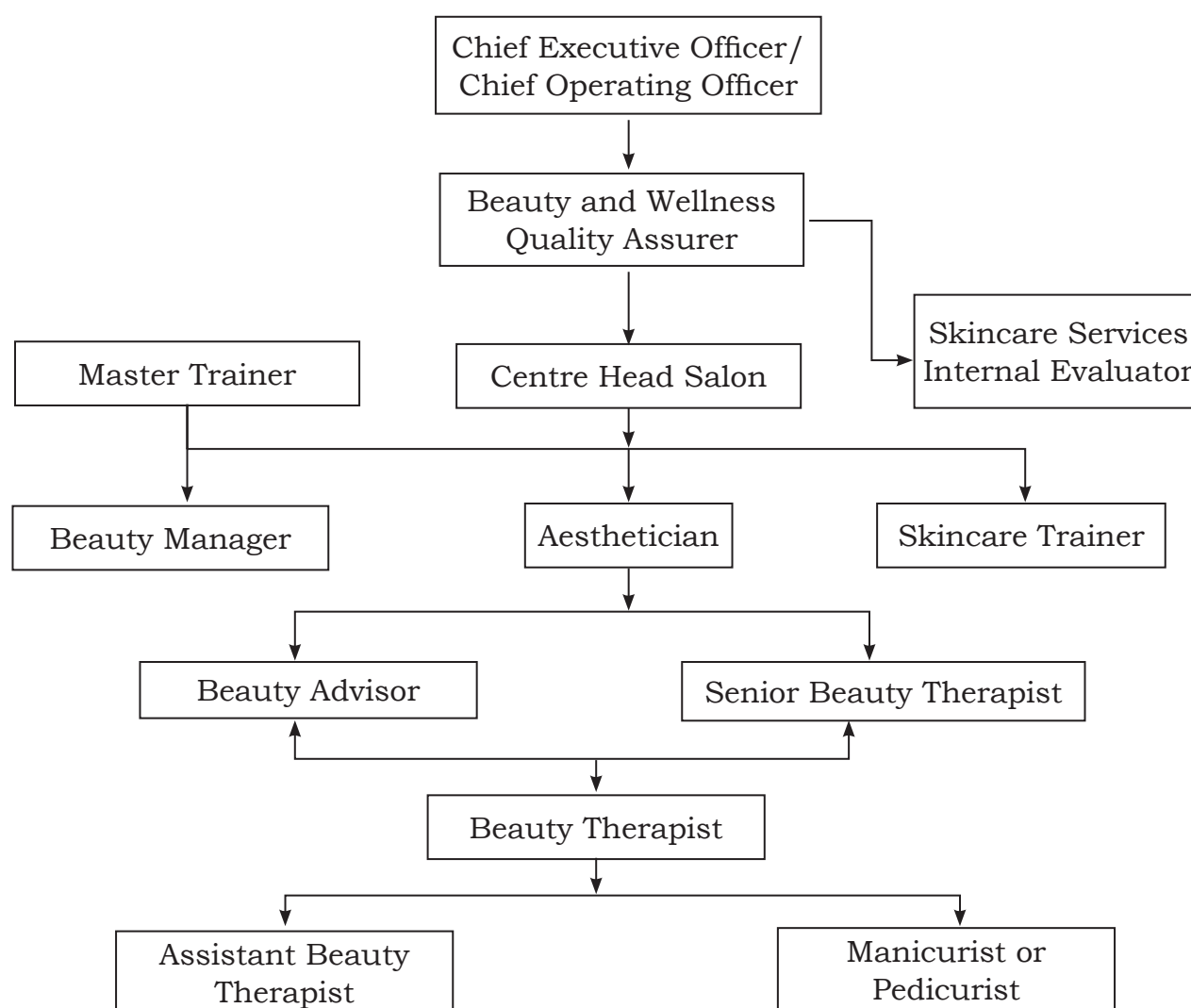
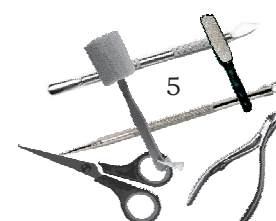


Fig. 1.4: Career path in skincare services



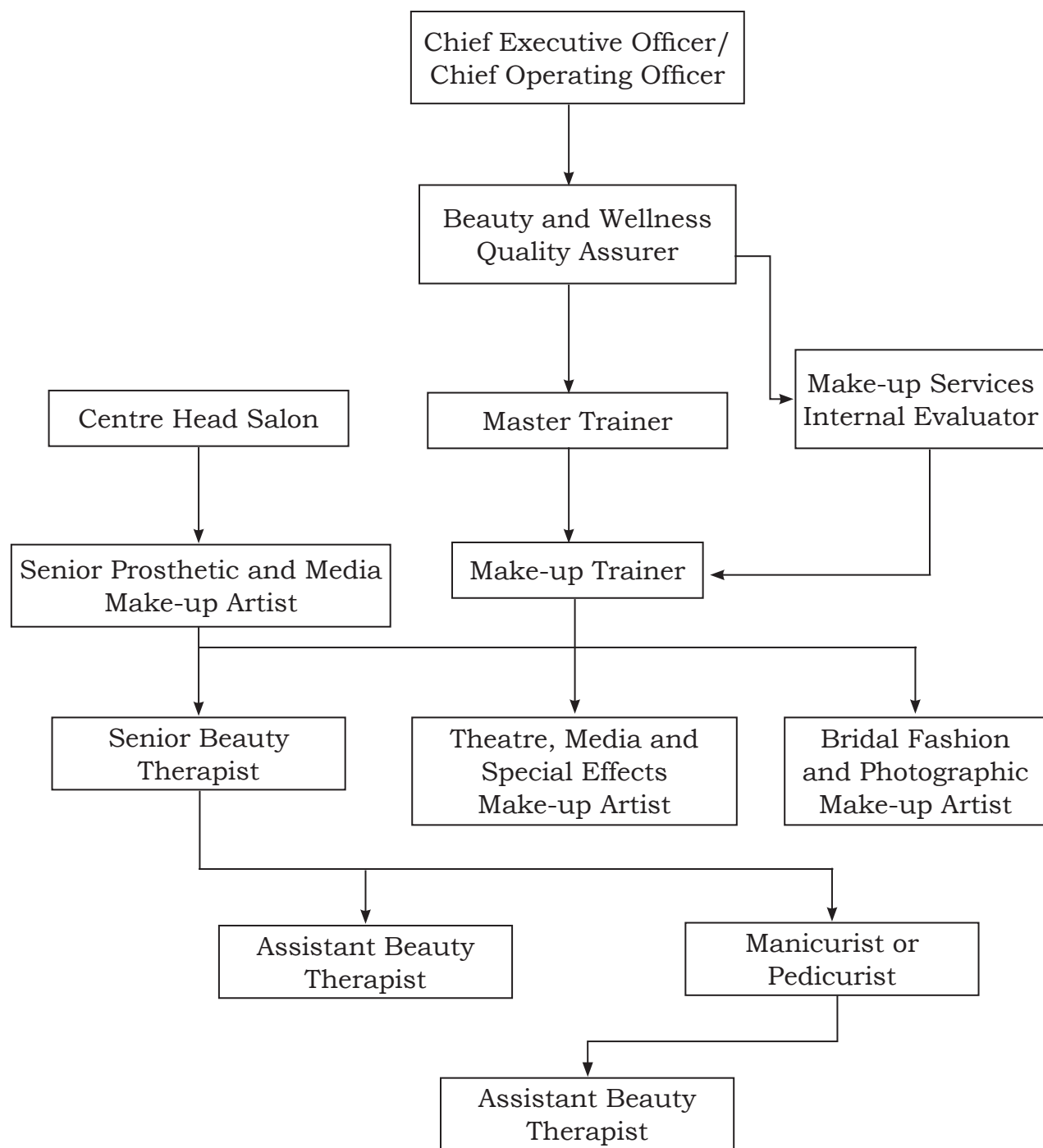
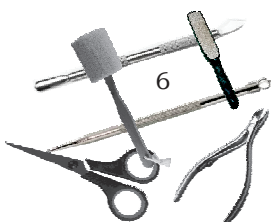


Fig. 1.5: Career path in make-up services



B

## NOTES

2. \_\_\_\_\_ centres offer pro-active services aimed at relaxing the body and mind.

- a) Fitness and slimming
- b) Alternate therapy
- c) Rejuvenation centres
- d) None of the above

### Subjective Type Questions

1. Name the sub-segments of the beauty sector.

## What have you learnt?

**After completing this session, are you able to:**

- describe different services in beauty therapy
- identify and list various beauty and wellness sub-segments
- state career paths in the beauty industry

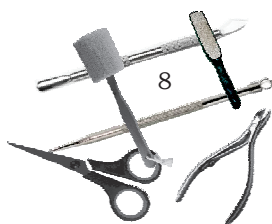
## SESSION 2: BEAUTY THERAPY SERVICES

Beauty therapy is a term, which includes a wide spectrum of activities or services from head to toe (Fig. 1.7). Each service has a procedure of its own, which has to be followed step-by-step carefully, else it can create muscle and skin problems, like rashes, allergies and infections, which can lead to unsatisfied clients. Each service requires a thorough knowledge of the products, tools and equipment to be used. Also, care must be taken that a client is not allergic to any beauty product.



Fig. 1.7 (a) and (b): Various beauty services being provided to clients

B



Let us take a look at beauty therapies and services generally provided by a salon.



## Manicure

It is a treatment for improving the appearance of hands and is popular among both men and women. Most salons have a separate area catering to this service. This treatment helps in keeping the hands and nails clean and well-groomed, by pushing back cuticles, removing dead skin cells and softening the skin — exfoliation, massaging and application of nail paint. Manicure has the following benefits:

- softens the hands
- improves blood circulation
- helps in relaxing
- improves the appearance of hands and nails

## Pedicure

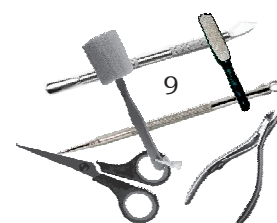
It helps in improving the appearance of feet and toenails. It also includes exfoliation, using a pumice stone, and massage, followed by painting the toenails. It has the following benefits:

- softens the feet
- improves blood circulation in the feet
- gives shape to toenails
- improves the appearance of feet and toenails
- helps in relaxing aching feet
- reduces hard and dead skin cells

The major difference between manicure and pedicure lies in the positioning of a client, treatment of hard skin and massage process.



*Fig. 1.8: Manicured hands and pedicured feet*



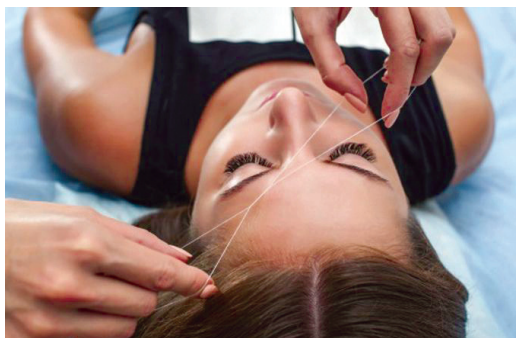


Fig. 1.9: Threading of the forehead



Fig. 1.10: Waxing of the hand



Fig. 1.11: Bleaching of the face

## Threading

It is a hair removal technique, wherein a cotton thread is used to remove the entire hair follicle (Fig. 1.9). The hair is pulled out in a twisting motion, wherein the thread traps the hair and pulls it out.

- Threading is less painful than pulling out individual hair.
- It is much quicker and safer than waxing.
- It is suitable for almost all skin types, including sensitive skin.
- No chemical is used.
- It gives a clean and well-kempt look to the face and eyebrows.

## Waxing

It is also a hair removal technique, in which the hair is pulled out from the root by the use of hot wax. It takes around three to six weeks for the new hair to grow. This depends on a person's hair growth pattern. Waxing is of two types — strip waxing (Fig. 1.10) and stripless waxing.

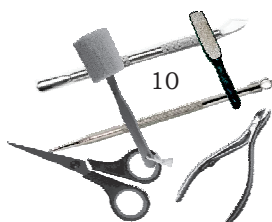
In strip waxing, a thin layer of wax is applied on the skin and a cloth or a disposable paper strip is placed over it, and pulled against the direction of hair growth. This removes unwanted hair along with the wax.

In stripless waxing, a thick layer of wax is applied and no cloth or paper strip is used. On cooling, the wax hardens, which helps in the easy removal of unwanted hair. It is said to be less painful and removes even the finest hair.

## Bleach

Bleach refers to a bleaching agent, which helps to lighten the skin tone. It is, generally, used to lighten the colour of facial hair (Fig. 1.11). The process is termed 'bleaching'. Bleach is, generally, used for the following purposes:

- reducing dark spots and freckles, lightening dark areas on the elbow or underarm

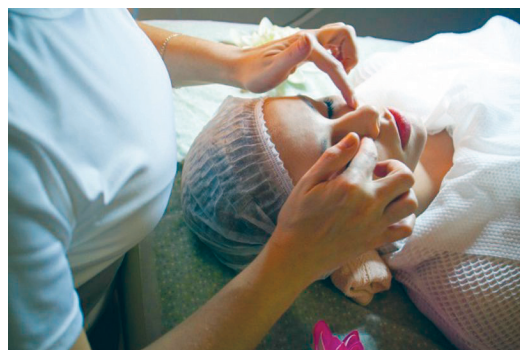


- brightening the skin
- lightening the facial hair and making them less visible

## Face clean-up

Clean-up is done for unclogging the skin pores and allowing the skin to breathe (Fig. 1.12). It helps to remove dead cells and clean deep-seated dirt from the skin. In the process of clean-up, the skin is cleansed, exfoliated and moisturised. Unclogging clears the pores and decongests the skin, thereby, allowing it to breathe. It has the following benefits:

- imparts a healthy glow to the face
- cleans the skin thoroughly by removing harmful bacteria, sweat and impurities due to pollution
- wards-off acne and pimples
- improves blood circulation in the face



*Fig. 1.12: Face clean-up*

## Make-up

It is a process of applying cosmetics to enhance one's appearance (Fig. 1.13). Lipstick, eyeliner, eye shadow, mascara, foundation, kohl, lip gloss, lip balm, concealer, face powder, etc., are commonly used in make-up. The film and TV industry, including television media, and theatre, need make-up artists on a regular payroll, and hence, there is often an opening in this sector. Make-up has the following benefits:

- helps create a favourable first impression
- boosts confidence
- hides skin flaws and blemishes
- protects the skin from pollution
- adds to the desired expression and looks



*Fig. 1.13: Applying make-up*

## Hairdo

A hairdo or hairstyle is a way in which the hair is styled (Fig. 1.14). It is considered as an important aspect of personal grooming and fashion and is popular among both men and women. A hairstyle is achieved by arranging the hair in a certain way by the use of combs,

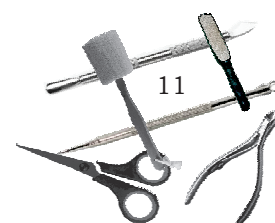




Fig. 1.14: Making a hairstyle

blow-dryer and cosmetics, like hair gel, etc. Styling the hair is also called 'hairdressing', especially when practised as an occupation. Hairstyling includes adding accessories, such as hairbands, clips, pins, barrette, tiaras, etc., to the hair to hold it in place and enhance its appearance. It has the following benefits:

- enhances the appearance of the hair and face, thus increasing the confidence of a person
- groomed hair gives an impression of being well-kept
- helps in taming unruly hair



Fig. 1.15: Applying mehendi

### Mehendi (Henna)

It is an art of decorating the hands (including palms) and legs (including feet) with designs using a natural plant dye that colours the skin maroon-red and gives it a cooling effect (Fig. 1.15). Mehendi stays on one's skin for a few days. It is done mostly on special occasions, such as weddings, festivals, religious ceremonies, etc.

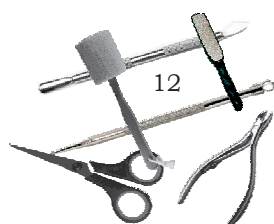
Mehendi is made from henna leaves. It is also used to dye the hair and has conditioning properties.

## Check Your Progress

### Multiple Choice Questions

- \_\_\_\_\_ is a treatment for improving the appearance of hands and nails.
  - Manicure
  - Pedicure
  - Threading
  - Bleaching
- \_\_\_\_\_ is a treatment that helps in improving the appearance of eyebrows.
  - Pedicure
  - Threading
  - Manicure
  - Bleaching

B



You will study about various aspects related to customers' information, maintaining clean and disinfected environment, personal presentation and behaviour to be maintained in the beauty salon in the following sections.

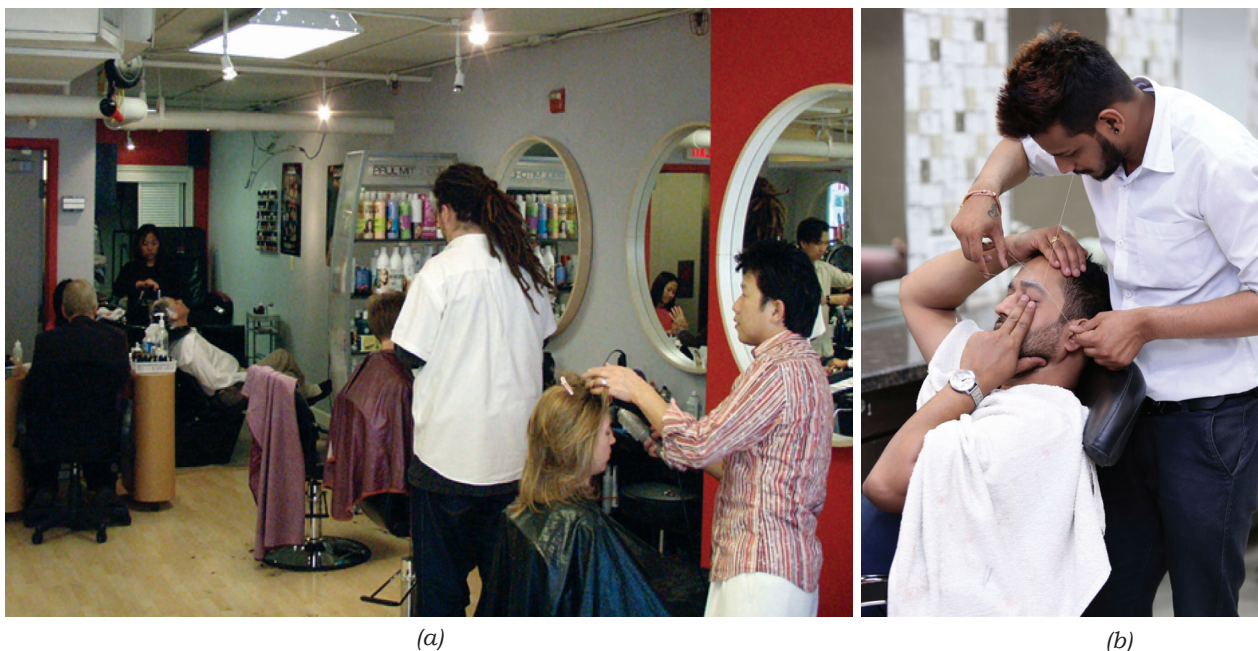


Fig. 1.16 (a) and (b): The work area of a beauty salon

### Maintenance of record cards

A record card is an important document, which contains the following:

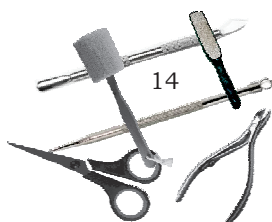
- past treatments taken by a client
- treatment the client has booked for
- history of the client about the products to be used, her/his skin type, and if s/he is allergic to any product

Before starting a treatment, the record card should be referred to and details, like name and address, must be confirmed with the client to ensure that the correct card has been picked up.

### Essentials of the work area

Usually, a work area is used for providing multiple services. So, it must have the following:

- clean and disinfected environment
- clean treatment couch or chair, towels and aprons



- adequate ventilation and lights
- temperature controllers
- space to allow movement and for keeping the belongings of clients
- a quiet atmosphere with soft and soothing music being played in the background as it helps in relaxation
- tools and products needed for a procedure
- tools arranged in a trolley for a treatment
- pen and a record card of clients
- adequate cotton and tissues

## Sterilisation and disinfection methods

Cleaning, sterilisation and disinfection of tools and equipment are the ways to prevent contamination and infection (Fig. 1.17). In addition to this, clean towels, spray bottles, spatula, etc., must be used to avoid contamination and infection.

- **Cleaning** just removes the dirt and dust. It is done before sterilisation and disinfection.
- Next step is **disinfection**, which kills bacteria, viruses and fungi. The cleaning agent should be changed at regular intervals during the process of disinfection.
- **Sterilisation** is a method of killing microorganisms with the help of steam. This is done using an autoclave (a closed container used for processes that involve high temperatures and pressure). Only those tools made up of metals, like scissors and tweezers, and few heat-resistant glassware can be autoclaved.
- **Sanitising** also destroys germs completely. It is done by using heat and/or chemicals. Household bleach (4% chlorine) and alcohol solution (70%) are examples of few chemical sanitisers.

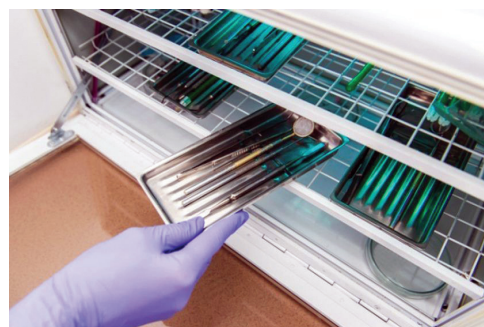
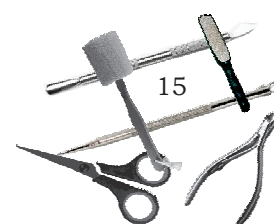


Fig. 1.17: Sterilisation of equipment

## Equipment and material used in a beauty salon

The various equipment and material used in a beauty salon are shown in Fig. 1.18 (a-k).

BEAUTY AND WELLNESS INDUSTRY, AND BEAUTY THERAPY





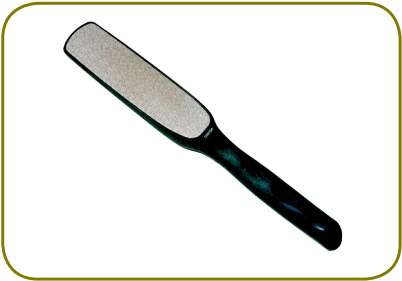
(a) Tweezers



(b) Scissors



(c) Pumice stone



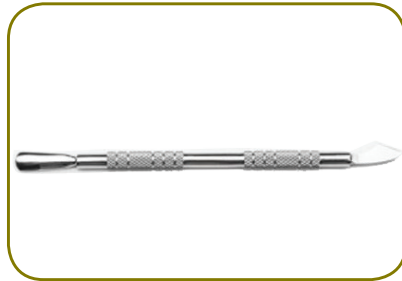
(d) Metal scrapper



(e) Cuticle nipper



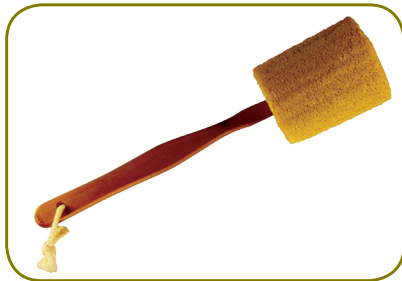
(f) Cuticle trimmer



(g) Comedone extractor



(h) Facial sponge



(i) Loofa

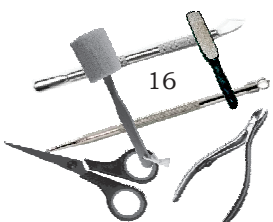


(j) Cuticle cutter



(k) Face pack brush

Fig. 1.18 (a-k): Equipment and material commonly used in a beauty salon



## Personal presentation and behaviour

The way a person presents herself or himself impacts her/his professional life to a great extent. The way s/he looks, speaks, acts or greets a client — everything should be appropriate at all times.

### Tips for Assistant Beauty Therapist

An Assistant Beauty Therapist must:

- wear the salon uniform and make sure that it is clean, neat and ironed;
- maintain high level of personal hygiene as s/he will be working closely with customers;
- maintain a neat hairstyle; long hair can be tied neatly in a ponytail or a bun;
- light make-up can be worn — avoid heavy make-up;
- ensure that her/his breath is fresh and does not smell of food or tobacco;
- keep the nails trimmed and clean;
- wear minimal jewellery;
- wear comfortable and covered footwear as it allows working comfortably and protects the feet from injuries by sharp tools;
- avoid eating or drinking in the work treatment area;
- speak politely and always greet your clients (Fig. 1.19);
- listen carefully and patiently to the clients and try to understand what they are trying to say;
- keep a client informed about how long will it take to start a treatment and also give the reason for the delay; and
- wash hands every time before starting a procedure.

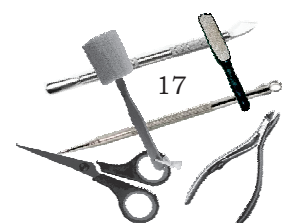


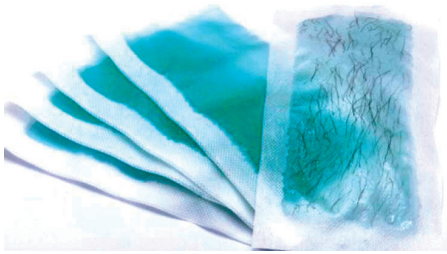
Fig. 1.19: Be polite to clients

## Safe disposal of waste

Safe disposal of waste is an important step, as it helps in preventing contamination and infections. Waste left after a service is completed can pose health hazards for both the personnel working in a salon, as well as, customers. Besides, it will leave a bad impression about the salon. The following practices must be adopted to dispose of the waste:

BEAUTY AND WELLNESS INDUSTRY, AND BEAUTY THERAPY





*Fig. 1.20: Used wax strips need to be thrown in a covered bin*



*Fig. 1.21: Sweeping of the floor and disposal of waste hair must be done before another treatment starts*



*Fig. 1.22: Keep used towels and linen in a laundry basket*

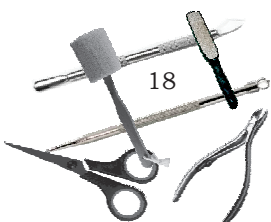
- Throw disposable items, like cotton, tissues, wax strips, etc., in a covered bin immediately after use (Fig. 1.20).
- Sweeping of the floor and disposal of waste hair must be done before another treatment is started (Fig. 1.21).
- Maintain a neat surrounding in the salon by putting things in their respective places immediately after use. It also helps in saving time and preparing the work area for the next service.
- Ensure that all bottles have their lids on.
- Use the waiting time during a service to clean the area. For example, when the nail paint is drying during a manicure, dispose the dirty water and tissues appropriately.
- Clean the tools after a service and sterilise them.
- All cleaning activity must be done quietly without causing any inconvenience to clients.
- Follow the instructions mentioned on the packet of an equipment for its usage and cleaning. This increases the life of the equipment.
- Ensure the cleanliness of the workspace after every procedure. Disinfect and sterilise the tools and the work area.
- Change sheets and towels in the work area after every treatment. Keep the used towels and linen in a laundry basket for washing (Fig. 1.22).

## **Storage of tools and equipment**

- Remember to clean, disinfect and sterilise the tools and equipment after use, and before putting them in their respective places (Fig. 1.23).
- Ensure safe storage of sharp tools to avoid injuries.
- Do not put sharp tools in uniform pockets.
- Be careful with electrical equipment. Do not leave the wires or other parts trailing on the floor.
- Turn off electrical appliances when not in use.



*Fig. 1.23: Store tools in a tray*



## FIRE SAFETY

## ELECTRICAL SAFETY

## CHEMICAL SAFETY

## POSTURE, LIFTING AND CARRYING

## PARLOUR HYGIENE

- workplace policies
- maintaining hygiene in the workplace

In order to be prepared to tackle any kind of eventuality, it is important to identify the risks and threats. Some measures that need to be adopted in a salon are as follows:

### Fire safety

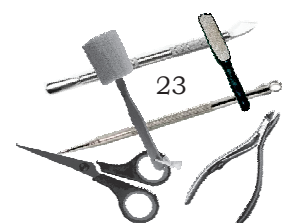
In a salon, there are various items that can lead to a fire. To be safe and to avoid such a mishap, one must be aware of the flammable items being used in the salon. Some of the items that can lead to a fire are:

- combustible oils
- flammable liquids and gases
- fuel-fired equipment
- refrigeration equipment

### Types of fires

All fires are not the same. The classification of fires as A, B, C, D and K is based on fuels that trigger a type of fire.

BEAUTY AND WELLNESS INDUSTRY, AND BEAUTY THERAPY



## NOTES

<b>Class A</b>	It is triggered by ordinary combustibles, like wood, paper, cloth, trash and plastics. This type of fire can be easily extinguished by water.
<b>Class B</b>	It is caused by flammable liquids, such as oils, gasoline, petroleum paint, paint, paraffin and gases, like propane and butane. It can be extinguished by methods that cut the oxygen supply.
<b>Class C</b>	These fires involve energised electrical equipment, like motors, transformers and other appliances. It can be extinguished by cutting the power supply and using a non-conductive agent, like Carbon dioxide, to put off the fire.
<b>Class D</b>	It involves combustible metal fires. Potassium, sodium, aluminum, magnesium and titanium cause this type of fire. Water must not be used to extinguish it. Dry powder, which works by absorbing the heat and smothering it well, can be used.
<b>Class K</b>	They are commonly kitchen fires, ignited by cooking oils, greases, animal fat, vegetable fat, etc. These can be put off by using Purple K, which is found in kitchen extinguishers. Wet chemical extinguishers can also be used.

### Types of fire extinguishers

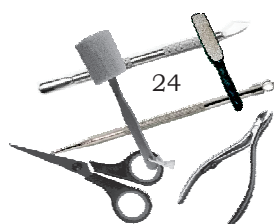
Different kinds of fuels cause different types of fires, requiring different types of extinguishers. Thus, it is necessary to install and maintain them. There are three important elements that can cause fire — heat, oxygen and fuel. Fire extinguishers work by eliminating one or two of these elements. There are primarily the following types of fire extinguishers [Fig. 1.24 (a-f)]:

#### **Water and foam**

Water works by eliminating the heat element. It is better to use water only for Class A fires because it can cause hazards in case of other fires. If used for Class B, it can spread the flammable liquid, and in case of Class C fires, it can lead to shocks. Foam can be used for Class A and B fires but not at all in case of Class C.

#### **Carbon dioxide**

It works by eliminating two components, cutting off the oxygen supply and heat by cold discharge. It is used in case of Class B and C fires and is ineffective in Class A fires.



B

### **Dry chemical**

It is effective in case of Class A, B and C fires, which gives it another name of being a 'multipurpose dry chemical extinguisher'. It creates a barrier between oxygen and fuel, and hence, puts off the fire. If an ordinary dry chemical extinguisher is available, it must be used only for Class B and C fires.

### **Wet chemical**

They work in case of Class K fires (those caused by cooking oils, fats, etc.). They work by eliminating the heat and creating a barrier between oxygen and fuel. Some of these can be used in case of Class A fires as well.

### **Clean agent**

It uses halon and halocarbon agents to interrupt the combustion process. It is used for Class B and C fires and some larger extinguishers of this type can be used for Class A, B and C fires as well.

### **Dry powder**

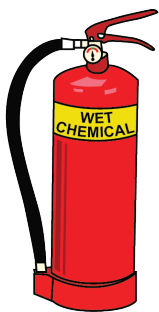
It creates a barrier between oxygen and fuel, thereby, extinguishing the fire. It is effective only for Class D fires and will not work on any other type of fire.

### **Water mist**

Such extinguishers cut the heat element and can be used as an alternative to a clean agent. They are mainly used for Class A fires but can be used in case of Class C fires as well.

### **Cartridge operated dry chemical**

Such an extinguisher is mainly used for Class A fires. It cuts the oxygen supply to the fuel and extinguishes the fire.



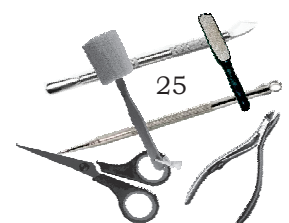
#### **Wet Chemical Extinguisher**

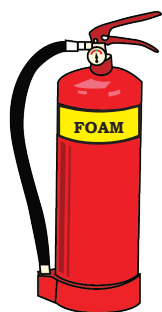
##### **Use of chemical extinguisher:**

To extinguish cooking fires and ordinary combustibles

- Cooking oil
- Paper
- Clothes
- Deep fat fire
- Wood

(a)





### Foam Extinguisher

#### Use of foam extinguisher

To extinguish flammable liquid fires

- Oil-based paints
- Greases
- Hydrocarbon liquids

(b)



### Water Extinguisher

#### Use of water extinguisher

To extinguish ordinary combustibles

- Paper
- Wood
- Clothes

(c)



### Halon Extinguisher

#### Use of halon extinguisher

To extinguish most types of fire, except those caused by combustible metals.

(d)



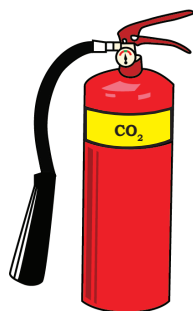
### Powder Extinguisher

#### Use of powder extinguisher

To extinguish most types of fires

- Not preferred to be used in fighting delicate electronic appliances fires

(e)



### CO<sub>2</sub> Extinguisher

#### Use of Carbon dioxide extinguisher

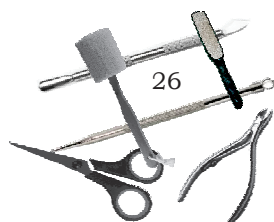
To extinguish most types of fire, except those caused by combustible metals

- Effective in case of electrical fires
- Less effective in open air due to dispersion

(f)

Fig.1.24 (a-f): Types of fire extinguishers

B



## First action

Every mishap can be dealt with efficiently and effectively, if a person acts promptly and knows what to do in case of a breakout. So, what must be done in case of a fire at a workplace?

- 1) Stay calm and do not panic.
- 2) Alert the people around.
- 3) Dial fire service helpline number 101 (in India) immediately.
- 4) Use your presence of mind and decide between escaping (in case of a major fire) and trying to extinguish the blaze if it is a minor one.
- 5) If one chooses to extinguish the fire, then choose the type of extinguisher carefully, depending on the type of fire.
- 6) If one is not able to douse the blaze, it is better to escape the building.
- 7) Make way to the nearest assembly point or designated area in case of an emergency (Fig. 1.25).
- 8) If a person is on a floor other than the ground floor, s/he must use stairs (Fig. 1.26) to evacuate a building and never use the lift.
- 9) If someone is trapped inside, inform the firemen and do not re-enter the building under any circumstance.



Fig. 1.25: Signage for assembly point



Fig. 1.26: Use stairs to evacuate a building

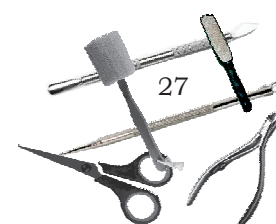
## First aid

If one catches fire, one must **stop, drop, cover** and **roll**. This is the first thing that needs to be done to douse the flames on clothes. In case of burns, follow these steps:

- 1) Put the burnt area under running cold water for at least 20 minutes (Fig. 1.27).
- 2) Use a wet cloth, if running water is unavailable.
- 3) Do not use ice, butter, creams, etc., on the burn.
- 4) Remove clothing and jewellery to protect the skin from further heat and to prevent blood flow from stopping.
- 5) Do not burst the blisters as it can increase the pain and chances of infection.



Fig. 1.27: Wash the burn with cold water



## NOTES

- 6) Check for other injuries, such as bleeding, fractures, head injuries, etc.
- 7) Do not surround the injured person and provide enough breathing space to her/him.
- 8) Reach out for medical assistance immediately.

### Rescue techniques

In case of a fire emergency, the first course of action that needs to be done is to escape from the exit route. Be careful of the surroundings when making your way out and trying to save someone else. Follow these steps for a safe rescue or exit:

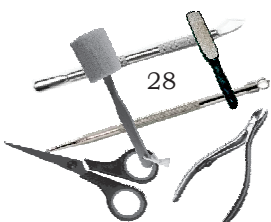
- 1) Look out for the nearest exit point — a door or a window.
- 2) While making your way out, shout out if anyone is left trapped inside.
- 3) If there is a casualty, protect the injured person from falling debris using a blanket.
- 4) Be careful while removing the debris to make way for a safe exit as it can trigger a collapse.
- 5) Touch the doors with the back of your hand as palm is very sensitive and can easily burn. If a door feels warm, do not open it.
- 6) Smoke is poisonous, so stay close to the ground. If possible, cover the mouth with a damp cloth.
- 7) Move quickly and safely through the building and proceed to the nearest stairway. Do not use the lift.

### Electrical safety

Electricity, a necessity, can be fatal at times. Shocks from faulty or damaged equipment can cause severe injuries and can even lead to permanent disability. One needs to be careful while working around machines or exposed cables. Safety depends on how one deals with a situation and one's alertness because a harm can be caused by just coming in contact with live parts, directly or indirectly through a conducting material.

### Risks

The main risk associated here is the death of a person or severe injuries. Some faults can even lead to fires or



- 4) Do not touch any electronic device with wet hands.
- 5) Make sure that the insulated grounding system or earthing is functional.
- 6) Do not try to repair an appliance on your own. Let an electrician handle the repair work.

### ***Rescue techniques and post-incident measures***

- 1) Do not touch a victim with bare hands when s/he being electrocuted. However, try to separate her/him from the source of current.
- 2) Rescue is safe when power has been cut off and the rescuer is standing on some insulating material. Know the source of electrocution, and then try to rescue the victim.
- 3) Call the emergency helpline numbers immediately.
- 4) Careful judgement and planning while rescuing a person is important. Do not proceed if not sure.
- 5) Check for injuries. There can be visible or hidden injuries, like bleeding, burns or fractures.
- 6) Cover the victim with a blanket to regulate her/his body temperature. But do not cover in case of large wounds or burns.
- 7) Stay calm and monitor the status of the victim.

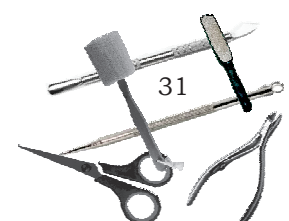
### **Chemical safety**

In the beauty industry, various products, containing chemicals, are used. Frequent contact with these products can lead to some adverse health effects. But these products cannot be avoided. So, it becomes imperative that while using them, utmost care and precautions are taken.

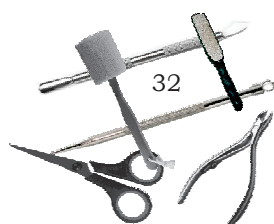
### **Harmful chemicals**

There are some chemicals that are harmful to health but it may be difficult to avoid these due to the lack of safer alternatives. Information about these has been provided in the following table, which will help one to identify the harmful chemicals and products containing them, and take necessary precautions.

### **NOTES**



Chemical name	Found in products	Symptoms of exposure	Potential long-term effects
Dibutyl Phthalate	Nail polish	Nausea, dizziness, eye and skin irritation	Reproductive toxicity, birth defects
Formaldehyde or Methylene Glycol	Nail hardener, nail polish, keratin hair straighteners	Breathing problems, coughing, wheezing, skin rashes, eye, nose and throat irritation	Cancer, dermatitis
Toluene	Nail polish, nail glue, hair dye, wig, hairglue or hairpiece bonding glue	Dizziness, headache, skin rashes, eye, nose and throat irritation	Liver and kidney damage, birth defects, pregnancy loss
Methyl Methacrylate (MMA)	Artificial nails	Breathing problems, chest pain, eye, nose and throat irritation, headache and nausea	Loss of smell, reproductive toxicity, asthma
Cyclopentasiloxane or Cyclomethicone	Flat iron sprays, thermal protection sprays	Under the high heat of a flat iron, cyclopentasiloxane creates formaldehyde	
Formaldehyde	Nail polish, body wash, shampoos, conditioners, cleansers, eye shadows, etc.	Leads to breathing problems, coughing, wheezing, skin rashes, eye, nose and throat irritation	Cancer, dermatitis
Styrene	Hair extension glue, lace wig glue	Vision problem, trouble in concentrating, tiredness	Cancer
Trichlorethylene	Hair extension glue, lace wig glue	Dizziness, headache, confusion, nausea, eye and skin irritation	Liver and kidney damage, dermatitis, double vision
1,4 Dioxane	Hair extension glue, lace wig glue	Eye and nose irritation	Cancer, liver and kidney damage
2-butoxyethanol or Ethylene Glycol Monobutyl Ether	Disinfectants, cleaners	Headache, eye and nose irritation	Reproductive toxicity
Quaternary Ammonium compounds or Dimethyl Benzyl Ammonium Chloride	Disinfectants and cleaners	Skin, eye and nose irritation	Asthma



P-phenylenediamine	Hair dye, henna tattoo	Skin irritation	Dermatitis
Glyceryl Thioglycolate	Permanent wave solution, 'acid perm'	Skin irritation	Dermatitis
Ammonium Persulfate	Hair bleach	Eye, skin and nose irritation, coughing, shortness of breath	Asthma, dermatitis
Ethyl Methacrylate	Artificial nails	Eye and skin irritation, rashes on eyelids, face or neck, difficulty in concentrating, coughing and shortness of breath	Asthma
Acetone	Nail polish remover, hairspray	Eye, skin and throat irritation, dizziness	Eye, skin and throat irritation, dizziness
Acetonitrile	Nail glue remover	Eye, skin and throat irritation, reddening of the face, chest pain and nausea	Weakness, exhaustion
Butyl Acetate, Ethyl Acetate or Isopropyl Acetate	Nail polish, nail polish remover, wig glue/ hairpiece bonding glue	Eye, skin and throat irritation, headache, dizziness	Eye, skin and throat irritation, dermatitis
Methacrylic Acid	Nail primer, eyelash glue	Skin burns, eye, nose and throat irritation	Kidney damage, dermatitis, reproductive toxicity

## Chemical handling

The seepage or spillage of chemicals can occur at any stage of providing beauty treatments to clients. We can cut out on the harm caused by them, if handled carefully. The following points must be taken into account while working with chemicals.

- 1) *Personal Protective Equipment*: All personnel working in a salon must wear Personal Protective Equipment (PPE) to avoid a mishap or injury. PPE includes apron, mask, gloves and head cover.
- 2) *Work areas*: Never use tabletops as storage areas. However, chemicals for immediate use can be put on tabletops of the work area.
- 3) *Close bottles*: The lids of bottles or jars, in which chemical products are stored, must be closed

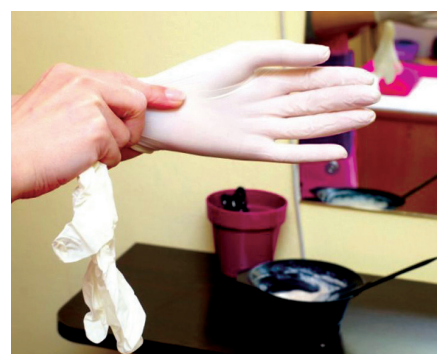


Fig. 1.30: Wear gloves before starting to work with chemicals

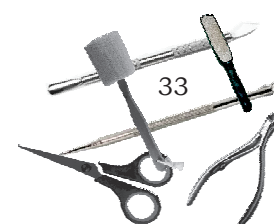




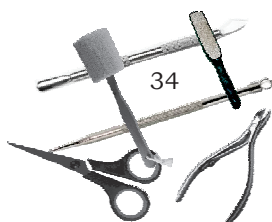
Fig. 1.31: In case a chemical(s) spills, immediately clean the floor

- tightly after use and kept away from the edges so that they do not fall and spill on the floor.
- 4) *Labels*: All bottles must be labelled with the name of the chemicals or products stored inside, hazard pictogram and description about the product. Make sure that the labels are not worn out or damaged.
  - 5) *Transportation*: Do not carry chemicals loosely or in hands, use a tray or cart to avoid mishaps.
  - 6) *Check at regular intervals*: Examine the inventory at regular intervals so that the expired chemicals can be discarded and replaced with new ones.
  - 7) *Keep the floor clean from chemicals*: In case, a chemical spills on the floor, then immediately clean it (Fig. 1.31).

## Chemical storage

Storing chemicals safely is important as even the slightest carelessness has the potential to cause a hazard and major accidents. Liquid chemicals are more dangerous as compared to powders because they can spill over to larger areas and increase the risk. So, there needs to be a proper storage area and containment facility to curb accidents. The personnel should be trained in how the chemicals are to be kept and used, and what should be done in case of an emergency. Few precautions can help prevent accidents.

- 1) It is better to have a separate storage area for chemicals to avoid hazards.
- 2) They need to be arranged in a shelf according to their compatibility as incompatible chemicals can initiate or intensify a fire.
- 3) They must not be placed on shelves higher than 1.5 m from the ground level.
- 4) Heavy and large bottles need to be kept in lower shelves and flammable chemicals must be placed in safety cabinets.
- 5) Every chemical needs to have a designated place of storage and must be put back in its respective place after use.



- 6) Ensure that chemicals are not exposed to heat or sunlight.
- 7) Each chemical must be labelled.

### First aid

Chemical exposure can prove to be fatal in severe cases and must be handled only by trained personnel. Every response to an emergency counts, and therefore, the role of a person providing the first aid to a victim is important. The person providing the first aid must do the following:

- 1) inform the authorities and emergency contacts
- 2) do not try to neutralise an injury with other chemical(s) as it can make it worse
- 3) do not touch the burn, or apply an ointment on the affected area, or burst the blisters; s/he must wait for a doctor
- 4) keep a check on the victim till help arrives
- 5) note down the name of the chemical that caused the injury

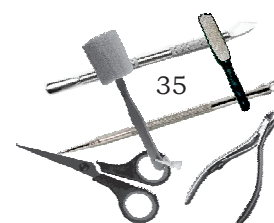
### Posture, lifting and carrying

A stylist needs to stand for hours to provide services to clients. Her/his posture affects her/his overall health. An incorrect posture may lead to disorders related to bones and muscles. Elevated arms can lead to musculo-skeletal disorders, affecting the neck and shoulders, while bending and standing for long hours can affect the backbone and other body parts. Next comes how one lifts and carries the stock. Sudden and heavy lifting can lead to muscle pull and ligament rupture. So, one needs to be careful with her/his postures while working at all times.

### Methods to avoid posture-related problems

- Do not strain a particular part of the body for a long period.
- Move and stretch the body between services or after every half-an-hour.
- Change your body posture by carrying out a variety of services or activities.

## NOTES



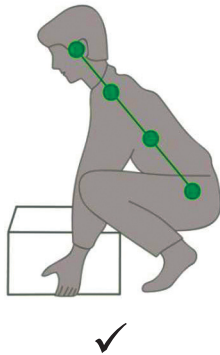


Fig. 1.32: The correct and incorrect postures while lifting a weight

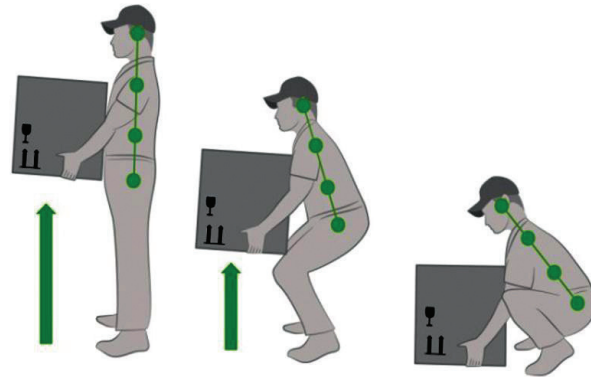
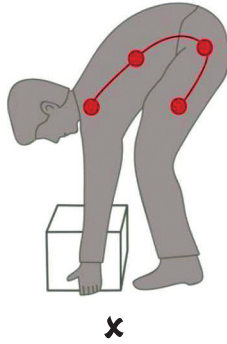


Fig. 1.33: Follow these steps while lifting a weight

- While sitting at the time of rendering a service, it is important to have the chair at the right height.
- Exercise to keep the body fit and flexible.

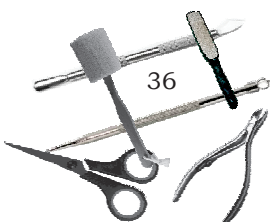
### Measures to adopt while lifting and carrying loads

- Get help while carrying heavy and large loads.
- While lifting, bend at the knees to sit, use both the hands to hold a load, use the legs to lift it, hold it between the knee and the chest (Fig. 1.33) and stand straight without bending at the waist.
- While turning, move the legs and feet, avoid twisting at the waist.
- Always use the leg and buttock muscles while lifting the load as they are strong. Lower back muscles are weak, so avoid straining them.
- Use equipment, like hand trucks or forklifts, to carry the load as they minimise the risk of injury.

### Risks at workplace

We have already studied about the different hazards that one can come across at a workplace in the previous section (Fig. 1.34). The risks associated with these hazards are as follows:

- tripping over wires on the floor
- bumping into things and equipment placed in the way and falling or getting injured
- electric shock or fire due to loose or frayed cables



- slipping on water or some other liquid spilled on the floor
- catch an infection from unsterilised tools
- burns from heating rods and hot water

## Parlour hygiene

An Assistant Beauty Therapist's role in maintaining hygiene in a salon is of utmost importance as it can make or mar its image. S/he must be careful about how to clean and maintain hygiene in the salon. Few important areas that need to be taken care of are mentioned below.



Fig. 1.34: Hazards at a workplace

## Wash hands

Wash hands before performing any treatment (Fig. 1.35). Since hands come in contact with many people and things, such as shaking hands with customers, providing services to clients, using various products to carry out treatments, touching used towels and tools, etc. It is important that one washes her/his hands with a hand wash or anti-bacterial soap before and after carrying out a treatment. One can also use a sanitiser to clean the hands.



Fig. 1.35: Wash hands before and after treatment

## Work surface

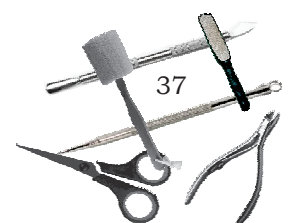
The work surface includes the treatment area, desks, glasses, mirrors, etc. Ensure that they are clean and disinfected prior to use to prevent any kind of infection (Fig. 1.36). Use clean sheets for covering a surface.



Fig. 1.36: Keep the work surface clean and disinfected

## Chair and couches

Chairs and couches must be cleaned daily (Fig. 1.37). Couches and chairs are usually made of material, like Polyvinyl chloride (PVC), also known as polyvinyl or vinyl. They are easy to clean but they cannot be disinfected with ethanol containing



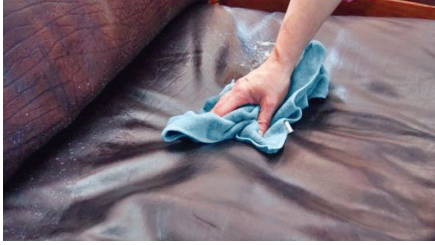


Fig. 1.37: Keep the chairs and couches clean

disinfectants as they react with the material, making it brittle. The cracks that appear due to brittleness are prone to microbe accumulation.

## Tools and instruments

All tools and instruments must be cleaned and disinfected before being used for a client. Read the manufacturer's instructions before cleaning an equipment.

## Floor

The floor must be cleaned regularly. A good quality floor disinfectant is important. Make sure that nothing spills or drops on the floor. If something spills on the floor, then clean it immediately.

## Personal Protective Equipment (PPE)

PPE is important for the safety of the salon staff as it protects their clothes from stains and getting soiled. It also protects them from various chemicals, which might be harmful, and cause injuries or infections. It includes the following:

### **Apron**

It protects the clothes from stains and reduces the risk of injury.

### **Gloves**

It protects hands from getting contaminated and catching infections.

### **Head cover**

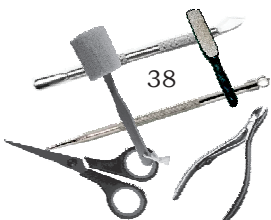
It prevents the hair from coming in contact with any product or chemical, and creating hindrance while providing a treatment.

### **Shoes**

It protects a worker's feet from spills or broken things.

### **Mask**

It prevents cross-infection and inhalation of chemical fumes and gases.



# Unit

## 2



# Manicure, Pedicure and Mehendi

## INTRODUCTION

The two most common services that are provided by beauty parlours are 'manicure' and 'pedicure'. An Assistant Beauty Therapist is expected to be proficient in providing these two services. Manicure is a treatment that improves the appearance of nails and hands, and softens them, whereas, pedicure has the same impact on feet. Since manicure and pedicure relax the muscles and skin of the hand and feet, respectively, it is important to understand some basics about the anatomy of the hand and feet.

A beauty therapist, in particular, must know about the following:

- anatomical structure, functions and characteristics of nails, and the process of nail growth. The structure of the nail includes:
  - nail root matrix
  - mantle
  - plate
  - wall
  - grooves
  - bed
  - lunula
  - free edge
  - hyponychium
  - cuticle

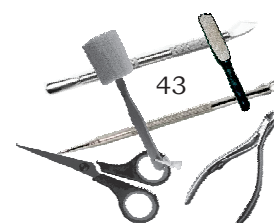
- anatomical structure of the skin and its functions.  
The structure of the skin includes:
  - layers of the epidermis — dermis and subcutaneous layer
  - hair follicle, hair shaft, sebaceous gland, arrector pili muscle, sweat gland and sensory nerve endings
- names and position of bones in the lower leg and feet
- names and position of bones in the wrist, hands, fingers and forearm
- structure and functions of lymphatic vessels in the lower leg, feet, hands and arms
- position of arteries and veins in the lower leg, feet, hands and arms
- location of muscles in the lower leg, feet, hands and arms
- nail diseases and disorders
- nail and skin analysis by visual or manual examination to identify treatable conditions and contra-indications, restricting or preventing a service

## SESSION 1: ANATOMY OF THE NAIL, HAND AND FEET

Anatomy is the study of the structure of the body and what it is made of, i.e., bones, muscles and skin. Some tools and equipment are particularly important for nail and beauty industry workers as they work on these to provide services and treatments, like massage, etc.

The human body consists of various organ systems, such as circulatory, digestive, respiratory, excretory, nervous and endocrine. A synergistic function of these organs is vital for the health and wellness of a person. Beauty therapies help relieve the stress through massage and naturopathy procedures or other alternative therapies, which relax the muscles. Therefore, it is important to know about the anatomy of arms, legs, hands and feet. The main systems of human body are — respiratory, venous, arterial, muscular, digestive, skeletal, nervous, lymphatic, endocrine, urogenital and integumentary (Fig. 2.1). The knowledge of anatomy also helps in the identification of diseases, infections and contra-indications.

MANICURE, PEDICURE AND MEHENDI



## NOTES

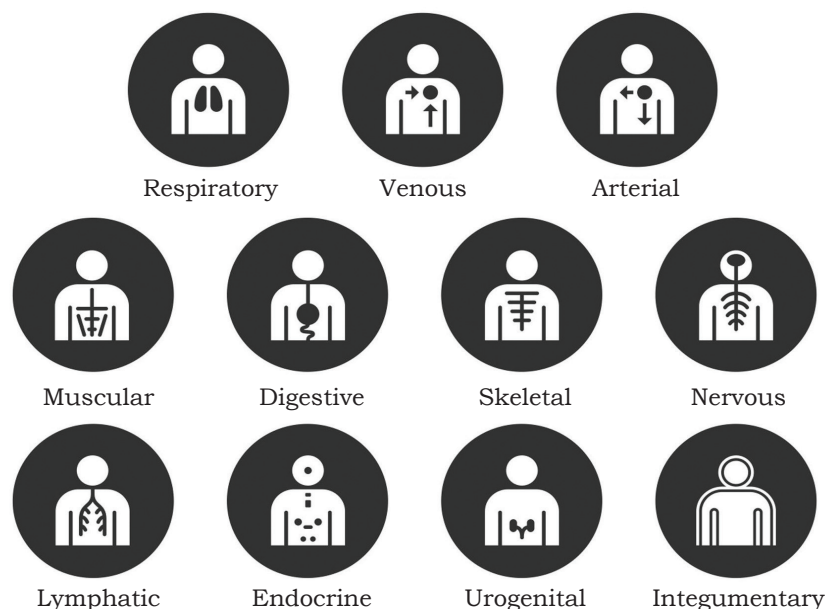


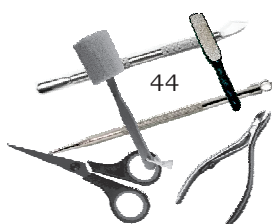
Fig. 2.1: Body systems

### Skeletal system

Its main function is to protect the internal organs. For example, the ribcage protects the heart and lungs, the skull protects the brain, vertebral column protects spine, and so on. The skeleton works with the muscular system, which provides movement and control on the body. Muscles are attached to bones and they are collectively responsible for postures and movements. The skeletal system is composed of the following:

- 1) *Bones*: These form the framework of the human skeleton.
- 2) *Bone marrow*: These are flexible tissues located in bones where blood cells are produced.
- 3) *Joints*: The point at which two or more bones meet is called a joint. Joints not only connect bones but also bear our weight and enable us to bend and move.
- 4) *Cartilage*: These are connective tissues found in joints, which support other tissues that cannot rejuvenate. Cartilage does not contain blood vessels.
- 5) *Tendon*: It is the tissue where a muscle attaches to the bone.
- 6) *Ligament*: It is the tissue that connects two bones.

B



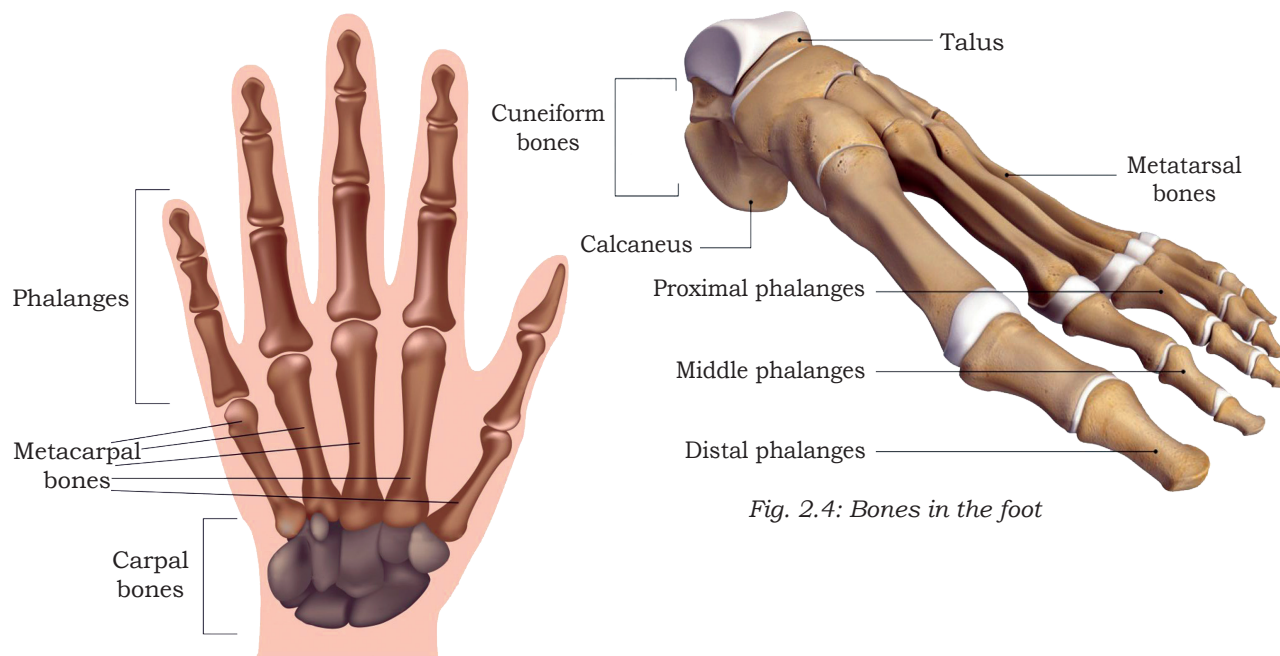


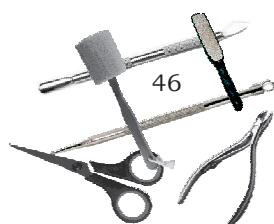
Fig. 2.3: Bones in fingers and wrist

Fig. 2.4: Bones in the foot

## Muscular system

There are over 650 muscles in the body, which are responsible for providing strength, movement, balance, contraction, posture, stability and muscle tone (Fig. 2.5). Muscles are mainly of three types — skeletal, cardiac and smooth. They provide stability to joints, such as knees and shoulders, work together to contract and provide posture and heat production. Massage assists the muscular system in the following ways:

- reduces connective tissue thickening
- helps in toning up the muscles
- decreases fibrous adhesions from muscle tissue injury or immobilisation
- enhances cell activity
- enhances posture and balance
- enhances range of motions
- facilitates movement
- facilitates waste removal in the lymph system
- increases flexibility
- reduces pain
- helps in post-operative rehabilitation, a period of recovery after a surgery



B

- provides relaxation
- releases facial constrictions
- stimulates the circulatory system
- stimulates the nervous system's sensory neurons
- Warms-up or warms-down muscles during an exercise

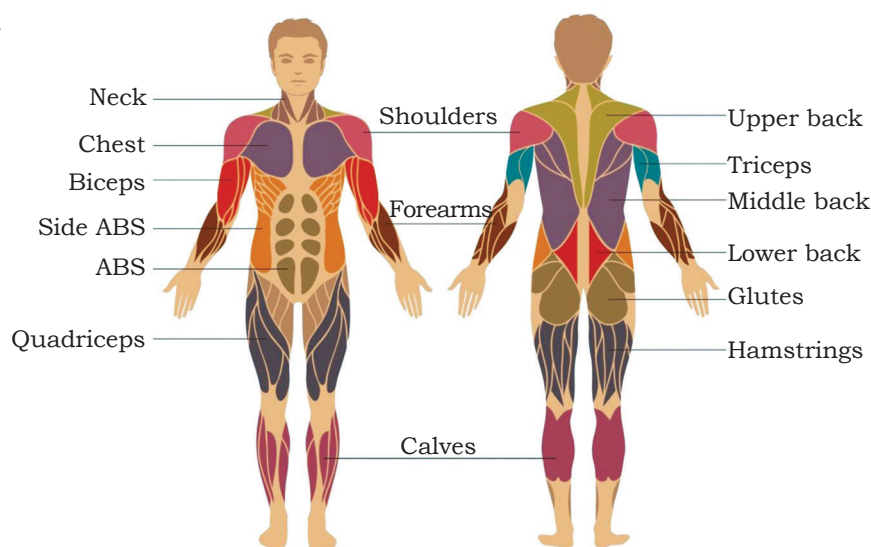


Fig. 2. 5: Muscles in the body

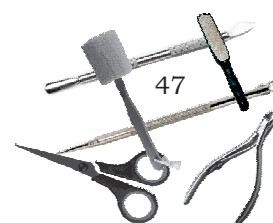
## Structure of the nail

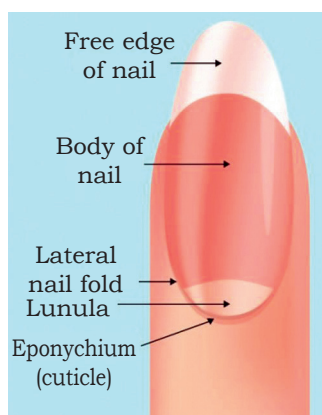
In order to provide professional manicure and pedicure services to clients, there is a need to learn about the structure and functions of nails. An Assistant Beauty Therapist must be able to judge when is it safe to work on clients and when they need to see a dermatologist.

Nails tell a lot about a person's health. Healthy nails are smooth, shiny and translucent pink. Systemic problems in a person can show up in the nails as nail disorders or poor nail growth.

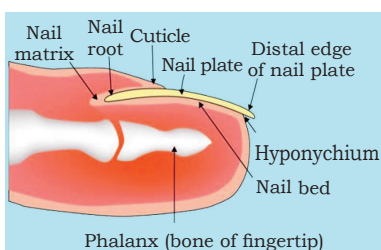
Nails are made up of a protein called 'keratin'. The purpose of nails is to protect the ends of fingers and toes and help the fingers grasp small objects. Adult fingernails grow at an average rate of 1/8 inch a month, whereas, toenails have a slower growth pattern. Usually, a complete nail takes 4–6 months to grow. The growth of nails is faster during summers than in winters. The nail growth is the fastest on the middle finger and slowest on the thumb.

The nail is divided into six parts — root, nail bed, nail plate, eponychium (cuticle), perionychium and hyponychium [Fig. 2.6 (a and b)]. Each structure has a specific function, and if disrupted, it can result in an abnormal appearing fingernail.





(a)



(b)

Fig. 2.6 (a and b): Structure of the nail

## Nail growth and structure

### Nail growth

Nails grow throughout life but their growth slows down with age and poor blood circulation. Fingernails grow faster than toenails at a rate of 3 mm per month. It takes 4–6 months for a nail to grow from the root to the free edge. Toenails grow about 1 mm per month and take 12–18 months to be completely replaced.

### Nail root

The root of the fingernail is also known as ‘germinal matrix’. It lies beneath the skin behind the fingernail and extends several millimetres into the finger. The root produces most volume of the nail and the nail bed. This portion of the nail does not contain melanocytes or melanin producing cells. The edge of the germinal matrix is a white, crescent-shaped structure called ‘lunula’ [Fig. 2.6 (a and b)].

### Nail bed

Nail bed is a part of the nail matrix called ‘sterile matrix’. It extends from the edge of the germinal matrix or lunula to hyponychium. The nail bed contains blood vessels, nerves and melanocytes or melanin producing cells. As the nail is produced by the root, it streams down along the nail bed, which adds ‘kerat’ to the under surface of the nail making it thicker [Fig. 2.6 (a and b)].

### Nail plate

Nail plate is the actual fingernail and is made of translucent keratin. The pink appearance of the nail comes from blood vessels underneath the nail plate. The underneath surface has grooves along the length of the nail that helps to anchor the nail bed [Fig. 2.6 (a and b)].

### Eponychium or cuticle

The cuticle of the fingernail is also called ‘eponychium’. It is located between the skin of the finger and the nail plate, fusing these structures together and providing a waterproof barrier (Fig. 2.7).

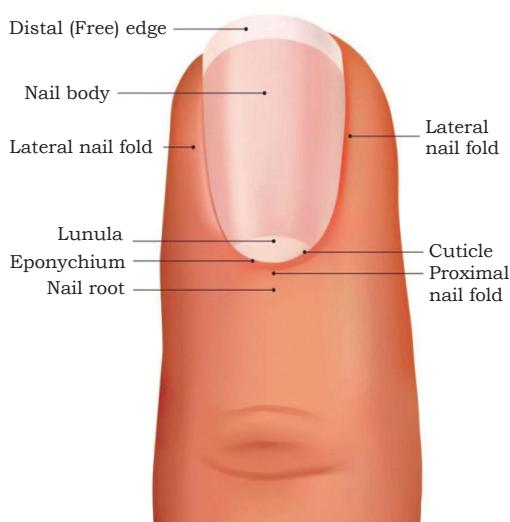
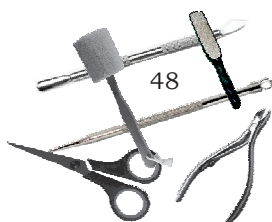


Fig. 2.7: Parts of the nail



A B

### ***Perionychium***

Perionychium is the skin that overlies the nail plate on its sides. It is also known as 'paronychial edge'. Perionychium is the site for hang nails, ingrown nails and infection of the skin called 'paronychia'.

### ***Hyponychium***

Hyponychium is the area between the nail plate and fingertip. It is the junction between the free edge of the nail and the skin of the fingertip, providing a waterproof barrier.

## **Practical Exercise**

### **Activity 1**

*Material required:* Picture of bones and muscles of hand and feet without names

### **Procedure**

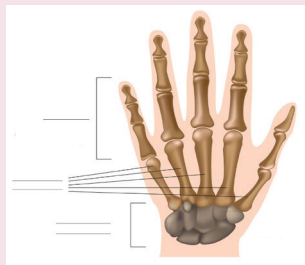
Perform the following task:

Identify and name the important bones and muscles of the hand and foot in the picture and point out their location in your own hand and foot.

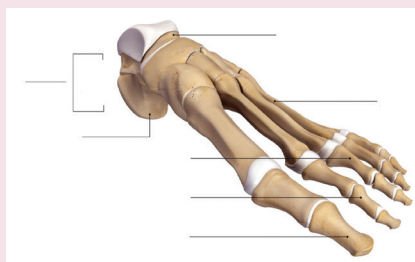
## **Check Your Progress**

### **Label the following diagrams**

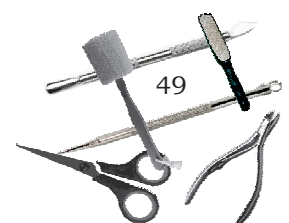
1. Bones of the hand and wrist



2. Bones of the foot

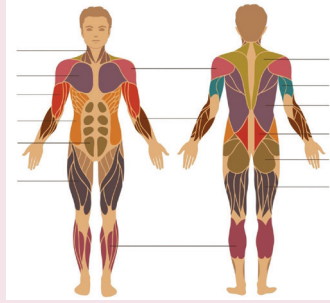


## **NOTES**

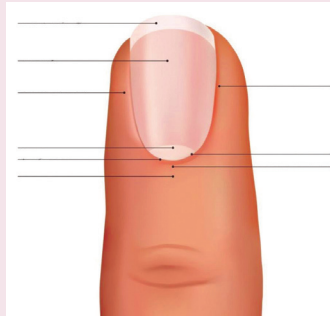


## NOTES

### 3. Muscles of the body



### 4. Structure of the nail

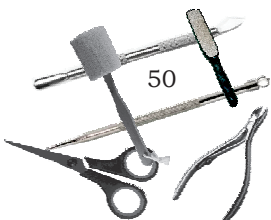


### Multiple Choice Questions

1. The cuticle of the fingernail is also called \_\_\_\_\_.  
(a) nail bed (b) perionychium  
(c) eponychium (d) nail root
2. The nail is composed of \_\_\_\_\_.  
(a) keratin (b) melanin  
(c) carotene (d) synovia
3. The root of the fingernail is also known as \_\_\_\_\_.  
(a) nail bed (b) cuticle  
(c) hyponychium (d) germinal matrix

### Fill in the Blanks

1. The skeletal system is composed of bones, bone marrow, joints, cartilage, tendons and \_\_\_\_\_.
2. Anatomy is the study of \_\_\_\_\_, muscles and bones.
3. The pink appearance of the nail comes from the \_\_\_\_\_ vessels.
4. \_\_\_\_\_ is the tissue where a muscle attaches to the bone.



## What have you learnt?

After completing this session, are you able to:

- explain the structure and functions of bones and muscles of arms, legs, hands and feet
- explain the structure of the nail

## SESSION 2: MANICURE

The treatment for improving the appearance of fingernails and hand is known as manicure, whereas, the same treatment meant for improving the appearance of the toenails, feet and legs is known as pedicure. In this session, you will learn about 'manicure'.

Manicure is a popular service in salons as smooth skin, well-shaped and varnished nails are vital for a well-groomed appearance (Fig. 2.8). Regular beauty treatment helps prevent minor nail damages.

Professional attention to nails and surrounding skin encourages nail growth, keeps cuticles pushed back and prevents minor skin conditions.



Fig. 2.8: Manicure procedure

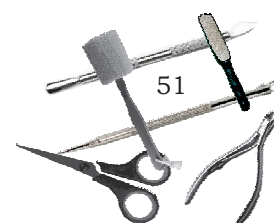
### Preparing the work area

Preparation is the key to being a professional beauty therapist regardless of the treatment being carried out. Many salons have a designated work area for manicure and pedicure. Wherever a treatment is carried out, ensure that all materials, equipment and products are handy.

### Hygiene

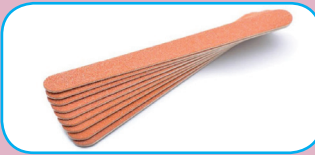






- Clean trolleys, work surface(s) and shelves with surgical spirit.
- Clean and disinfect the work surface(s) prior to use.
- Use clean warm towels and bedroll for each client.
- Use disposable products.
- Use a spatula to take out products from containers.
- Clean the neck of a nail enamel bottle before putting the lid on.

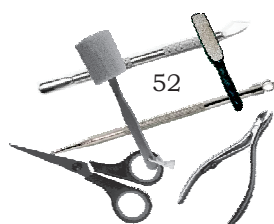
MANICURE, PEDICURE AND MEHENDI



- Maintain a clean and tidy work area.
- The therapist must wash her/his hands with soap/hand wash before and after each treatment.
- Sterilise all tools before and after use or dispose them of, depending on their type.

## Equipment and materials used in manicure and pedicure

<p><b>Emery board</b></p> <p>This has two sides — a coarse side for filing the nails and a fine side, which is used for shaping and bevelling. Emery boards are difficult to clean, although some manufacturers have developed special cleansers for this purpose.</p>	
<p><b>Orange stick</b></p> <p>The two ends of an orange stick have different purposes. The pointed side is used to apply cuticle or buffing cream. The other side, when tipped with a cotton wool, can be used to clean under the free edge, remove excess enamel and ease the cuticle.</p>	
<p><b>Cuticle knife</b></p> <p>This is used to push back the cuticle and remove dead cells from the nail area.</p>	
<p><b>Cuticle nipper</b></p> <p>This is used to remove hangnails and dead skin around the cuticle.</p>	
<p><b>Nail scissors</b></p> <p>These are used to cut the nails.</p>	
<p><b>Toenail clippers</b></p> <p>These are used to cut and shorten the toenails prior to filing.</p>	
<p><b>Nail buffer</b></p> <p>It is a pad covered with chamois leather and has a handle. It is used in conjunction with a buffing paste. Buffing adds sheen to nails, stimulates blood circulation and growth at the matrix. It is useful in pedicure and manicure, or when nail varnish is not applied. To clean the nail buffer, wipe it with an appropriate cleansing solution.</p>	



## NOTES

### *Arthritis*

It is the swelling of one or more joints in the body.

### *Bruised nail*

It is an injury to the nail bed that causes discoloured nail.

### *Psoriasis of the nail*

This can be described as a non-contagious disorder that causes deep pitting of the nail bed.

### *Onycholysis*

Trauma to the free edge of the nail that causes separation of the nail from the bed.

### *Tineaunguium*

It is a ringworm (fungal infection) that causes yellow or white patches on the nail, leading to peeling of the nail plate.

### ***Contra-indications that may restrict treatment***

There are contra-indications that may require a change or modification in a service due to risks but are not necessarily a reason for stopping a treatment. These include the following:

### *Onychorrhexis*

It is the dryness and brittleness of the nail that causes its vertical splitting.

### *Leukonychia*

It can be described as an injury to the nail that causes white spots on the nail plate.

### *Furrows*

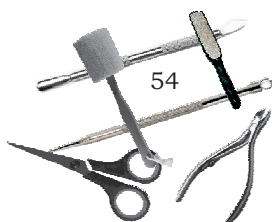
These are ridges in the nail caused by trauma, age, injury or ill-health.

### *Beau's lines*

These are ridges across the nail caused by ill-health or poor quality manicure.

### *Onychophagy*

It is very little free edge and sore skin around the nail caused by biting of the nail and its surrounding skin.



B

### *Nail separation*

- This is a condition, wherein a part of the nail comes off or separates from the nail bed (usually, only a part comes off and not the whole nail). In severe cases, it changes the nail colour, turning the nail plate dark green or black (Fig. 2.9).
- In feet, this occurs due to wearing tight-pinching shoes, poor blood circulation and lack of foot care.
- Nails can be treated as long as there is no fungal or bacterial infection. In case of severe separation, no treatment should be carried out.



Fig. 2.9: Nail separation

### *Ingrowing nails*

This may affect either fingernails or toenails. In this condition, the nail grows into the flesh on the sides and may cause infection (Fig. 2.10). Excessive filing of nails in the corners or vigorous cutting causes this condition. If the area is open or infection is present, nail service must not be provided.



Fig. 2.10: Ingrowing nail

### *Split and brittle nails*

- Split and brittle nails (Fig. 2.11) are usually a result of using drying agents, like those found in harsh detergents, cleaners, paint strippers, etc. Sometimes injury to the finger or diseases, like arthritis, can also result in split nails.
- Manicure and pedicure increase blood circulation in hands and legs, including nails. These help in supplying more nutrients and oxygen to the affected area, which aid in cell regeneration and gradual softening of tissues.
- As part of the service, one can use hydrating hot oil or paraffin wax to hydrate the nail plate and the surrounding skin.



Fig. 2.11: Brittle nails

### *Painful, red and swollen nail fold (paronychia)*

This is caused due to infection in the nail fold, which is the skin and the soft tissue that surrounds a nail (Fig. 2.12).



Fig. 2.12: Painful, red and swollen nails

## Identification of nail conditions

### Weak nails

Weak nails are soft. They get split and peel off easily. When they break, they tear and leave a jagged edge. This, usually, happens when a person cleans dishes or keeps her/his hands in water for a long time. The nails absorb the water, thereby expanding the nail bed. When the water dries out, the nails contract. The constant expanding and contracting eventually weakens the nails.

### Brittle nails

Brittle nails snap and are hard to bend. They tend to crack easily. A common reason for such a condition is the lack of moisture in nails as opposed to weak nails that have too much moisture content.



*Fig. 2.13: Ridged nails — horizontal and vertical*

### Ridged nails

Ridged nails are characterised by the appearance of vertical and horizontal ridges in fingernails, which are mainly due to nutritional deficiency (Fig. 2.13). Vertical lines on nails are common. These often get severe with age as nails retain more moisture with aging. Horizontal ridges are more likely to signal a problem. Beau's lines are a condition characterised by indentations across the nail bed and is a sign of disrupted nail growth due to illness.

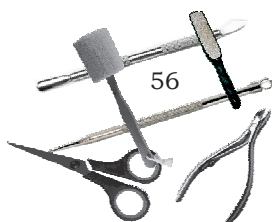
### Overgrown cuticles

Cuticles grow at a fast pace and may cover a major portion of the nail, making it prone to bacterial infections, hangnails, split cuticles and other problems.

## Manicure procedure

Manicure consists of various procedures, such as filing the nails, shaping the free edge, massage of the hand and the application of nail polish. The basic processes for manicure and pedicure are the same. Before starting a treatment, one must:

- ensure that the equipment to be used is sterilised, and all materials and products required in the process are organised at an accessible place



B

- fill in the consultation form, check with a client for contra-indications and discuss with her/him a service that meets her/his needs
- remove all jewellery of the client, including watches, bangles and finger rings; these not only hinder the treatment process but can also cause an injury to the client or the therapist offering the service; ask the client to keep these in a safe place

## Manicure steps

**Step 1:** During consultation, discuss the needs of a client and adapt the service to suit her/his conditions and fulfill her/his expectations. Agree on the preferred nail length and shape, and the type of nail polish required. If the client has no contra-indication, start the treatment.

**Step 2:** Request the client to choose the kind of manicure required — varnish dark, plain, frosted or French. Recommend a nail finish that is suitable for the client and matching with her/his preferences. Dark colours make the nails appear shorter, so they are not suitable for short or bitten nails.

**Step 3:** Remove the old nail paint first. Check the nails for ridges and other problems. Examine the nail plate in its natural condition after removing the nail polish. Sanitise the hand to prevent cross-infection and do a manual contra-indication check.

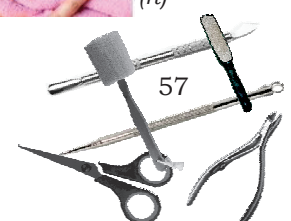
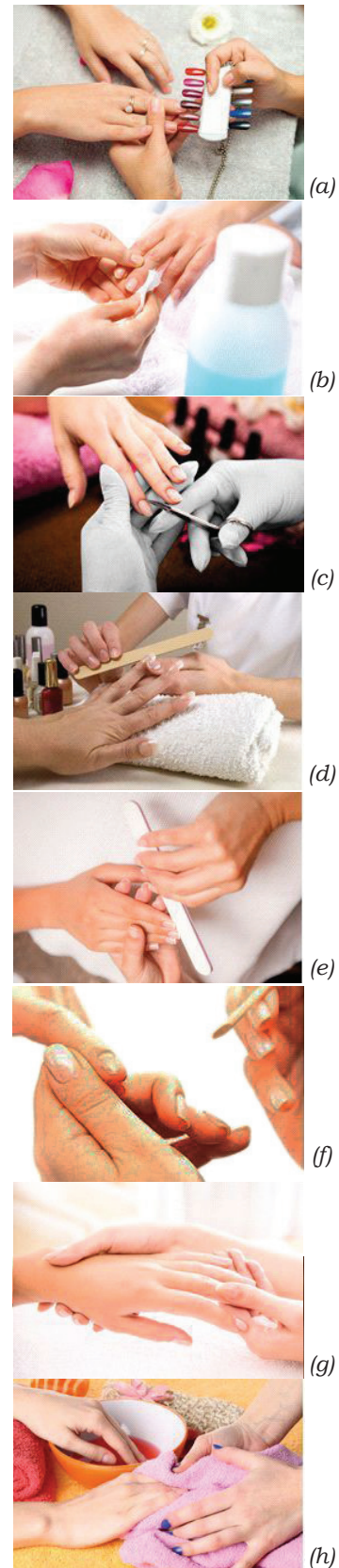
**Step 4:** If required, cut the nails to give them a shape and as per the client's preference. This should be done only with sterilised scissors. Nail clippings need to be collected in a tissue paper and disposed of appropriately.

**Step 5:** Now, file the nails using an emery board.

**Step 6:** Bevelling must be done after that. This seals the free edge layers of the nails and helps in preventing water loss and damage.

**Step 7:** Use an orange stick to decant, and then, apply a cuticle cream around the cuticles.

**Step 8:** Gently massage the cream into the cuticles using fingertips. This will help in softening the skin, making the removal of cuticles easier.



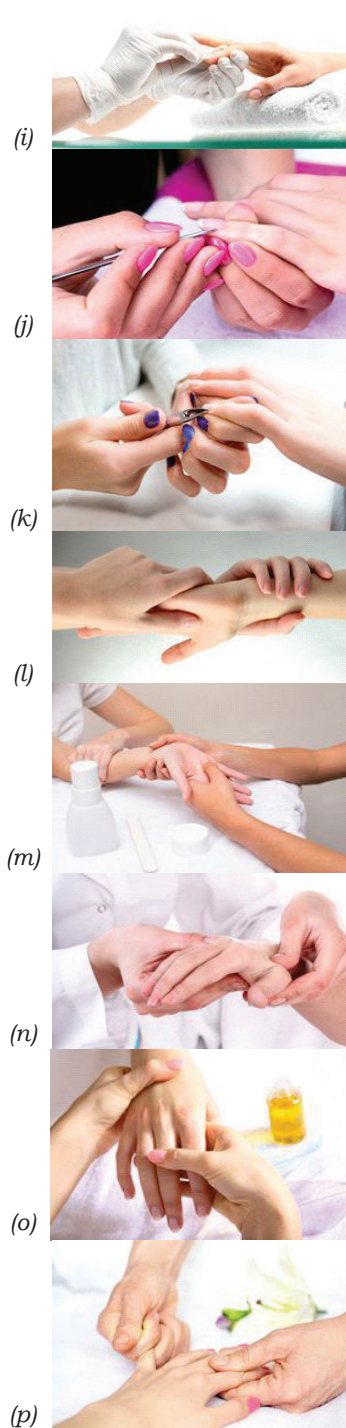


Fig. 2.14 (a-p): Manicure steps

**Step 9:** Test the warmness of water placed in a bowl for the comfort of the client. Now, soak the hands of the client in the water. This will help in the absorption of the cuticle cream, resulting in the softening of skin.

**Step 10:** Remove one hand from water at a time, dab and dry it thoroughly using a clean unused towel.

**Step 11:** Now, use a cuticle remover and a cotton wool bud to remove the cuticles. Cuticle remover is sharp, so one must take care while using it. Use it sparingly and do not apply it on the surrounding skin.

**Step 12:** Remove excess cuticle from the nail plate. A cuticle knife might be needed to do this. The nail plate should be kept flat and be damp, so that there is no scratch. The knife should also be kept flat to avoid the cutting of cuticles. Cuticle nippers may be used to trim the excess cuticle. Use a tissue paper to dispose of the waste. Bevel again. This will give a smooth finish to the free edges of nails.

**Step 13:** Select a suitable medium for massage. To begin with, massage the hand with light effleurage movements. Support the hand and massage right up to the elbow.

**Step 14:** One must apply circular thumb frictions as the application helps to get rid of tension in the flexors and extensors of the forearm.

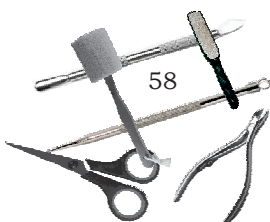
**Step 15:** Apply circular friction techniques over the back of the hand.

**Step 16:** Support the hand, and give gentle circular manipulations to each finger and the thumb. This will reduce tension in the knuckles. Do not pull the finger or make the circles too big, as this is not only ineffective but may also worry some clients.

**Step 17:** Clasp the client's fingers between your fingers. Now, pull and twist gently down the length of the finger to stretch the tissues.

## Applying nail polish

The following procedures are adopted for applying nail polish (Fig. 2.15 and 2.16).



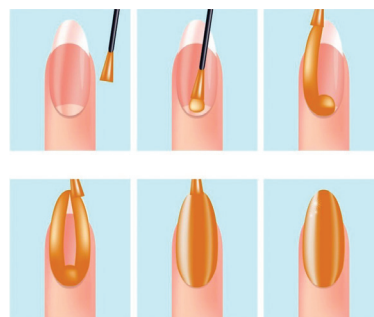
A

B

- **Base coat application:** Apply the base coat starting at the cuticle. Fan out the brush over the nail as you brush towards the tip. Always work from the left to the right direction of the nail.
- **Choose the colour:** The nail polish colour must be chosen, keeping in view the client's taste. However, a beauty therapist can make suggestions regarding the nail paint colour to be applied.
- **Prep the brush:** Dip the brush into the nail polish bottle. Drag it out while wiping it on the rim of the bottle to remove excess paint. Without re-dipping the brush, now wipe its other side on the opposite side of the rim, letting the excess paint flow back into the bottle. Press firmly so that the brush slightly fans and the coating is evenly distributed. Continue pulling the brush out of the bottle, while wiping the paint coat off on the rim. The objective is that as the brush is pulled out, the paint coating is pushed towards the tip on one side of the brush, resulting in a crescent shape.
- **First coat:** Starting at the cuticle, apply the nail polish with the help of the brush on to the nail. Press downwards. This will make the brush to fan out. Now, draw the brush to the tip of the nail while applying downward pressure, again moving from left to right to get an even coat.
- **Sealing the tips:** Once the first coat is applied, go back to the leftmost part of the nail tip and drag the brush along the edge, while gently pressing downward. This seals the paint on the tip of the nail. This will also prolong the life of the manicure.
- **Top coat:** Do exactly what was done, while applying the base coat.



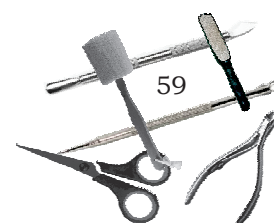
*Fig. 2.15: Choose the nail polish colour, keeping in view the client's taste*



*Fig. 2.16: Applying the nail polish step-by-step*

## Nail shapes

Each person's nail features are unique. Nails vary in shapes and sizes. One will find people with long fingers and wide nail beds or short fingers and short nail beds, and other combinations. The five shapes that are common and preferred by customers are — square, round, oval, squoval and pointed.



## NOTES



Fig. 2.17: Various nail shapes

### **Oval**

Oval is an attractive nail shape and preferred by many women. Oval-shaped nails can be long to complement a longer nail bed, or can be short to suit a shorter nail bed. This shape retains the softer curves of the round shape, while adding length to the nail at the same time.

#### *How to file*

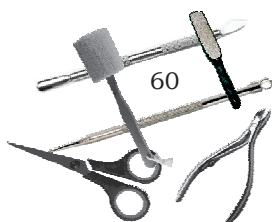
- To achieve an oval shape, straighten the sidewalls first and make sure they are even. This can be done through filing.
- File in smooth, arching motions, starting at the side of the nail moving towards the top, using a nail file.
- Work on the angles from both the sides and around the free edge to get the shape.

### **Square**

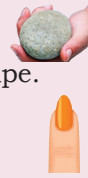
Square nail is the classic acrylic shape — straight side walls, sharp tips and a neat curve. But square nail is not always the best choice for certain nail beds as a sharp square shape can make the nail appear shorter and stubbier. But for longer nail beds, square shape can complement the nail and add length to the finger.

#### *How to file*

- To file into a classic square shape, a medium-grade file (150 grit) should be used. This helps in giving shape to the free edge and side walls.



6. Which cream is used to correct the brittle nails and dry cuticles?  
 (a) Moisturiser (b) Hand cream  
 (c) Cocoa cream (d) Cuticle cream
7. Identify the following tool.  
 (a) Orange stick (b) Pumice stone  
 (c) Nail brush (d) Cuticle pusher
8. Identify the nail shape.  
 (a) Almond (b) Square  
 (c) Pointed (d) U



#### Fill in the Blanks

1. \_\_\_\_\_ makes nails shorter.
2. Cuticle remover is \_\_\_\_\_, so one must take care while applying it.
3. Pumice \_\_\_\_\_ is used to remove dead cells.
4. \_\_\_\_\_ nails are sharp and are hard to bend.

#### Subjective Type Questions

1. What is an emery board?
2. Why a base coat of nail paint is applied?

### What have you learnt?

After completing this session, are you able to:

- describe the contra-indications that may restrict a service or treatment
- demonstrate the procedure of manicure

### SESSION 3: PEDICURE

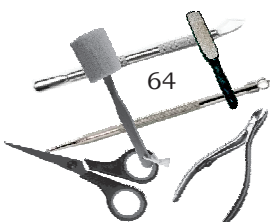
Pedicure is a service aimed at improving the appearance of the feet and toenails. Pedicure has many benefits, including prevention of nail diseases and nail disorders, cosmetic and therapeutic benefits.

Pedicure involves working on toenails and removing dead skin cells at the bottom of the feet using a rough stone called 'pumice stone' and other implements. These days, leg care below the knee is also included in pedicure.

Leg care includes depilation (hair removal) by shaving, waxing, or some other technique. This is followed by granular exfoliation, application of moisturising cream and ending the procedure with a leg massage. A monthly treatment helps



Fig. 2.20: Pedicure procedure



B

keep the feet and toenails in a healthy condition, although excessive hard skin may need more frequent pedicure treatments.

### **Purpose of pedicure**

- Improve the appearance of feet and toenails
- Relax aching and tired feet
- Reduce hard skin at the bottom of on the feet

### **Pedicure includes**

- Shaping the nails
- Cuticle treatment
- Removal of hard skin
- Specialised foot treatment
- Foot and leg massage
- Nail varnish application as required by a client

Most of the steps followed in manicure apply to pedicure too. The major differences between the two are:

- positioning of a client
- treatment of hard skin
- foot and leg massage

### **Contra-indications for pedicure**

Contra-indication is a condition that either prevents a treatment or may restrict one. For example, a bruised nail may restrict treatment, while a bacterial or fungal infection will prevent the treatment completely due to the risk of cross-infection.

#### **Contra-indications that prevent treatment**

- Multiple warts
- Fungal infection(s)
- Bacterial infection(s)

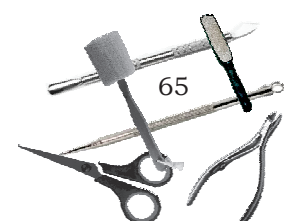
#### **Contra-indications that restrict treatment**

- Bruised nail
- Cut and aberration on hand or fingers

### **Pedicure procedure**

- Wash the hands (Fig. 2.21).
- Check with a client for contra-indications, if any.

## **NOTES**





*Fig. 2.21: Wash the hands*



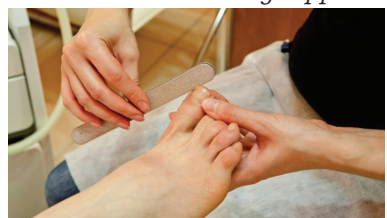
*Fig. 2.22: Soak both the feet in pedi antiseptic soaking solution*



*Fig. 2.23: Remove old enamel from the toenails and examine them for infections*



*Fig. 2.24: Shorten or cut the nails using clippers*



*Fig. 2.25: File the nails using an emery board*



*Fig. 2.26: Exfoliate and scrub the foot*



*Fig. 2.27: Use a cuticle remover to remove excess cuticles*

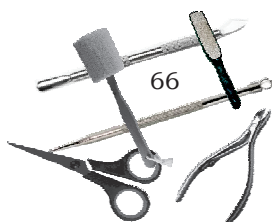


*(a)*



*(b)*

*Fig. 2.28 (a) and (b) : Push back, lift and clean around the cuticle and free edges*

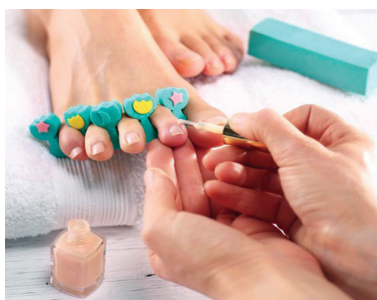


66

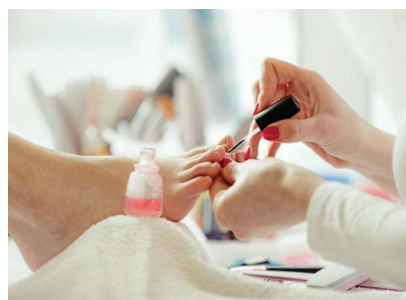
B



*Fig. 2.29: Scrub the nails*



*Fig. 2.30: Separate the toes with dividers and apply nail paint*



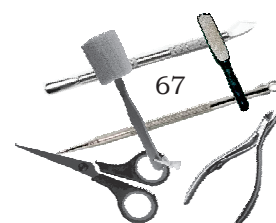
*Fig. 2.31: Apply base coat, nail paint and a top coat, if required*

- Use a cuticle knife or dual tool and nippers, if required. Repeat the process on the other foot as well.
- Scrub the nails, clean, rinse and dry them (Fig. 2.29).
- File the rough edges on the nails.
- Massage the legs one-by-one.
- Squeak and clean the nail plate to ensure that all grease is removed.
- Separate the toes with dividers or tissue papers (Fig. 2.30).
- Choose a nail enamel colour and check its texture.
- Apply base coat, nail enamel and top coat (Fig. 2.30 and 2.31).
- Give home care advice to the client and suggest the products that s/he may buy.
- Record details of the treatment.

## Pedicure massage

Pedicure massage follows the movement of kneading, tapping and solling (Fig. 2.32–2.36)

- Support the ankle with one hand and effleurage (massage involving a repeated circular movement made with the palm of the hand) six times up to the knee with each hand separately. Cover the front, sides and back of the lower leg.
- This must be followed by circular finger movement kneading the knee. Kneading is a form of massage used to treat muscles, and reduce stiffness and pain.
- Give palm kneading to the calf.
- Now, give circular thumb kneading to the front of the leg from ankle to knee.



- Apply moisturising lotion daily on the feet after bathing (Fig. 2.37).
- Dry the feet thoroughly after washing, especially the area between the toes.
- Regularly apply talc or special foot powder between the toes as it helps to absorb the moisture.
- Use creams, sprays and oils to keep the feet fresh during the day. Those with peppermint and citrus oils are particularly useful.
- Use a cuticle cream or oil to massage the cuticles regularly.
- Use non-acetone varnish remover only.
- Apply creams regularly to moisturise the nails, especially after removing the nail polish as most nail polish removers contain chemicals that dehydrate the nails.

## NOTES

### Practical Exercise

#### Activity 1

*Material required:* Entire pedicure setup

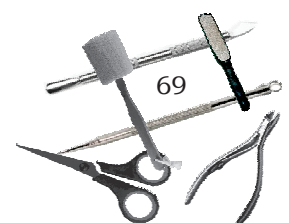
#### Procedure

- Prepare the client for pedicure service.
- Identify products and tools required for the service, such as exfoliant, nail paint remover, nail polish, cuticle cream, pedicure clipper, foot scrapper, nail brush, nail file, cuticle nippers, cuticle knife, emery board and nail scissors.
- Observe the various techniques used in pedicure services, such as filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing and polishing.

### Check Your Progress

#### Multiple Choice Questions

1. What is the purpose of pedicure?
  - (a) Improve the appearance of feet and nails
  - (b) Relax aching and tired feet
  - (c) Reduce hard skin on the feet
  - (d) All of the above
2. Some of the common equipment for manicure and pedicure include:
  - (a) Nail brush
  - (b) Nail scissor
  - (c) Cuticle cleaner
  - (d) All of the above



3. Before applying nail paint, you should place \_\_\_\_\_ between the toes.  
 (a) pumice stone (b) emery board  
 (c) toe separators (d) cuticle cutter
4. Which of the following is a specialisation of a pedicurist?  
 (a) Head massage (b) Waxing  
 (c) Hand and foot massage (d) Perming
5. Foot creams are used to \_\_\_\_\_ the feet.  
 (a) file (b) moisturise  
 (c) shine (d) protect
6. Scrubber is specifically used to \_\_\_\_\_.  
 (a) remove dead skin (b) make the skin shiny  
 (c) tighten the skin (d) protect the skin

### What have you learnt?

**After completing this session, are you able to:**

- identify the tools and materials used in pedicure
- demonstrate the procedure of pedicure

## SESSION 4: HENNA OR MEHENDI



Fig. 2.38: Mehendi design

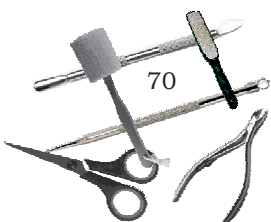
Henna is a plant, whose leaves are ground and made into a fine powder or paste to dye the skin and hair. It leaves a maroon-red colour on the skin and has a cooling effect. The paste made out of dried henna leaves is called 'mehendi'. It is also the art of applying henna paste on hands and feet in a decorative pattern or design (Fig 2.38). Mehendi is related to our traditions and customs, like weddings. Often, henna and mehendi are used synonymously. Henna mostly leaves different shades of maroon-red colour on different body parts, like the palm gets the darkest shade, while the shade is lighter on the arm, foot and leg. The best colour is achieved in a day or two. Henna also has conditioning properties and is often used by men and women as a hair dye.

### Mehendi art on hands and legs

Adequate care must be taken while applying mehendi on hands.

- Always check if mehendi suits your client by making a small dot in her/his hand. This is called 'patch test' and is the most important step.

B



- Remember to check the expiry date of mehendi before applying, else it can react and lead to itchy and burning sensation.
- Never apply mehendi just after waxing because it leads to the opening of the skin pores and the chemicals present in the mehendi can be harmful. So, wait for a day or two after waxing for the skin to get normal.
- Ensure that it is a body art quality henna and not hair henna.
- Sieve the mehendi powder before making a paste. It will remove all impurities present in it.

### Tools and material required

- Henna cone
- A book of mehendi designs
- A transparent glass sheet (an alternate to it can be a plastic sheet)
- Tissue paper
- Glitter cone (optional)
- Pencil

### Preparation

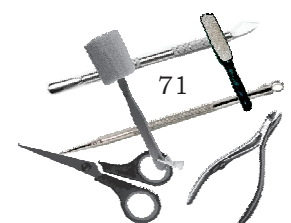
Mehendi application includes two important steps that must be followed by an artist. These are — mehendi mixture preparation and cone formation.

### Mehendi mixture preparation

#### *Material required*

- **Henna or mehendi powder:** Use body art quality henna, which is different from hair henna. Hair henna is a low quality powder with metallic slats and other chemicals.
- **Lemon juice:** It helps in the deep penetration of colour into the skin, thereby, darkening the shade.
- **Sugar:** This is optional but it makes mehendi stick to the skin for a longer time. The mehendi stays wet for a longer period and leaves a darker shade of maroon-red on the area where applied. It can be avoided in humid areas.

### NOTES



- **Essential oils (lavender/ tea tree/eucalyptus):**  
These oils contain monoterpene alcohol, which aid in the release of dye molecules and give a scent to the paste. These are very strong, so use a small quantity, for example 30 ml oil in 100 gram of henna is sufficient.

### Method

- 1) Take a glass bowl and put henna powder and sugar in it.
- 2) Mix lemon juice and essential oils until you reach a thick consistency as of mashed potatoes.
- 3) Cover the bowl with a plastic sheet and press it down to touch the top of the henna.
- 4) Set it aside. The time varies for different types of henna. So, check for it every 4–6 hours. Put a dot on your hand and wipe it after 5 minutes. If an orange stain is formed, it is good to go.
- 5) Now, mix more lemon juice to reach a slightly thinner consistency as of stirred yogurt.
- 6) Put the paste in a cone and close its mouth with a rubber band.

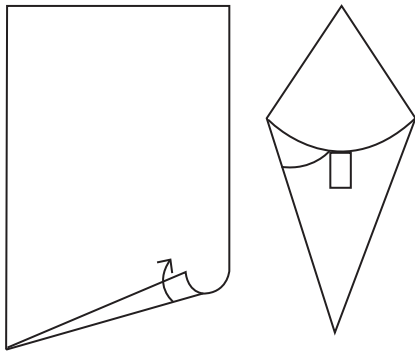


Fig. 2.39: Hold one corner of the sheet and start rolling it

### Cone formation

#### Material required

- Take a rectangular plastic sheet or cone paper (Fig. 2.39).
- Hold one corner and start rolling it, keeping it tight at the adjacent corner along the width (Fig. 2.39).

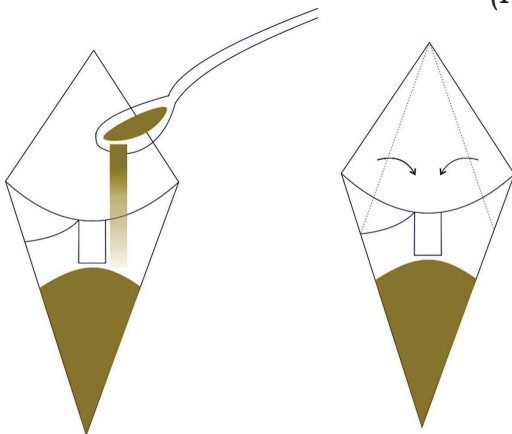


Fig. 2.40: Put 2–3 spoons of henna paste in the cone and fold its edges inwards

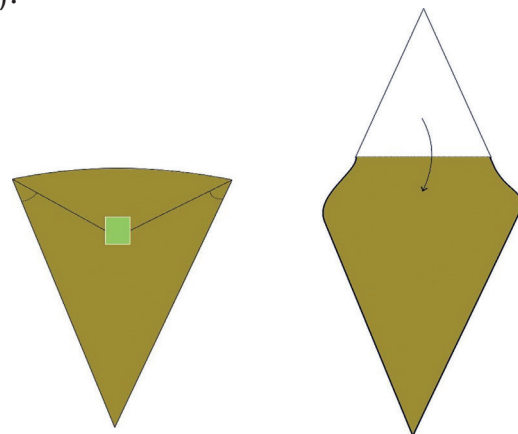
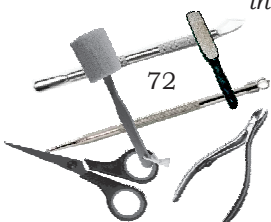


Fig. 2.41: Fold the free corner at the top of the cone downwards and tape it



- Tape the free edge of the sheet after it has been rolled in a cone (Fig. 2.40).
- Put 2–3 spoons of henna paste into it to fill three-fourth of the cone (Fig. 2.41).
- Seal the open mouth of the cone by first folding the two corners of its mouth inwards (Fig. 2.41).
- Now, fold the free corner at the top of the cone downwards and tape it in place to ensure that there is no leakage.

## Procedure

- Before applying mehendi or henna on a client's hands, practise a little with a mehendi cone on a glass or plastic sheet.
- For making a design, take help from printed designs or a mehendi art book.
- Cut the tip of the cone according to the design.
- Squeeze the cone gently on a tissue paper to check the flow of the mehendi.
- Your hands might shiver in the beginning, so start with drawing straight lines, dots, curves, circles, etc. It gets better with practice.
- Once comfortable with using a cone, try making various designs, like leaves, flowers, hearts, etc.
- Clean the tip of the cone repeatedly while applying mehendi.
- Remember to start from the farthest end to the nearest and do not mess with the design.
- Mistakes made on the glass sheet can be wiped off with a tissue paper but be careful while applying mehendi on skin. It will be difficult to correct the mistakes as it leaves the colour, which lasts for 10–15 days.

## Sparkle mehendi

This type of mehendi is available in a range of colours and designs. It can be chosen as per the outfit. Sparkle mehendi is a blend of glitter tattoos and mehendi body art, which gives instant colour and sparkle of glitters to the skin (Fig. 2.42). It is made waterproof by the use of adhesive glue paste, which is blendable. Moreover, it can hold in hot bath too.

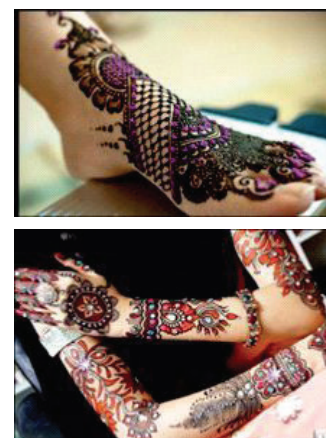


Fig. 2.42: Sparkle mehendi designs

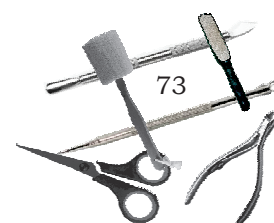




Fig. 2.43: Wooden block mehendi designs

## Wooden block mehendi

In this type of mehendi, a design is already carved on a small block of wood (Fig. 2.43). Ink is applied on the designed surface and firmly pressed on the skin. They come in a variety of designs, like flower block, finger block, paisley, animal motifs, etc.

## After care advice

Give tips to clients to ensure that the design lasts longer.

- 1) Apply the mixture of lemon juice and sugar on semi-dried mehendi. It will help the mehendi stay longer and leave a darker colour on the skin.
- 2) Let the mehendi dry for at least three hours to achieve a darker colour.
- 3) Do not use water to remove the mehendi. Avoid washing hands for at least 10 hours.
- 4) Heat whole cloves or its powder on a pan and expose the hands to its smoke to achieve a darker shade.

## Practical Exercise

### Activity 1

*Material required:* Printed mehendi designs, transparent sheet and mehendi cone

### Procedure

- Identify various parts of the body commonly used for mehendi application.
- Observe how simple mehendi designs are created.
- Observe how mehendi is removed after drying.

### Activity 2

*Material required:* Mehendi powder, plastic sheet and oil

### Procedure

- Prepare tools and products needed for mehendi application, such as mehendi cones, oils, etc.

### Activity 3

*Material required:* Mehendi paste and cone

### Procedure

- Make two free-hand designs on an A-4 sheet using a mehendi cone.

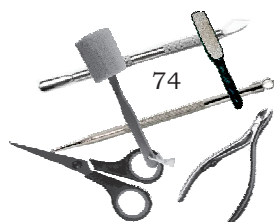




Fig. 3.1: Damaged hair



Fig. 3.2: A client getting a headwash

## INTRODUCTION

Hair shaft is made up of layers and they can get damaged when they come in contact with direct heat or unfavourable conditions (Fig. 3.1). Blow drying involves the use of heat for drying and styling the hair, which has an adverse impact on the hair if done wrongly, making them weak.

Not only styling processes, like colouring, perming, straightening, etc., but environmental factors also have adverse impacts on hair and can change their properties, such as losing sheen and volume, making them dry and brittle, causing split ends and dandruff, etc. Environmental factors include sunlight (UV rays), pollution, humidity, wind, dry weather conditions, etc. Head wash helps in maintaining healthy and clean hair (Fig. 3.2).

The lack of care and poor quality products also affect the health of the hair. Regular hair care with protectants can make the hair healthy, and help in regaining its shine and strength.

Salons can provide hair care service. For this, a salon should be clean and disinfected, maintain a suitable temperature and lighting facility. It should follow the required safety standards.

## SESSION 1: BASICS OF HAIR CARE

### Effects of environmental factors and use of hair dryer

Humid weather conditions affect all hair types, leading to frizzy and unmanageable locks. Straight hair become wavy and curly hair turn curlier or even coil up. Moisture-laden air makes the hair limp and sticky. This happens due to molecular changes as hair are hygroscopic and tend to absorb moisture from humid air, causing them to swell up and making styling difficult. Proteins in the hair shaft are not uniform. Different molecules react differently to water, and as a result, different types of hair swell differently. This uneven absorption causes twisting and curling of the hair.

Wind and pollution are the other two factors responsible for tangling and breaking of hair. Particulate matter and other pollutants, like smoke, can cause dandruff and further weaken the hair.

Drying processes too have a damaging effect on hair. Daily hairdrying has shown cracks on the cuticle, ultimately damaging the ultra-structure of the hair. But if an optimum distance is maintained between the hair and the hairdryer, along with minimum heat settings, the damage can be minimised.

### Types of hair

Human hair are of different types and have a variety of texture and pattern (Fig. 3.3). They are, usually, classified on the basis of pattern and volume. They can be divided into four categories — straight, wavy, curly and coily.

#### Straight

They have no curly pattern and are naturally sleek. They are, usually, oily as natural oil from the scalp reaches the tip of the hair because of the absence of curls. They are comparatively easy to style.

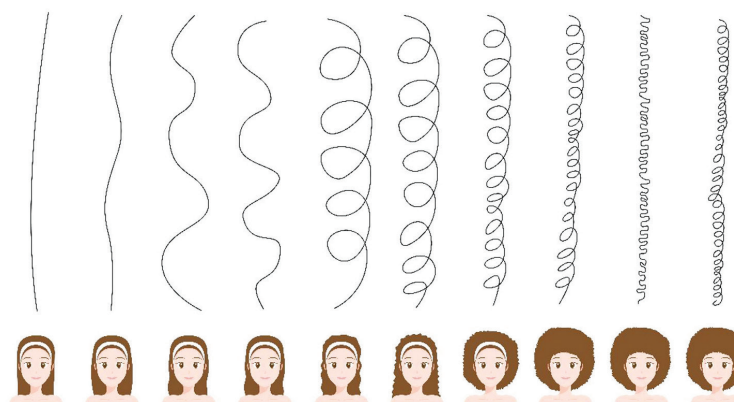
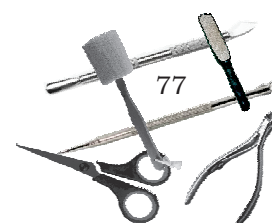


Fig. 3.3: Types of hair

HAIR CARE



### Wavy

They form an 'S' shape and have waves. They are less oily but are not dry either. They range from gentle to frizzy waves. They can hold various types of styling.

### Curly

They form ringlets or spirals and tend to be dry as the oil does not reach the tip of the hair because of curls and bends. They are wavy or straight when wet.

### Coily

They are tightly curled and retain the same shape even when wet. They are extremely dry and frizzy. They range from tight pencil width curls to zigzag pattern with no defined sections of hair. They can shrink by more than half of their original length.

The texture of the hair affects styling to a great extent. It means, if your hair is coarse, medium or fine, it can hold a particular hairstyle. The density of the hair on the scalp also influences styling. Hair can be thick, medium or sparse, medium being the easiest to style.

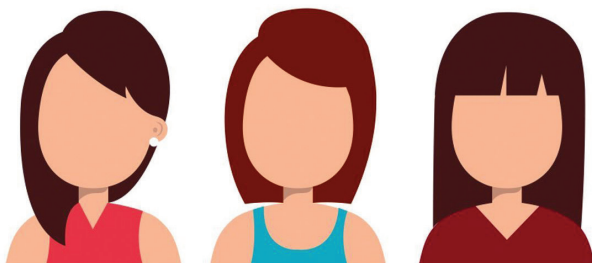
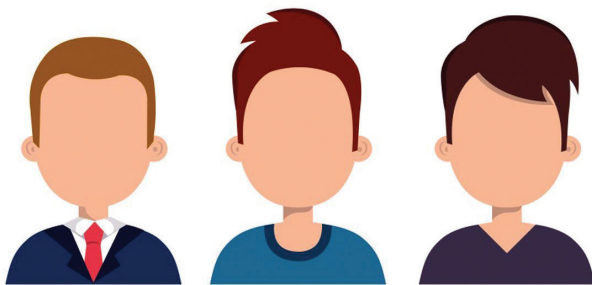


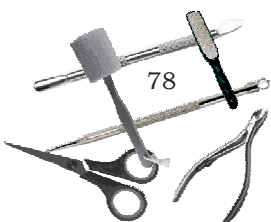
Fig. 3.4: Different hairstyles

### Features affecting hairstyling

Every customer has different features in terms of hair shape, density, texture, curls and cut, skin tone, face shape, lifestyle, etc. Therefore, it is necessary to take care of all these factors while choosing the styling procedures and a hairdo (Fig. 3.4).

### Head shape

You can change the appearance by adjusting few things in styling. For example, hair should be slightly longer in case of a flat crown, side parting on narrow heads makes them look broader, centre parting on broad heads makes them look narrower.



A B

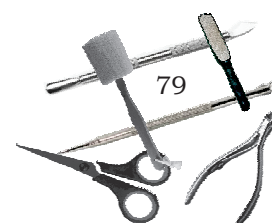
## Facial features

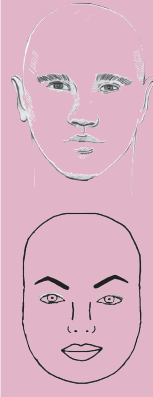
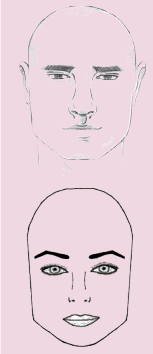
- Some clients wish to hide some of their facial features with the help of hairstyles, for example, long hair for long and thin neck.
- Layers and flicks suit some people with short and wide neck.
- Protruding ears can be hidden behind long hair.
- Broad forehead can be covered with the help of bangs.
- Large or protruding nose can be made less noticeable by styling the hair in the front area.
- Long and curly hairstyle works the best for uneven eyes as it visually broadens the face and gives an even look to the eyes.
- Short choppy hairstyle can divert the attention from long face and prominent double chin; highlighting the cheekbones and enhancing one's looks.
- Flattering multi-layered hairstyle helps to tone down chubby cheeks.

## Face shape

The following hairstyles apply for male and female when we talk about face shapes, like oval, round or square.

Face shape		Reason for style	Female	Male
<b>Oval</b>		Client's preference	Most hairstyles suit this shape.	Most hairstyles suit this shape.



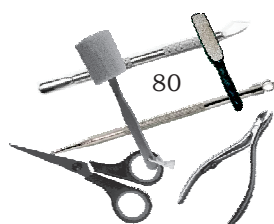
<b>Round</b>		To make face look narrower	Centre parting with fullness at crown, layers on top for volume, rest of the hair should be closer to the face and come below the chin	Height needed on top and front; centre or off-centre parting, resembling square style
<b>Square</b>		To mask the angled look due to bone structure	Hair need to be cut onto sides of the face; short-to-medium length hair suitable; centre parting with height at crown	Sides shorter with height on top and at the front

## Lifestyle

Everybody has her/his own hairstyle preference. Children want an easy and manageable style, whereas, teenagers want a trendy one. Elderly people prefer a mature and soft look, while sportspersons want something that can be easily managed and tied. The profession of a person also influences the hairstyle to a great extent, e.g., armed forces personnel have to keep their hair short.

## Anatomy of hair — basics

Before moving to styling techniques, it is important to know about the physiology of hair. They are thin thread-like structures, which cover the whole body, except the sole of the feet, palms and lips. The hair covering the body are known as ‘vellus’ and are short less dense, fine and soft. They grow from the pores of the skin and help our body to breathe. The hair growing on the head, eyelashes and eyebrows are longer, thicker and pigmented. They are called ‘terminal hair’.



## Structure of the hair

Hair is made up of amino acids and chemical bonds. It has three main parts — hair bulb, hair shaft and roots.

### **Hair bulb**

It contains cells, which produce the hair. The cells divide and push upwards, forming six layers. The inner three layers form the hair, differentiating into 'cuticle', 'cortex' and 'medulla'. The outer three layers form the lining of the follicle, inner root sheath and basement membrane. Melanocytes, cells, which produce the pigment melanin, are also present in the hair bulb, giving a characteristic colour to the hair.

### **Hair shaft**

It is that part of the hair, which is visible above the scalp. The hair shaft is made up of 'keratin', which cannot be easily torn. The shaft has three layers. They are — cuticle, cortex and medulla.

#### *Cuticle*

It is the outermost layer with translucent scales overlapping each other. It protects the other layers.

#### *Cortex*

It is the middle layer with melanocytes, giving elasticity and strength to the hair.

#### *Medulla*

It is the innermost layer, which is usually absent in fine hair.

### **Roots**

It ends in the hair bulb and consists of 'papilla' and 'hair matrix'. Papilla is a large structure at the end of the follicle. It is formed by capillary loop and connective tissues, where cell division is rare. Hair matrix produces root sheaths and the actual hair shaft.

## Glands and muscles in hair follicle

### **Sebaceous gland**

This gland is also known as 'oil gland' as it secretes lubricating oil, which lubricates the skin and the hair. These glands are attached at the top of the hair follicle.

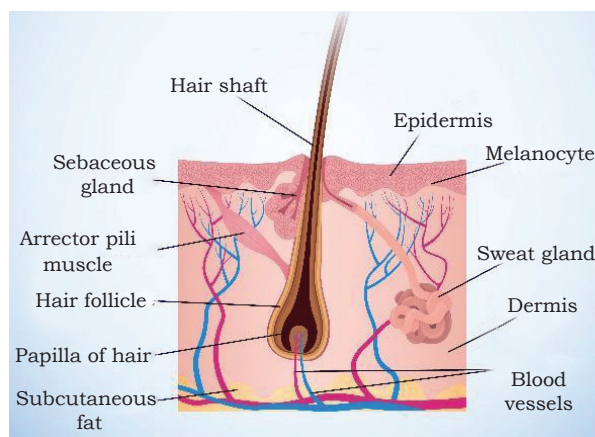
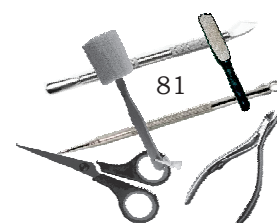


Fig. 3.5: Hair structure



### **Sweat gland**

This gland secretes sweat and is located in the dermis of the skin. These have a coiled tubular structure and are present in the whole body.

### **Arrector pili muscle**

This muscle is responsible to make the hair stand on its end and is present near the follicles.

### **Hair growth cycle**

The hair growth cycle consists of three phases, namely anagen, catagen and telogen (Fig. 3.6).

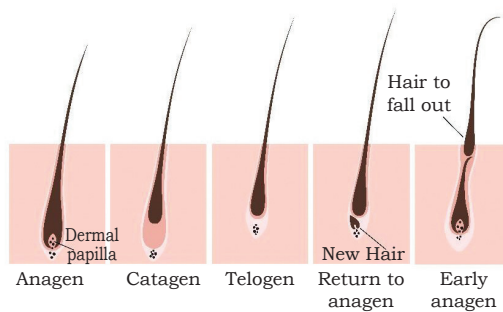


Fig. 3.6: Hair growth cycle

#### **Anagen phase**

This is the growth phase of the hair. The bulb regenerates, and then, produces a hair strand. This is the period during which the hair actively grows. The phase lasts for 2–7 years.

#### **Catagen phase**

It is the transitional phase, which lasts for 2–3 weeks. This period marks the end of the growth phase of the hair. Here, the follicle retracts and starts its upward migration.

#### **Telogen phase**

It is the resting phase, where the hair no longer grows but is attached to its follicle. After about three months, there is hair fall when the hair is washed or combed. After this, the follicle can again start a new anagen phase. Thus, each hair follicle produces a new strand and passes through 25–30 cycles of production in our entire lifetime.



Fig. 3.7: Hair problems

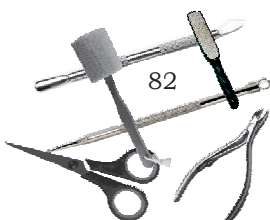
### **Contra-indications**

Excessive heat can have adverse effects on the hair and scalp.

- 1) Hair are made up of proteins, which get damaged from heat. Excessive heat and daily usage of a hairdryer damages the hair cuticle, which can be temporary or permanent.
- 2) Hair fall occurs due to the opening of the skin pores from heat. These pores absorb dirt and dust particles, leading to hair fall.

A

B



## SESSION 2: COMMON HAIRDOS

Creating a hairdo is an integral part of grooming. It can change the appearance of a person and can also instill confidence in her/him.

### Common hairstyles

#### Plait

The simplest way to do a plait (Fig. 3.11) is twisting three sections of the hair together in one braid. There are several ways to plait the hair and create funky looks, for example, side plait, centre plait, fishtail plait, French plait, Dutch plait, rope plait, etc. A simple way to plait the hair is — divide hair into three equal parts, hold the right part in the right hand, left in the left hand and middle between the thumb and another finger of either hand. To begin doing a plait, cross the right section over the middle section, then repeat this procedure with the left section, smoothing the hair down as you go. Put a rubber band at the end of the plait to stop them from unwinding.

#### Twist

It relates to twisting two parts of the hair tightly (Fig. 3.12). Take a section of the hair and divide it into two equal parts. To begin, twist one part around the other. Continue working on your way down the strand, twisting in the same direction. When you reach the end, hold the ends firmly between two fingers, and gradually, release the pressure so that the twist loosens and settles on its own. You can also make a twisted hairstyle using the entire hair.

#### Braid

Braid is a complex pattern formed by interlacing three or more stands of hair (Fig. 3.13) The best thing about this style is that it can be worn on any type of hair — long, short, bun, curls, etc. There are milkmaid braids, fishtail braids and French braids. Braids are used not only as a hairstyle for children



Fig. 3.10: A client getting a haircut



Fig. 3.11: Plait



Fig. 3.12: Twist

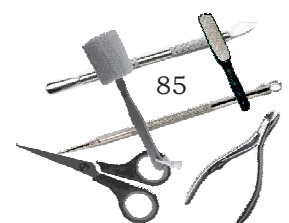




Fig. 3.13: Braid



Fig. 3.14: Knots



Fig. 3.15: Chignon



Fig. 3.16: Pleated hairdo

but also for women in 30s or 40s. Milkmaid braid is made on the top of the head. It can be thick to hold a large volume of hair or thin to resemble a headband. Messy bun braid is another hairdo example. Side braids are edgy and often sported by celebrities. To make a braid, three sections of the hair are required. One section is taken side-by-side, while working down the braid. You have to take a section each time from the leftover hair while braiding.

## Knot

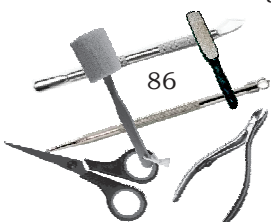
These not only stand for long but are also appropriate for many occasions. Knots are simple to make and are literally done by knotting sections of the hair (Fig. 3.14). The simplest of all is 'cascading half updo'. Just take one section each from the left and side of the head behind the ears. Knot these two sections and pin up the loose ends. Leave the rest of the hair open. You can, similarly, make a knotted style out of the entire hair by dividing it into two and making a knot.

## Chignon

It is a type of bun, which gives voluminous look to the hair and is, usually, made at the nape of the neck (Fig. 3.15). To create this style, gather all the hair at the nape and gently twist them till the end. They start to coil. Continue twisting them into a bun and secure the bun with pins. Use a tail comb and pull the hair gently to create a voluminous look. Pull a section at the crown area to give a little height.

## Pleat

This style can be used for a dinner party or other informal events. It involves layering of the hair and tucking each layer into side swept bun (Fig. 3.16). To make the simplest pleat, brush the hair, twist the top section of the hair and pin it at the back. Now, take the section behind, twist



it and pin it at the back. Take the previously twisted section and divide it lengthwise across the head and ear-to-ear. Take the first section and back comb it. Similarly, back comb all layers. Now, tuck the sections one-by-one neatly at the back. Comb the top layer and pin it over the sections tucked at the back. To make a neat look, brush through the hair from front to back. If they seem to be flat, gently pull the hair with a tail comb. Set the hairdo with a hairspray.

## Roll

This hairdo is simple to make and gives an elegant look (Fig. 3.17). Put a stretchy headband around the crown area. Pull hair from the crown area to give a voluminous look. Starting from one side of the hair, loop a section around the headband. Take more sections and cover the headband. Spread the strands evenly as you go on looping the hair. Wrap the entire hair and ensure that no loose strands are seen. If some strands peek out, secure them with pins. This is called 'princess roll' and is perfect for a weekend or a party.

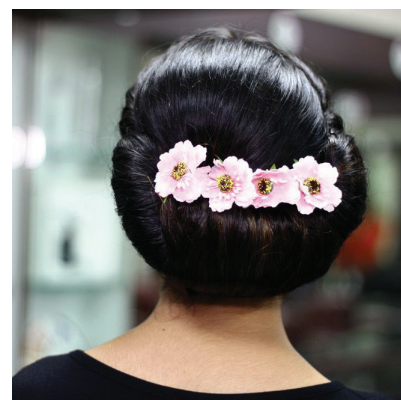


Fig. 3.17: Roll

## Ringlets

This style gives an elegant and stylish look to the hair without much hassle. They stay intact for a long time and are perfect for special occasions. They can be created with the help of a curling iron (Fig. 3.18). Ringlets are of many types, such as spiral, smooth, soft, fluffy, levelled, etc.



Fig. 3.18: Ringlets

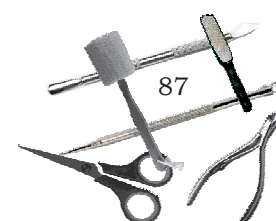
## Smooth blow dry

Blow drying is a simple method to give bounce to the hair. It is done to straighten the hair (Fig. 3.19). Pick a hair brush according to a client's hair type. Divide the hair into sections and pick one. Clip the rest of the hair and start working on that section. Roll the hair in a brush in a clockwise direction and use a hairdryer directly on it. Keep a check on the temperature and do not reheat the same area as this might burn the hair. Perform this type of blow drying on damp hair.



Fig. 3.19: Smooth blow dry

HAIR CARE



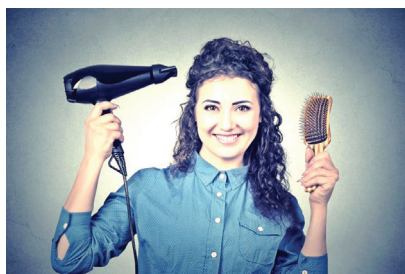


Fig. 3.20: Curly blow dry

## Curly blow dry

A section of the hair is lifted using fingers and air is passed through the hand from the diffuser just before clamping the fist (Fig. 3.20). Mousse has an important role in this process as it helps to hold the style. It should be applied by turning the head upside down. In this style, the curls are not pulled, so straightening is avoided. Low speed of the air further ensures less frizz. In order to get the maximum lift, move your diffuser in circular motions. Be sure to hold your ends out of the diffuser, as they are likely to become over-dried and frizzy.

## Tonging

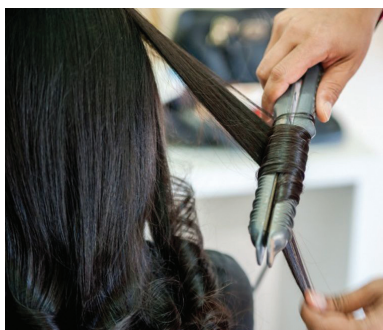


Fig. 3.21: Tonging

Tongs are used for curling the hair. Prep hair with a heat protectant. Curl the hair with a tapered curling wand (Fig. 3.21). Hold the wand horizontally and wrap the hair around it. Once hot, release the hair and let it cool. Lightly finger comb through curls. Style bangs as desired. Use a hairspray to hold the style.

## Straightening

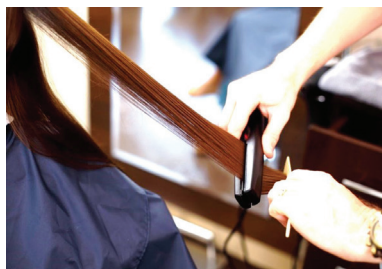
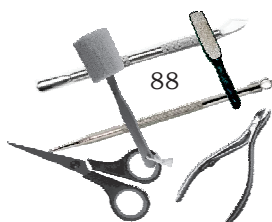


Fig. 3.22: Straightening

Hair straighteners and blow dryers are used for straightening the hair (Fig. 3.22). Flat iron has ceramic plates, which impart shine along with straightening. Both the methods incorporate heat and work best when the hair is sectioned. Use a good quality heat protectant. Take a small section of the hair, press it between the plates and gently move down along the length of the hair. Repeat the process to achieve perfect straightening. Now, take another section of the hair and repeat the process. While straightening the hair using a blow dryer, take a section of the hair on a brush and keep the mouth of dryer over the brush and move along the length. Repeat this process with every section till the entire hair is straightened. Use a small quantity of serum to stop the hair from going frizzy.

## Setting the hair

Setting the hair could be different in males and females. Gel or wax is used to keep the hair in place. Hair is brushed gently according to the preferred style and the hairdo is finished with a hairspray.



A B

## Hair accessories

Different types of hair accessories are used to hold a hairstyle and decorate the hair, such as pins, clips, false hair, *paranda*, nets, veils, fresh flowers (*gajra*), etc. They not only hold the style but also enhance one's look.

### Bobby pins

They can hold a hairstyle for as long as you need. They are of many types (Fig. 3.23).

#### Hair pins

They are wavy U-shaped pins. They are appropriate for twists and buns. They also come attached with pearls or covered with glitters.



Fig. 3.23: Types of bobby pins

#### Jumbo pins

These are used for long tresses as they are bigger in size. The unwavy design provides a tighter grip to tresses, which are thick and unmanageable. These pins are capable of holding the unruliest kind of hair in place for a longer time than any other pin.

#### Regular pins

These can be used on any type of hair. They hold buns and flicks. They are used in many types of hairstyle.

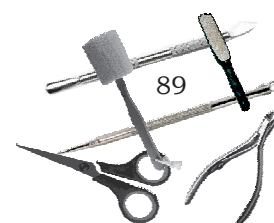




Fig. 3.24: Barrette



Fig. 3.25: Alligator clip

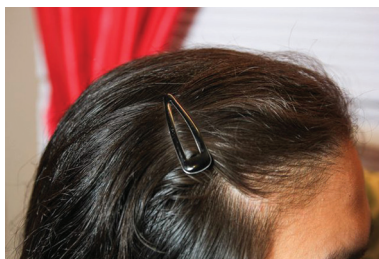


Fig. 3.26: Snap clip



Fig. 3.27: French clip

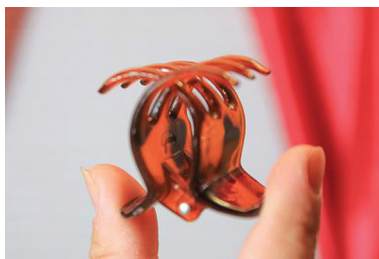


Fig. 3.28: Jaw clip

### **Mini pins**

These are used for fine hair and shorter tresses as large pins protrude outside the hair.

### **Hair clips**

These are of different types and are used depending on the purpose. They can be plain and simple, or ornamental.

### **Barrette**

These are single piece of molded plastic or metal that fold and snap together to hold thin layers of hair (Fig. 3.24). They are often worn by children.

### **Alligator clip**

It is a pinch clip with a spring to grip the hair like an alligator's mouth (Fig. 3.25). Stylists often use these clips to hold sections of the hair while styling.

### **Snap clip**

It is commonly called 'tic-tac' (Fig. 3.26). Snap clips come in pointed oblong shape and lay flat against the scalp when closed. To open, the clip is bent backwards until it snaps open. While putting a snap clip, it is bent down to lock.

### **French clip**

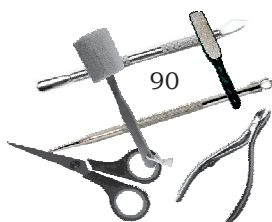
It has an auto lock and is like a bigger barrette (Fig. 3.27). French clip has a metal bar with a tension design underneath the barrette that gets stuck between two small heads, which lock when closed, so that the hair is held firmly in place. French clips work best with long and thick hair.

### **Jaw clip**

It is commonly known as 'clutcher'. Jaw clips are spring tension pinch clips with two small comb-like structure that clasp together (Fig. 3.28). They come in various designs and sizes, and are the most common hair accessory for girls.

### **Banana clip**

It is a long clip and has small teeth on both sides. It gives a fluffy look to a ponytail.



### ***Feathered hair clip***

It is a hat clip and gives a royal look.

### ***Button clip***

A button clip, generally, holds the hair with the help of velcro. It can be put in braids or buns to give it a sparkling look.

### ***False hair***

These are commonly known as 'hair extensions', and add length and volume to the hair (Fig. 3.29). They are clipped inside layers of natural hair.



Fig. 3.29: False hair

### ***Head band***

It runs around the forehead. It usually contains an elastic band to hold the hair around the head (Fig. 3.30).



Fig. 3.30: Head band

### ***Maang tikkaa***

It is worn by women in the centre parting of the hair. It has a hanging ornament at one end and a hair pin or hook at the other. The hook is attached to the hair in such a way that the ornament dangles at the hairline of the woman.



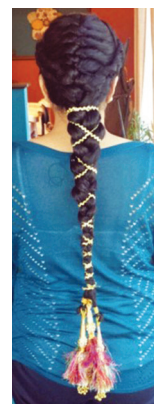
Fig. 3.31: Tiara

### ***Tiara***

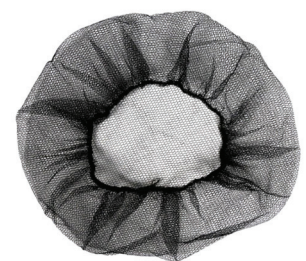
It is a curved metal strip embellished with stones, pearls or crystals (Fig. 3.31). It is often paired with buns or raised crown hair to give a princess look. Tiara comes in different designs and the one with an elastic is worn as a head band.

### ***Paranda***

It is a traditional Indian accessory, which is intertwined in a braid [Fig. 3.32(a)]. It imparts length, thickness and colour to natural hair.



(a)



(b)

Fig. 3.32: Paranda (a) and Net (b)

### ***Net***

It is a small piece of net fabric with an elastic to secure a bun, so that flicks of hair do not come out [Fig. 3.32(b)].

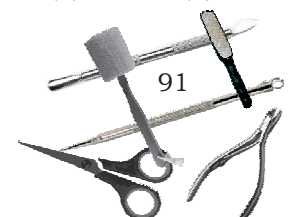




Fig. 3.33: Gajra

## Veil

It is a hanging cloth intended to cover the entire or some part of the head and face.

## Fresh flowers (*Gajra*)

Flowers, like rose and jasmine, give an elegant look to a simple bun or braid or half-tied hair. *Gajra* is often made of jasmine flowers tied with a thread (Fig. 3.33). It gives a traditional look to a bun and braid.

## Styling products, tools and equipment

A range of styling products, tools and equipment are available for styling the hair. Every salon has its own set of preferences as regards to products and tools. Some products, tools and equipment that commonly used are given below.

## Styling lotions

They increase the life of a blow drying styling and are available in various strengths. These are applied to the hair prior to styling.

## Mousse

It is also used for increasing the life of blow drying styling. It is applied to the hair prior to the process and helps in taming the curls.

## Styling gel

It helps in holding a style for long and prevents flicks and strays.

## Heat protectant

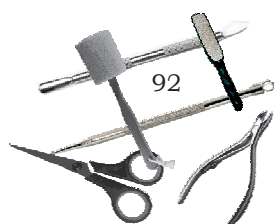
It protects the hair from heat during straightening or curling by applying a heat resistant coating over the hair. It is applied after drying the hair but before using direct heat.

## Serum

It helps in untangling the hair, adding shine, reducing frizz and enhancing the style. It is applied after the styling is done.

A

B



## Hairspray

It is used to fix a hairstyle, protect it from moisture present in the hair and scalp, and keep it for a long time (Fig. 3.34). It is applied after the completion of the styling.

## Cream

It is used to smoothen and control the hair, create a texture and support the finished style. It is applied after the styling.

## Finishing gel

It gives a wet look to the hairstyle, creates a texture and is applied after styling.

## Combs

### **Flat back brush**

Combs come in different colours and various types of bristles [Fig. 3.35(a)]. It is used while root lifting, if the hair is short.

### **Tail or teaser comb**

The teeth are tightly spaced and the comb has a long tail at one end [Fig. 3.35(d)]. It is used for sectioning the hair.



*Fig. 3.34: Hairspray helps in fixing a hairstyle and keeping it for a longer time*



Flat-back brush  
(a)



Pitchfork comb  
(b)



Quill brush  
(c)



Teaser comb  
(d)



Barber comb  
(e)

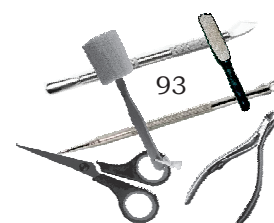



Round brush  
(f)



Vent brush  
(g)

*Fig. 3.35(a-g): Types of comb*



S.No	Modules and Units	Page No
8.	<b>Carry out Application of Simple Mehndi Designs (BWS/N0127)</b>	<b>173</b>
	Unit 8.1 - Carry Out Application of Simple Mehndi Designs	175
9.	<b>Maintain Health and Safety of Workplace (BWS/N9002) Unit</b>	<b>181</b>
	9.1 - Maintain the Health and Safety of Workplace	183
10.	<b>Create a Positive Impression at the Workplace (BWS/N9003)</b>	<b>199</b>
	Unit 10.1 - Creating a Positive Impression at Workplace	201
	Unit 10.2 - Professional Skills	210
	Unit 10.3 - Language Skills	214
11.	<b>Employability Skills (DGT/VSQ/N0102)</b> <a href="https://eskillindia.org/NewEmployability">https://eskillindia.org/NewEmployability</a> Scan this QR Code below to access e-Book	<b>221</b>
		
12.	<b>Annexure</b>	<b>223</b>



## UNIT 1.1: Overview Of The Beauty Industry

### Unit Objectives

At the end of this unit, participant will be able to:

1. Analyze the Beauty Industry
2. Evaluate the Career Aspects in the Industry

#### Overview of Beauty Industry

The Global beauty industry is one of the most fascinating areas for consumers. The industry has been witnessing dramatic changes in the world market. These changes are mostly economic, cultural and the social transformations taking in different parts of the modern world. The industry has been able to pull a huge demand of products and services from the consumers worldwide; globalization is the major reason behind an extraordinary production of the products and services in this sector. In the last two decades the Global Beauty Market has grown by 4.5% a year on average, with annual growth ranging from 3% to 5.5%.

The Global Beauty market is generally divided into five segments: Skincare, Hair care, Colour (make-up), Fragrances and Toiletries. These segments are diverse yet interrelated which provides the consumers with a range of services, making them satisfied. In everyday life, each person follows a regime of personalized beautification, which includes: shower, shave, shampoo, weekly nail trim and monthly haircut. The next step is the holistic view of our beautification ritual which may include periodic visit to the beauty salon. The beauty salon has been increasingly improvising the various services, some of them includes; hair styling, hair removing, facials, nail care and many more such services.

The beauty industry has been growing phenomenally every year. Women contribute approximately 85 % of salon industry revenue, while men's facial care is the next big wave to hit globally. The rising influence on the middle class has upgraded the consumption lifestyles and willingness for adapting expensive services. The expansion of Spa and Salons are visible in luxurious hotels, Resorts, Cruises and many more such places which gives a huge platform for employment as well.

#### Career prospects in the Industry

An estimated 4 million people are employed around the world in this industry, which includes: fashion design, sourcing materials, manufacturing, distribution, marketing, retailing, advertising, communications, publishing and consulting and many more. Out of the several employment options, this course will be focusing on the role and responsibilities of an Assistant Beauty Therapist.

## UNIT 1.2: Job Role Of An Assistant Beauty Therapist

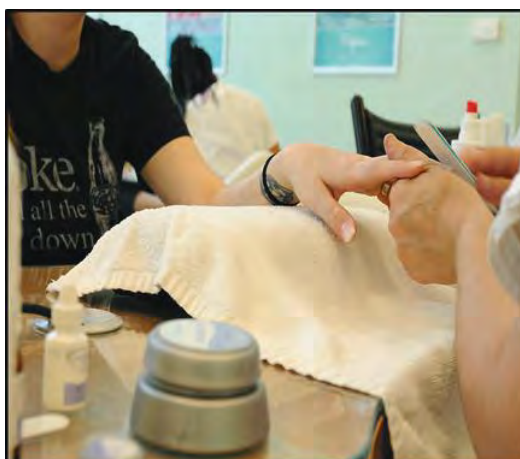
### Unit Objectives

**At the end of this unit, participant will be able to:**

1. Analyze the job role of an Assistant Beauty Therapist

#### **Role of an Assistant Beauty Therapist**

An Assistant Beauty Therapist needs to be aware of the basics of beauty therapy, health and hygiene, safety and needs to be knowledgeable about various beauty products. Assistant Beauty Therapist is expected to perform basic hair removal; manicure, pedicure and basic face care services and also assist the Beauty Therapist in providing advanced services. The person also assists in salon ambience maintenance and also do various other odd jobs in the salon including sell salon retail products after obtaining knowledge on them.



*Fig 1.2.1: Work in action in a salon*

An Assistant Beauty Therapist should be well-versed with the beauty services and therapy operations and have a basic service aptitude. Proficiency in communication and keen service orientation would help in providing world class services to the clients.

#### **Key Attributes of an Assistant Beauty Therapist:**

- To provide basic skin care treatment.
- To carry out basic hair removal services.
- To provide manicure and pedicure services.
- To assist the beauty therapist performing beauty services.

## UNIT 1.3: Few Major Companies Of The Sector

### Unit Objectives

At the end of this unit, you will be able to:

1. Identify few major companies of the sector

#### Few major Beauty Industries

Below is the list of 5 top beauty brands available in India that we all love for different reasons :

- **Lakme** – It is the most trusted brand in India. Lip liners and lipsticks, nail paints and eye shadows, eye liners and eye shadows, foundations and blushes, are few of the most sold products. Lakme belongs to the Unilever brand which is ruling the Indian market with their products priced at moderate rates. It never fails to disappoint its customers with its qualitative and budget friendly Lakme products.



- **L'Oreal** – The next product in the line is L'Oreal. The biggest hit of this brand is its star collection of lipsticks. L'Oreal also offers a marvellous range of hair care products like shampoos, conditioners, masques, serums etc. L'Oreal is undoubtedly one of the finest products available in India.

L'ORÉAL  
PARIS

- **Revlon** – It is an international brand and came to India at the beginning of this century. It offers a wide range of beauty cosmetics like: lipsticks, mascaras, eye liners, nail paints, lipsticks, lip glosses and many more. The rates of Revlon are at the higher edge, but the products are worth the rate.



- **Avon** - This foreign brand is mainly used by Indian women as it also offers them a chance to work from home and become a sales representative for Avon. It offers an amazing range of products ranging from skin care, hair care, cosmetics, fragrances, personal care, etc. The products are moderately priced. Within these few years, the brand has secured a good position in India and is counted among the top most brands in the country.



- **Shahnaz Husain** – It has been named after the founder of the company, Shahnaz Husain in 1970. It is one of the leading brands available in India. Shahnaz Husain products are mainly used by the elder females. The brand is well known for its anti-aging treatments and the popular Ayurvedic Kajal.



## UNIT 2.1: Carry Out Preparation And Maintenance Of Work Area

### Unit Objectives

At the end of this unit, participant will be able to:

1. Prepare and maintain work area
2. Illustrate the process of filling the client record card
3. Explain the process of preparing a client for service
4. Illustrate sterilisation and disinfection methods
5. Demonstrate the method of improve personal presentation and ideal behaviour
6. Demonstrate the process of disposal of waste correctly

### 2.1.1 Introduction

A beauty salon's reputation rests strongly on its cleanliness and hygiene. While preparing the work area one must have the knowledge and expertise to setup the required tools and equipment, products needed to carry out the treatment as well as provide comfortable seating for the client and yourself.

Efficient running of a salon also includes proper disposing of waste materials after treatment, maintaining client record and stressing on the personal hygiene and appearance of the therapist.

As a first step into the beauty industry, you will be expected to assist senior beauty professionals by setting up trolleys for the treatment, preparing work areas and clients.

### 2.1.2 Record Cards

A Record Card is a document maintained in the salon where details of the treatment and services availed by the client is documented. A therapist might also incorporate in it suggestions for future treatment, particulars about the client including information about any disease or particular choice. A record card comes in very handy for an Assistant Beauty Therapist and helps her/him to provide better service to clients.

- The record card contains specifications of appointments thus enabling the service provider to be ready for the client.
- It advises the beauty executive about a client's skin type, products used, likes and dislikes
- You must ensure that every card has details such as the client's name, address, date of birth and anniversary.
- The card must be referred to by the therapist before the commencement of service.

### 2.1.3 The Treatment Room

A treatment room is a substitute for a beauty salon. It must be well-equipped and comfortable to the client.



Fig 2.1.3.1: Treatment room

**Setting up for treatment:** A therapist must prepare the trolley with all required equipment and products for the treatment. You must ensure that the work area is organised and hygiene.

Following is a checklist of a treatment room:

- The client's record and pen
- A gown for the client and hooks to hang clothes
- Clean towels
- The treatment couch must be dry and clean.
- Trolley and other work surfaces must be sterilised.
- The trolley must be ready with all the required products and tools.
- The trolley must also have sufficient cotton and tissues.

### 2.1.4 Equipment and Products needed for various Treatments

The following are the products, materials and equipment, which should be known to the Assistant Beauty Therapists for providing beauty services:



Facial beds



Manicure tables



hairs for threading,  
shampooing, hair cutting,  
pedicure, etc.



Steamer/Vaporizer



Facial Massagers (Vibrators)



Wax heater



Towels for all treatments



Draw sheets for facial



Aprons or Uniform



Gowns for facial



Manicure trolley



Facial bowls



Pedicure tubs



Nail cutter



Cuticle snippers/ Cuticle cutter



Cuticle cleaners/pushers



Nail files/emery boards



Foot scrapers



Pumice stones



Brushes



Comedone extractor



Gloves



Cotton wool



Disinfectant solution



Shampoo/Conditioners  
Creams for hand massage,  
cleansing  
Skin tonic/astringent  
Moisturizer



Under Eye cream  
Wax, Calamine lotion, Talcum  
powder  
Acetone, nail polish, cuticle  
softener  
Thread (Chinese)  
Bleach  
Complete Make-up kit

### 2.1.5 Sterilisation And Disinfection Methods

In order to maintain high standards of hygiene, it is important to keep a check on diseases through cleaning, disinfecting and sterilising. Every client must be provided with clean towels. All used linen must be treated with hot water. Creams and lotions should be dispensed from spray bottles or with the help of a disposable spatula.

**Cleaning :** Cleaning is process of removing soil, dust, dirt and also a large amount of microorganisms. It must be carried out before disinfecting or sterilising any instrument or equipment. It is important for both the client and the therapist to wash their hands before undertaking a service.

Only disposable paper towels must be used for drying hands. All materials which are reusable must be disinfected, this includes all work surfaces. Cleaning must be carried out after every service. This, however, cannot destroy spores and viruses.

**Disinfection:** It is highly effective as it kills most bacteria, fungi and viruses. The disinfectant solution must be changed regularly as per manufacturer's instruction.

**Sterilisation:** it is mostly done in an autoclave which destroys all living organisms.

**Sanitisation:** Sanitisation is a process which completely destroys all living organisms including spores. It is done in an autoclave. It is done only on metal implements such as scissors, tweezers, etc. It helps, through the use of antibacterial agents like pre-wax lotions and hand cleaners, in reducing microorganisms from the surface of the skin.

**Sterilising and Disinfecting Equipment:** Autoclaving is the right process towards true sterilization.

An autoclave is a machine that sterilizes equipment, utensils, and other materials through a combination of steam, heat, and pressure. It works similarly to a pressure cooker. Microorganisms cannot survive in an autoclave.



*Fig 2.1.5.1: Autoclave*

#### **Tools that need to be Sterilised and Disinfected**

- Pumice Stone
- Metal scrappers
- Wooden loofa
- Cuticle cutter
- Cuticle nipper
- Cuticle trimmer
- Cuticle pusher
- Toe separator
- Comedone extractor
- Facial sponge
- Tweezers
- Face pack brush

### **2.1.6 Personal Protective Equipment**

Personal protective Equipment (PPE) refers to clothing and other treatment equipment which can be used to reduce the risk of infection or injury. Example: disposable gloves, an apron for the treatment provider and disposable gown and thongs for clients during intimate waxing.

### **2.1.7 Prepare the Treatment Work Area**

The environmental conditions in a treatment room are vital and it must not only be comfortable but also aesthetically pleasing. It must be suitable for the client and the service. A pleasant treatment area ensures that the client enjoys the salon experience and thus visits again. It must also be a satisfying work environment for the therapist.

**Lighting:** Lighting is an important aspect in creating a conducive atmosphere in the salon.

The lighting in the treatment room should depend on the kind of service being offered. For example, for make-up, the light must be bright and should not cast shadows, but for facial treatments it should be relaxing and soft with a magnifying lamp available to assist the therapist for close work and skin analysis.

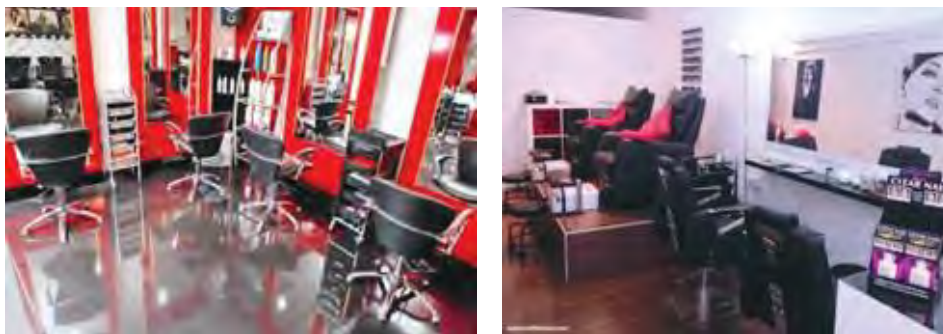
The lighting must have the following characteristics:

- Bright enough to carry out treatments
- Soft enough to help clients to relax

Thus to ensure that optimum lighting efficiency is reached, there should be a good overhead light on a dimmer switch, and a magnifying lamp for close-up work such as skin inspection.

It must however be seen that:

- The therapist can see clearly while at work.
- Neither there is a requirement to squint nor do the eyes get dazzled.
- Any flickering or faulty light must be reported at the earliest.
- The lighting must be modulated according to the service being provided. For example, if a make-up service is being provided, the light must be bright.



*Fig 2.1.7.1: Ambient and organised salon*

**Room Temperature:** Temperature control is vital to the relaxation of the client. As the clients are relaxed during the treatment, their body temperature might drop. Thus, a salon must be warm but not stuffy or warm as it might lead to the spreading of germs.

A comfortable temperature for beauty therapy work is between 20°C and 24°C, with the level of moisture in the air between 40 and 60 per cent. It must also be kept in mind that the salon must be warm enough for the client to undress.

**Ventilation:** Circulation of fresh air is essential to keep energy levels high in both the staff and the client. It is also important to nullify the uncomfortable fumes that rise. Fresh air can be kept in circulation by a system of effective cross-ventilation and air-conditioning system. In salons and spas that have steam and sauna areas, it is important that the air does not become too damp and humid; therefore, good ventilation is essential. Ventilation may be achieved with the help of extractor fans, windows, air vents, doors and flues.

Lack of fresh air in circulation might lead to the following:

- Spread of disease and germs
- Bad odour making the atmosphere uncomfortable for both the staff and the client
- Build-up of fumes from glues, varnish and cleaning products, causing headaches and sickness.

**General comfort:** Following are the parameters to be followed to keep the client comfortable:

- Comfortable seating
- Warmth
- Aesthetically pleasing surrounding
- Controlled noise levels
- Relaxing music playing in the background
- Nice fragrance sprayed
- Polite, respectful and professional staff behaviour

## 2.1.8 Preparing A Client for Treatment

Ensure the ambiance of the salon is comfortable. Ask the clients to remove their clothes. You should provide them salon garments. In case the clients are not comfortable in changing clothes, give them salon capes. Ask the clients to remove their jewellery pieces like earrings or chains in a safe place before starting with the hair treatments. Drape the neck area carefully with plastic capes or towels. The client must be met with a friendly and confident expression:

- Eye contact must be established and the client should be greeted warmly.
- You must introduce yourself to the client and explain the procedure to the client.
- You must make polite conversation with the client.
- The client must feel at ease before the start of the service procedure.

### **Do's and Don'ts of polite conversation**

#### **Do's**

- You must enquire if the client has regular treatments.
- You may talk to her about recent holidays.
- A discussion might be held on weather, movies, etc.

#### **Don'ts**

- The client must never be ignored.
- Don't ever gossip with the client.
- You must never talk about your personal problems.
- Never complain about your job.
- Avoid sensitive topics such as religion and politics.

### 2.1.9 Client Care

Once a client has been greeted, she/he must be guided to the treatment room which must be prepared beforehand. The client must be made comfortable and ready for the process she/he is about to undergo.

As an Assistant Beauty Therapist you must make sure that the client receives the following:

- Comfortable sitting
- Polite and respectful staff
- Clean and quite space
- Pleasant aroma
- Relaxing music

**Client Protection:** In order to protect the clothes that the client is wearing, ask them to change into the gown provided by the salon. A fresh clean towel must also be provided.

- **Manicure:** The client must be protected from varnish and other products that might stain her/his clothes. Tissues must be tucked around the sleeves once the sleeves are rolled up to the elbow.
- **Make-up:** A cape must be used to protect the client's clothing and the hair must be protected with the use of a hair band.
- **Facial Treatments:** You must use a gown, towel and a couch roll. A hair band must be used to protect the hair.

**Just before you start:** Enquire if it is all right to remove jewellery and if she agrees to it, place it in a safe box. The clients can keep their jewellery in their handbags.

**Cleaning your hand:** You must wash your hands thoroughly before the treatment. You might also tell the clients about the cleaning rituals you have followed in order to make them comfortable. However, before the beginning of the treatment your hands must be dry.

### 2.1.10 Personal Presentation And Behaviour

Your personal presentation and behaviour must comply with the professional decorum. You must wear your clean salon uniform and look smart and confident. High standards of personal hygiene must be maintained. The following checklist must be followed:

- The uniform must be clean, odour free, neat and ironed.
- The uniform must be well-fitted without being too short or too tight.
- The hair must be neatly tied.
- Heavy make-up must be avoided.
- Nails must be short and manicured.
- Your breath must be fresh and should not smell of food or tobacco.
- Wear simple jewellery.

### 2.1.11 Maintain The Treatment Work Area

Once the work area is prepared, you must make sure that it is clean and hygienic. Things must be kept clean and tidy. Waste must be disposed of and the area should be fit for the next treatment.



Fig 2.1.11.1: Maintenance of treatment work area

### 2.1.12 Safe Disposal Of Waste

- Cotton, tissues, etc. must be disposed in a waste bin immediately after use.
- A clinical waste bin must be used to dispose of tissues and cotton containing body or skin fluids like blood.
- While using things such as lotions or crèmes, you must put them back in their places while you work.
- All bottle tops must be replaced immediately.
- While performing a manicure or a pedicure, you must use the time needed to dry the nail paint to clear away dirty water and towels.
- While doing facials, you must use the time needed to dry the mask to tidy the place.
- The tools which have been used must be put in the steriliser.
- All wastes must be put into designated dustbins. This helps maintain health and safety.
- You must dispose of the waste very quietly so that the client doesn't get disturbed.

### 2.1.13 Checking And Cleaning Equipment

In order to increase the life and efficiency of the products or equipment, the storage and cleaning instructions given by the manufacturer must be followed. All equipment and products have instructions about cleaning and maintaining.

The following problems must however be reported immediately:

- Dirty attachments
- Broken parts
- Faulty parts
- Broken wires

All equipment must be checked regularly and the dates of test and the date of next due test must be displayed on labels.

### 2.1.14 Leaving Work Areas Clean And Hygienic

The following rituals must be practised rigorously to ensure that the cleanliness and hygiene of workplace is maintained.

- All bedding and towels must be washed.
- All products and equipment must be kept in their places.
- All work tops and trolleys must be disinfected.
- All equipment and tools must be cleaned and sterilised.
- All disposables must be discarded.
- New linen must be put out on treatment bed.

### 2.1.15 Storage Of Records, Materials And Equipment

#### Client Records: Storage and Confidentiality

- The Record Cards hold a lot of information about clients, which must be guarded. They must be stored either in locked filing cabinets or should be password protected.
- No one must be given access to client records.
- The Record Cards must contain correct information.
- The clients might be shown their own Record Card, if required.

#### Tools and Equipment

- The rituals of cleaning, disinfecting and sterilising must be strictly followed to avoid infection and cross contamination.
- Sharp tools must never be kept in uniform pockets.
- Electrical equipment must be turned off and kept unplugged when not in use.
- Electrical leads must not be left on the floor.
- Magnifying lamps must not be kept in sunlight to avoid causing a fire

- Why? Because good respiratory hygiene prevents the spread of COVID-19
- Advise employees and contractors to consult national travel advice before going on business trips.
- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home.
- They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection
  - Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
  - Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your organization or business.
  - Your occupational health services, local public health authority or other partners may have developed campaign materials to promote this message
  - Make clear to employees that they will be able to count this time off as sick leave.

### **How to manage covid-19 risk when organizing meetings and events?**

#### **Why do employers and organizers need to think about COVID-19?**

Organizers of meetings and events need to think about the potential risk from COVID-19 because:

- There is a risk that people attending your meeting or event might be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19.
- While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who catch COVID-19 needs hospital treatment.

### **Key considerations to prevent or reduce COVID-19 risk**

#### **Before the meeting or event**

- Check the advice from the authorities in the community where you plan to hold the meeting or event. Follow their advice.
- Develop and agree a preparedness plan to prevent infection at your meeting or event.
  - Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
  - Could the meeting or event be scaled down so that fewer people attend?
  - Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities.
  - Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
  - Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
  - Make sure all organizers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this, they cannot attend the event or meeting.
- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise).

- This plan should include at least:
  - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated
  - Have a plan for how they can be safely transferred from there to a health facility.
  - Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting
  - Agree the plan in advance with your partner healthcare provider or health department.

#### **Necessary precautions while availing services**

- Avoid walking in and make your appointments prior to visit
- Sanitize your hands and get your temperature checked. If it is on the higher side, kindly cooperate and reschedule your appointment
- Wear your mask on you at all times
- Unless you are accompanying a minor, it is advisable to come to the salon alone
- Kindly fill the customer consent form before service
- Make digital payments and receive e-invoices post service

#### **Employees Relentlessly Follow These Procedures for The Safety of Everyone at The Premises**

- Daily temperature check of staff.
- Sanitizing the seats & furniture and sterilizing tools after every use
- Clean and disinfect frequently touched surfaces like seat handles, tabletops, stationery, pens, etc.
- Masks and gloves on while styling or servicing the customer
- Encouraging customers to do digital payments and sending e-invoices
- Serving only bottled water
- Personal protective gear for everyone
- Limited appointments only
- Minimize people at the waiting area, discourage clients from entering the premises prior to their appointment
- Covid awareness program for all employees
- Disposable gowns for customers
- Put up notices about reminders to practice social distancing, frequent hand washing, etc.

## **2.2.2 Digital Mode of Payment to Lessen Any Kind of Cross Infection**

- Digital payments allow people to access goods and services while in quarantine or social distancing.
- SARS epidemic in 2003 expedited China's path in launching digital payments and e-commerce in the country.
- A robust identification system, widespread, consistent internet access and trustworthy ways to get money into digital formats could be important for digital payments to thrive.
- During the coronavirus crisis, digital payments have been keeping economies running and helping people reduce contact with virus.

Contactless digital payments at the point of sale, such as facial recognition, Quick Response (QR) codes or near-field communications (NFC), can make it less likely for the virus to spread to others through cash exchanges. Digital payments are limiting in-person transactions and ensuring consumers can buy essentials from the comfort of their homes. Ramped up e-commerce initiatives are also helping small businesses keep revenue flowing during an uncertain time.

- Online payments are even helping to put stimulus funds into consumers' hands more rapidly.
- Credit card penetration was low, so a majority of online payments were done through bank transfers, which might still involve verifying payments in person at a local branch.
- Cash payment upon delivery was also a popular option, which is not virus-proof during an epidemic
- Transforming from cash-upon-delivery to a modern mobile-payment-upon-delivery system took cooperation between a range of stakeholders beyond just fintech entrepreneurs

### **Retail outlets and malls**

Retail outlets and malls, which attracted consumer spending were forced to shut down, which caused further reduction in retail BHIM UPI payments. Liquidity crises faced by small scale vendors catering to consumer needs were forced to dissolve, further limiting individual spending. However, post easing of lockdown restrictions from mid May 2020, value transacted via UPI and BHIM in June 2020 have regained to ~122 per cent and ~91 per cent of their January 2020 levels respectively.

### **IMPS transactions**

IMPS transactions have also reached to ~95 per cent of its January 2020 transaction levels by June 2020. Consumers exploring e-commerce avenues for purchase needs, previously catered by brick-and-mortar stores, stocking of essentials, general resumption of routinely availed services and cascading payment of any personal dues and liabilities deferred are possible factors for the levels of recovery observed.

### **BBPS transactions**

BBPS transactions have also seen a decline in transaction volumes, post lockdown, possibly due to non-payment of routine bills due to existent or anticipated cash crunches as well as significant deferrals in routine bill payments, A fall of ~30 per cent was observed in the bill payments in April 2020 compared to January 2020

### **NPCI**

NPCI has stated that the relevance of UPI is expected to grow, by combining the physical and digital space, in a post COVID-19 world, with increasing relaxations being witnessed in India's lockdown. Additionally, NPCI has recently launched a campaign called 'UPI Chalega' with a dedicated microsite, which focuses on encouraging lockdown related payments such as payments to grocers, supermarkets and salary payments through UPI.

This campaign is estimated to have received nearly one billion impressions within its target audience, which further speaks towards increased awareness and acceptability of UPI as a payment method.

Payment mode	Impact term	Remarks	Impacted sectors
Cards	Medium-term	The usage of cards for undertaking online transactions (due to limited opening of physical/ offline retail) is expected to increase significantly. From health and safety standpoint customers are expected to prefer the usage of contactless cards for payments.	Positive: Insurance, Essentials, Donation, online education, media / entertainment Negative: Travel and tourism, consumer durables, intra-city travel, apparel, restaurants
Wallets	Medium-term	This mode of payment is likely to witness a surge in the transaction volume and users due to the increase in payments being made online as a result of ease in usage, safer mode of payment. A significant shift in consumer behaviors and habits have been observed as they prefer use of wallets for small ticket payments which were primarily done through cash earlier.	Positive: Small merchants, Insurance, Essentials, Donation, online education, media / entertainment Negative: Travel and tourism, consumer durables, intra-city travel, apparel, restaurants
Payment gateway	Medium-term	As increased cards and wallets transactions are expected to happen over online platforms, the usage of payment gateway for the purpose of processing transactions is expected to increase	Positive: E-commerce, Insurance, Essentials, Donation, online education, media / entertainment Negative: Travel and tourism, Hospitality
BBPS	Medium-term	The growth in this segment is expected to accelerate as in the current pandemic situation, individuals are expected to prefer to make payment of utility bills through online mediums to adhere to social distancing norms. Also considering, the biller base is increasing, and customer is adopting to the single ecosystem for the bill payment.	Positive: Utility bills such as electricity, telephone, broadband, gas, school fees, insurance, taxes etc.
ATMs	Medium-term	Usage of ATMs has seen decline in April. However, it is starting to increase in light of relaxation in lockdown and opening of the various marketplaces. The fear of uncertainty over the current pandemic situation has fueled the need to hoard cash to manage the unforeseen circumstances. However, going forward, the usage may be reduced due to the risk of transmission of virus via exchange of currency notes.	Positive: Essentials Travel, Hospitals Negative: Apparel, restaurants

Payment mode	Impact term	Remarks	Impacted sectors
Point of Sale (POS)	Medium-term	Due to limited access to offline stores, the usage of this medium may witness a decline. Further, modes of payment (such as QR code, Link based payments, etc.) may be preferred since they involve no transmission via physical contact.	Positive: Essentials Negative: Consumer durables, apparel, restaurants, jewelry
Toll collection related cards	Medium-term	This mode may witness a decline since overall tourism and travel sector is expected to witness a decline. Though movement of essential goods vehicles is expected to continue, personal travel is likely to continue seeing decline due to the risk of transmission of virus while in transit and hence, the usage of toll may reduce	Positive: Essentials Negative: Travel and tourism
QR Code	Medium-term	There is an increase in small ticket payments, such as transactions at Kirana stores. Use of contactless mode of payment such as QR Code has seen a growth owing to convenience, speed, low maintenance and safety it offers.	Positive: Essentials Negative: Consumer durables

Table 2.2.1: Impact term of payment method

### During The Meeting or Event

- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.
  - Build trust. For example, as an icebreaker, practice ways to say hello without touching.
  - Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event
  - Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- Provide contact details or a health hotline number that participant can call for advice or to give information.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- If there is space, arrange seats so that participants are at least one meter apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If anyone who starts to feel unwell, follow your preparedness plan or call your hotline.
  - Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
  - Thank all participants for their cooperation with the provisions in place.

## Activity

### Practical Experiment on manicure and pedicure

1. **Objective of the Activity:** To learn about” manicure & pedicure tools and techniques”
2. **Materials required:** Manicure& pedicure tools, manicure & pedicure products, Pen, notebook, and participant handbook
3. **Steps Required:**
  - The Trainer needs to discuss the Contra indications of manicure with the students
    - Select a student to select tools for manicure
    - Select two students for Trolley arrangements for manicure
    - Select a random student to Perform manicure
  - The Trainer needs to discuss the Contra indications of pedicure with the students
    - Select a student to select tools for pedicure
    - Select two students for Trolley arrangements for pedicure
    - Select a random student to Perform pedicure
4. **Conclusion Drawn:** The activity helps students to learn about the manicure & pedicure tools and techniques

## Activity

### Discussion on Personal Hygiene

1. **Objective of the Activity:** To learn about” Personal Hygiene of Beauty Therapist and salon”
2. **Materials required:** Pen, notebook, and participant handbook
3. **Steps Required:**
  - Students discuss in class with the Trainer in front of the class
  - Every individual student has to participate in the discussion
  - Trainer should randomly select one of the students to stand in front of the class and explain any 5-points on personal hygiene
  - Trainer should repeat the process
4. **Conclusion Drawn:** The activity helps students to learn about the Personal Hygiene of Beauty Therapist and beauty salon.

## UNIT 3.1: Skin Structure And Functions

### Unit Objectives

**At the end of this unit, you will be able to:**

1. Describe skin, its structure and functions
2. Demonstrate the different skin types
3. Demonstrate the skin disorders which may occur during skin treatments
4. Discuss the action of massage on the facial, neck and shoulder muscle
5. Identify the bone structure of the head

### 3.1.1 Skin

The skin acts as protective shield of the body.

**Anatomy:** It is a branch of science which deals with the structure of the human body.

**Physiology:** It is a study of functions performed by the different parts of the body.

**Cells:** It is the smallest unit of the body of a human being.

**Tissue:** They are a bunch of similar type of cells which perform a particular function.

**Types of Tissues:**

- **Epithelial Tissue:** Forms the outer covering of the body
- **Muscular Tissue:** Helps in movement
- **Nerve Tissue:** It transfers the nerve impulses throughout the body
- **Connective Tissue:** It forms the connection of the joints
- **Lymphatic Tissue:** They help to transport food, oxygen, water products and hormones through blood

**Organs:** They are a group of tissues which perform a specific function forming the different parts of the body.

**Muscular System:** They help to maintain the form of the body and facilitate smooth movement.

**Skeletal System:** It forms the basic framework of the body consisting of the bones and both movable and immovable joints. An adult body has 206 bones. It helps to protect the delicate organs of the body.

### 3.1.2 Structure Of Skin

A healthy skin is characterised by its softness, flexibility, moisture and having no blemish.

The skin has three layers

- Epidermis
- Dermis
- Hypodermis or Subcutaneous layer

## The Epidermis

- It has nerve endings but no nerve vessels
- Made up of epithelial cells. It is the thickest on the palms and soles and most delicate on the eyelids
- The outermost layer of the epidermis consists of a superficial layer of dead cells which are frequently shed
- It acts as a barrier in the transmission of water through the skin
- It consists of a protein called elladin which makes the skin waterproof
- A series of chemical reaction with the amino acid tyroxine present in this layer gives rise to melanin.
- Melanin gives the skin its colour
- This layer acts as a touch receptor

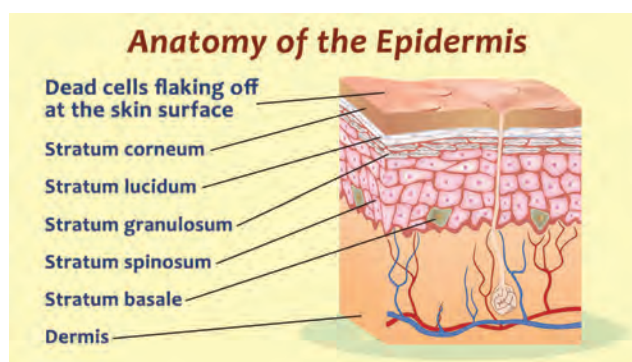


Fig 3.1.2.1: Anatomy of epidermis

## The Dermis

- It is the inner layer of skin and is called the true skin
- This layer is flexible, elastic and tough
- It consists of elastic and collagen fibres, blood vessels, lymphatic vessels and nerves
- Hair follicles, arrector pill muscles, papillae and sebaceous are found within its structure
- It has two layer- Papillary and Reticular
- It provides nourishment to the epidermis
- It provides lubrication to skin and hair

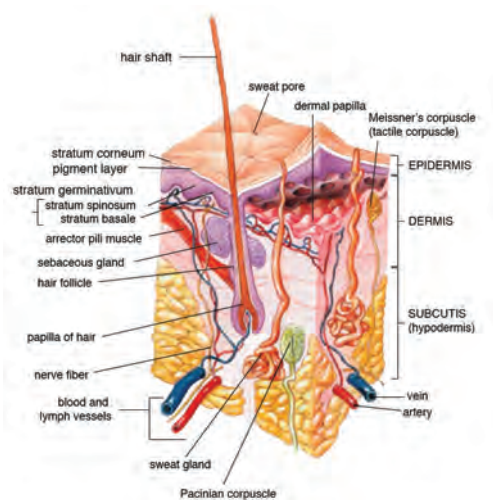


Fig 3.1.2.2: Dermis

### Subcutaneous Tissue or Hypodermis

- It lies below the dermis
- It consists of adipose tissue, thick layer of connective tissue and fatty tissue
- The thickness of this layer depends on age, gender and general health
- It lends the body contour and smoothness
- It acts as an insulating layer
- Cushions the outer layer
- It roots the hair follicles

## 3.1.3 Functions Of the skin

**Sensory Receptor:** The skin generates response to heat, cold, pressure, touch and pain

**Heat Regulation:** When the body is healthy a constant temperature of 37°C or 98.4°F is maintained

Vasodilatation in skin helps when the body becomes over heated

Vasoconstriction helps to heat the body when the temperature is too cold

The skin reddens when hot and pales when cold

**Absorption:** The skin absorbs nutrients and oxygen

**Protection:** It forms a barrier to protect the deeper and more delicate organs

It defends the body against microorganisms and harmful agents

Reflex action in the skin is a reaction to painful stimulation

Through melanin the skin protects from ultraviolet and harmful rays

**Excretion:** Through perspiration chemicals like Urea are excreted

**Secretion:** Secretes sebum which lubricates and smoothens skin and hair

Being slightly acidic sebum acts as an anti-infection

Sebum checks the loss of moisture and heat from the skin

**Formation of Vitamin D:** Vitamin D is produced when a fatty substance present in the sebum is exposed to sunlight

Vitamin D ensures proper utilisation of calcium and phosphorus in the body

**Hydration:** The skin holds moisture

**Respiration:** Skin helps vaporise unwanted gases from the body

## 3.1.4 Skin Types And Skin Analysis

- The skin must be analysed before selecting the treatment
- Age and general health of the client must be taken into consideration
- Records of progress of previous treatments must be taken
- The skin must be cleaned and analysed under magnifying lamp

### Procedure for Skin Analysis

- The skin must be cleaned following the steps of professional cleansing
- Eye pads must be placed after removing the cleanser
- The skin of the entire face and neck must be studied under the magnifying lamp
- Skin must be slightly stretched using the middle and index finger to reveal the skin texture, size of pores, lines and flakiness

**Skin Care:** Following steps must be followed to maintain healthy skin

### Cleansing

- Use cleansing lotion/milk/cream to deep cleanse the skin and remove impurities from the pores.
- It also helps to prevent black heads

### Toning

- Toning is done after cleansing
- Toners remove grease from skin
- Acts as antiseptic
- Makes the pores appear smaller and tightens skin
- Soothes skin

### Moisturising

- Helps keep the skin soft and supple
- Wards off the formation of wrinkle

## 3.1.5 Classification Of Skin Types



Fig 3.1.5.1: Skin types

### Normal Skin (pH 5.5 – 5.8)

- Rather rare
- Balance between dry and oily skin
- Firm
- Healthy colour, smooth and soft
- Tight pores
- Has a translucent glow

#### **Dry Skin**

- Lack of sebum leads to lack of lubrication
- Dehydrated
- Fine lines found around eyes and mouth
- Rough and flaky skin found on nose and cheeks
- With age, loses elasticity

#### **Allergic and Sensitive Skin**

- Has broken capillaries at the sides of nose and cheek
- Becomes blotchy, breaks out in rashes and suffers irritation
- Sensitive to heat, cold and wind

#### **Matured Skin**

- Similar to dry skin
- Looks parched, saggy, dehydrated
- Skin is deeply lined and loose

#### **Oily Skin**

- Thick and coarse
- Develops open pores, pimples, black heads, papules and pustules
- There is excess production of sebum

#### **Combination Skin**

- Very common and not easy to treat
- Open pored, oily, T-Zoned
- Has spots, black heads and clogged pores
- Areas around throat, cheeks and eyes are dry

### **3.1.6 Skin Diseases**

The study of the structure, nature, function, diseases of the skin and its treatment is called **dermatology**.

The redness of the skin is medically termed **Erythema**.

The most common kind of skin condition that may be caused by a disease or disorder is called **lesion**.

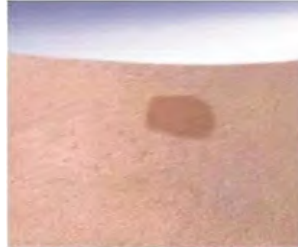
#### **Lesion of the Skin**

Lesion is structural change in the tissue caused by an injury or disease. They are of two types:

- **Primary:** It is formed during the early onset of the disease
- **Secondary:** It is caused by trauma

**Primary Lesions:** We shall now look at the various kinds of primary lesions

**Macule:**



- Small discoloured spots or blemish on the surface of the skin
- Neither raised nor sunken
- The surrounding skin are blisters containing fluids

**Papule:**



- Small elevated pimple on the skin
- Does not contain any fluid
- Can form puss
- It is 1cm or smaller in size
- Can be brown, red, purple in colour
- Feelings itchy when infected or after bursting
- They are symptoms of acne, rosacea and also chicken pox

**Pustule:**



- It is a vesicle filled with puss
- Located under the skin surface
- Most common in teenagers
- Forms in the inside layer of epidermis
- Filled with dead cells

#### **Wheal:**



- Swollen and itchy
- Changes shape and size
- Disappears within an hour

**Secondary Lesions:** They develop in the later stage of disease and are serious in nature. We shall now look at the various kinds of secondary lesions:

#### **Scar:**



- Tissues formed after a wound heals
- Caused due to tissue damage
- May be red, brown or white in colour
- May be painful

#### **Keloid:**



- Over growth of connective tissues
- Can grow anywhere but mostly on upper back, shoulders or chest
- Raised above the skin surface
- Non-malignant

**Cyst:**



- Small sack-like
- Elevated
- Contains liquid or clear semi-solid substance
- May be of 100 different types
- Occurs mostly on skin when hair follicle is damaged or glands are blocked

**Skin Diseases:** A number of microorganisms might cause various skin diseases/disorders.

Classification of micro-organisms

- Bacteria
- Virus (Smallest)
- Fungi
- Insects- may be found over or under the skin and is very contagious

**Bacteria:** They give rise to bacterial diseases.

**Boils (Furunculosis):**



- They are caused by bacteria
- Appear as painful red nodules of size 5 – 10mm
- It breaks in the middle to collect puss and the show the skin below
- Folliculitis is a condition when it affects many follicles

- Should not be treated
- Occurs in both adults and adolescents
- Found commonly on the face, neck, buttocks, upper legs and armpits

#### **Impetigo:**



- Occurs in the superficial layers of the epidermis caused by Staphylococci
- Characterised by honey coloured crusts and sores
- A red and itchy skin is indicative of its occurrence
- Might have secondary infections in severe cases
- Mostly affects children
- Found in nose and mouth area

**Virus:** Some of the viral diseases in details.

#### **Herpes simplex (Cold sore)**



- Found mostly on face and lips
- Symptoms are blistering sores, pain during urination, itching and fever
- Caused due to extreme weather conditions or hormonal changes in menstrual cycle
- Initiates as itchy red patches which then develops vesicles and crusts
- It recurs, as the virus still remains in the body and is greatly contagious

#### **Herpes Zoster (Shingles):**



- Caused by the virus Varicella zoster, which also causes chicken pox
- Virus affects the dorsal root ganglion
- The sensory nerves are greatly affected
- Commonly found on the face and trunk
- It exhibits as erythema with groups of vesicles
- Should not be treated. The next person runs the risk of getting chicken pox instead

**Warts (To remove: Apply air- tight plaster and peel off after 15 minutes)**



- Warts which are viral tumours are caused by the aggregation of an altered type of cell
- Usually seen on hands, face and feet. On the face, they are fine, on hands they are plaque like and on the foot they are deep and surrounded by thickened skin (Verrucae planter warts)
- May be contagious but disappears suddenly
- Do not treat if bleeding and inflamed
- Keratin, a hard protein on the superficial skin is formed due to this virus

**Fungi:** They cause fungal infections.



- Fungal infections can affect anyone. The most commonly found in the environment is Tinea
- Infection caused by Tinea are:
  - on the scalp - Tinea Capitis
  - on the body - Tinea Corpora
  - on the hands - Tinea Manum
  - on the feet - Tinea Pedis
- Ringworms are round patches with raised scaly edges, redness and itching
- It appears as a red macule and heals in the centre spreading outwards
- Occurs mostly on feet where the flesh is moist, splits and remains raw underneath
- Highly contagious and must not be treated

**Insects:** They too cause many conditions.

### Scabies:



- Exhibited as an infection of the epidermis – *Acarus scabi*
- The female lands the surface of the skin, then burrows underneath laying 2 to 3 eggs per day. 3 to 4 days later, the eggs hatch, then invade the hair follicles where they mature and mate to continue the process
- Usually seen on hands, wrists, groin, buttocks, axillae and feet.
- One might experience itching followed by erythema, seen as red lines after the burrowing
- It is highly contagious.

### Lice (Pediculosis):



- It occurs on the head (Pediculosis capitis), body (Pediculosis corpora) and on the pubis (Pediculosis pubis)
- Female lice lays eggs on the hair
- The pearl coloured eggs (nits) attach themselves firmly to the base of the shaft
- Most visible behind the ears
- Dirty hair is a preferable breeding ground than clean hair

### Eczema:



- It is a chronic skin condition caused due to inflammation
- Most common type being Atopic dermatitis (AD)
- It appears as an itchy red area, may be dry and scaly or wet with vesicles
- Can be atopic and is inherited

**Seborrheic:**

- Seborrheic dermatitis or seborrhoea is a red, itchy rash with flaky scales
- Dermatitis develops where the sebaceous glands are numerous
- Hardly any irritation
- Cause is unknown
- Do not treat as it may lead to secondary infection

### 3.1.7 Glossary Of Disorders

<b>1. Psoriasis</b>	<ul style="list-style-type: none"> <li>• Bright red, well defined patches with silvery scales on the skin surface which flakes off and leaves a trail behind.</li> <li>• Scales if peeled off will bleed underneath. Causes unknown. May be hereditary.</li> <li>• Pain, swelling, heat and redness are the symptoms.</li> <li>• Skin cells grow deep in the skin and slowly rise to the surface.</li> <li>• One can find them on knees, elbows, scalp, face, palm, lower back, and soles of the feet.</li> </ul>
<b>2. Cholasma</b>	<ul style="list-style-type: none"> <li>• Cholasma is also called melasma.</li> <li>• Increased deposits of pigment in the skin.</li> <li>• It is recognized by dark patches of skin which are darker than the surrounding skin.</li> <li>• Found mainly on forehead, nose and cheeks.</li> <li>• Cholasma occurs very often in women than men.</li> <li>• In younger women, it is very often a side effect of contraceptive pills or pregnancy.</li> <li>• This condition normally disappears after child-birth or when the sufferer stops taking the contraceptive pills.</li> <li>• May also be the result of over exposure to ultra-violet rays.</li> <li>• It will fade when exposure is ceased but reappear very rapidly on the next exposure to UV.</li> </ul>
<b>3. Urticaria</b>	<ul style="list-style-type: none"> <li>• Urticaria is also known as hives.</li> <li>• Commonly known as 'nettle rash' (Urtica is the latin word for nettle).</li> <li>• It is a skin reaction caused by release of histamine.</li> <li>• It goes away within 24 hours but is very itchy.</li> <li>• There is itchiness, reddening, swelling and wheals on the skin.</li> <li>• The wheals are formed by extreme dilation of capillaries allowing serum to escape into the dermis. This is not contagious; however, it should not be treated as it could be painful.</li> </ul>

### 3.1.8 The Actions On The Facial, Neck And Shoulder Muscles

#### Muscles

#### Muscles Affected by Massage

The cosmetologists work with the voluntary muscles of the face, neck, hands and arms. It is crucial to identify them and their functions. The direction of pressure in massage is usually performed from the insertion to the origin. Let us now study them in details.

1. **Facial muscles:** These are a group of striated muscles innervated by the facial nerves. These muscles mainly control the facial muscles.

Epicranius or occipitofrontalis refers to the muscles which are broad in nature and cover the top of the skull.

It has two parts:

- The occipitals or back part
- The frontalis or front part

Frontalis helps to raise ones eyebrows, drawing their scalp forward. The wrinkles across the forehead are also caused due to this. Both the occipitals and the frontalis are connected by a tendon



*Fig 3.1.8.1: Massaging the facial muscles*

2. **Muscles of the Eyebrows**

#### Orbicularis oculi

- A ring band of muscles that completely surrounds the margin of the eye socket is Orbicularis oculi muscle. It also helps in blinking
- It produces vertical lines and causes frowning

3. **Muscles of the Nose**

#### Procerus

- Covers the bridge of the nose and the top of nose between eyebrows
- It creates wrinkles across the bridge of the nose by depressing the eyebrows

### **Nasalis**

- Nasalis (Compressor top) is a spintcher-like muscle of the nose
- Compresses nose, causing wrinkles

## **4. Muscles of the Mouth**

- Quadratus Labil Superioris consists of three parts
- It surrounds the upper part of the lip
- It helps in opening the mouth by lifting the upper lip
- Quadratus labil inferiors surrounds the lower part of the lip
- The lower lip is depressed and is drawn to one side, as in the expression of sarcasm

### **Buccinator**

- The thin flat muscle between the upper and lower jaws. It gives shape to the cheek
- Puffs out cheeks when blowing, keeps food in mouth when chewing

### **Caninus**

- Caninus lies under the quadrates labil superloris. It raises the angle of the mouth at the corner, as in snarling

### **Mentalis**

- Mentalis is situated at the tip of the chin
- Lifts the chin and moves the lower lips outwards, as in doubt or displeasure

### **Orbicularis Oris**

- It leads to the formation of flat band around the lower and upper lip
- It closes the mouth, pushes lips forward, as in kissing or whistling

### **Risorius**

- Extends in the lower cheek , it joins to the corner of the mouth
- Pulls back angles of the mouth, as in smiling and grinning

### **Zygomaticus**

- It extends from the zygomatic bone and continues into the orbicular oris to the angle of the mouth
- It elevates the lip, as in laughing

### **Triangular**

- It extends along the side of the chin
- It pulls the corner of the chin down

**5. Muscles of the Ear:** There are three muscles of the ear which do not perform any function. They are:

- **Auricularis posterior:** It is present behind the ear
- **Auricularis anterior:** It is present in front of the ear

**6. Muscles of Mastication**

- **Temporalis and Mastication:** These are muscles that coordinate the opening and closing of the mouth and are referred to as chewing muscles

**7. Muscles of the Neck**

#### **Platysma**

- It is a muscle in front of the throat
- It is a muscle which is broad in nature. It extends from the chest and shoulder muscles to around the mouth
- It pulls down the lower jaw and angles of the mouth, so the expression of sadness will be seen

#### **Sterno-cleido-mastoid**

- It is the largest and most superficial cervical muscles
- On either side of the neck
- It pulls the head down to the shoulder, rotates head to side and pulls chin into chest

#### **Latissimus dorsi**

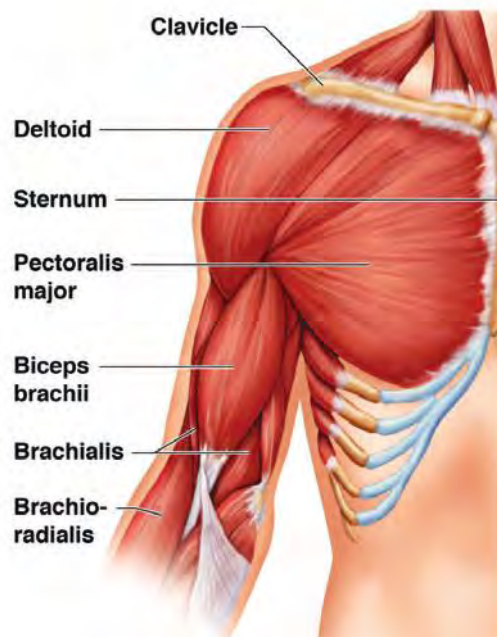
- It covers the upper and middle region of the back, and the back of the neck
- They rotate the shoulder blade and control swinging movement of the arm

#### **Pectoralis major and pectoralis minor**

- Cover the front of the chest
- They help in swinging the arms
- Breathing and raising the arm is done with the help of Serratus anterior

**The principal muscles of the shoulder and upper arm are:**

- **Deltoid** - It is a muscle which is thick, large and triangular in shape. It helps in lifting and turning the arm and covering the shoulder
- **Bicep** - the two-headed and principal muscle, on the front of the upper arm. It helps in turning the palm downward, lifting the forearm and flexing the elbow
- **Tricep** - It is the three-headed muscle of the arm which helps in extending the forearm forward and covering the entire back of the upper arm



*Fig 3.1.8.2: Principal muscles of the shoulder and upper arm*

The fore arm is consists of a series of muscles and strong tendons. The esthetician is concerned with the following:

- **Pronators:** The most important group, to allow the palm to face downward, they help in turning the hand inward
- **Supinators:** It turns the palm upward and hand outward
- **Flexors:** It helps in drawing the hand up, bending the wrist and closing fingers towards forearm
- **Extensors:** In order to form straight line it straightens the wrist, hand and fingers

The hand has many small muscles overlapping from joint to joint, providing its flexibility and strength. When the hands are properly cared for, these muscles will remain supple and graceful.

### 3.1.9 Bones

A Beautician need not be an anatomist, but it is good to have a basic knowledge of the structures upon which she is working. Knowledge of the bones, principle muscles, arteries and nerves is helpful to understand the reason for certain steps required in giving facial treatments.

#### Bones of the Skull

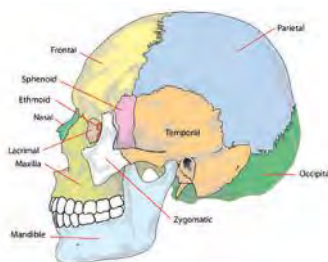
- The skull is the bone of the head.
- It is an oval, bony case that shapes the head and protects the brain.
- The skull is divided into two parts:
  - Cranium
  - Mandible

## Cranium

The cranium consists of eight bones and the facial skeleton consists of fourteen bones.

The eight bones of cranium are:

- 1 ethmoid bone
- 1 frontal bone
- 1 occipital bone
- 2 parietal bones
- 1 sphenoid bone
- 2 temporal bones



*Fig 3.1.9.1: Anatomy of a human skull*

The following bones are involved indirectly in connection with scalp and facial manipulations:

1. **Occipital:** One bone at the back of the skull
2. **Two parietal bones:** They are situated at the back of the head and form the roof of the skull
3. **Frontal:** Frontal bone forms the front of the skull, the forehead and upper eye sockets
4. **Two temporal bones:** Two temporal bones on the sides of the head, around the ears (below the parietal bones). The ethmoid and sphenoid bones are not affected by massage
5. **Ethmoid:**
  - The light and spongy bones between the eye sockets which forms the part of the nasal cavity are Ethmoid bones
  - They are located in the center of the face, behind the nose
6. **Sphenoid**
  - All the bones of the cranium are joined together by Sphenoid bone. It is located behind the orbitals
  - At the base of the skull, wing shaped, forms the temple

## Fourteen Bones of the Face

- Two nasal bones form the bridge of the nose
- Two lacrimal bones are small fragile bones located at the front part of the inner wall of the eye sockets
- Two Zygomatic or malar bones form the cheeks bones
- Two maxillae are the upper jawbones which join to form the whole upper jaw

### 3.1.12 Skin Care For Every Season

Depending on the skin type the skin care routine needs to be adjusted according to the season. You must assess and evaluate your skin type every season and then decide upon the regimen.

**Winter months:** The skin in the winter months require more than some external protection. Cold weather and lack of moisture can cause cracking, chapping and irritation. The combination of the winter wind and sun can cause serious sunburns and skin conditions such as eczema.

#### Winter care for skin

- Do moisturize: Moisturizer helps protect against the harsh elements. It's best to apply moisturizer directly after a bath or shower to help seal in and replenish the skin with the necessary water and oils.
- Don't forget the sunscreen.
- Don't take long hot showers: While everyone enjoys basking in a long hot shower, the hot water can strip the skin of its natural elements – contributing to dry skin. Instead, use lukewarm water for a shorter period of time.

**Autumn months:** As dry, colder air arrives, skin may lose precious moisture. Autumn also provides an opportunity to recover from the summer toll on the skin left by sun, chlorine and saltwater.

#### Do list for autumn skin

- Do exfoliate and moisturize: It's best to apply moisturizer directly after a bath or shower to help seal in and replenish the skin with the necessary water and oils. Switch from lotion to cream. As the air becomes drier, skin needs a thicker moisturizer. Creams provide a stronger oily barrier to provide hydration.
- Invest in hand cream. Hands often become dry and cracked during the winter. Start moisturizing hands now to ensure soft and healthy hands all winter long.
- Don't forget the sunscreen: Even though the temperatures seem cooler and the days shorter, apply sunscreen before heading to outdoor activities.

**Spring months:** When the weather warms up there are some important things to save skin.

Do know your skin type: Depending on the pigment of skin, the likelihood of burning in the sun can vary and so should the level of sun protection factor (SPF) in sunscreen lotion. and don't forget the sunscreen.

**Summer months:** A tan basically refers to a damaged skin. There is nothing as a healthy tan.

Do use sunscreen daily: No matter what skin type you have or how your body reacts to the sun, you should always wear sunscreen containing at least SPF 30.

Do wear protective clothing: like hats and sunglasses.

## UNIT 3.2: Basic Facial Treatments

### Unit Objectives

**At the end of this unit, participant will be able to:**

1. Maintain safe and effective methods of working when assisting with facial treatments
2. Consult, plan and prepare for treatments with clients
3. Carry out facial treatments
4. Provide aftercare advice
5. Demonstrate the bleaching process and perform facial bleach procedure effectively

### 3.2.1 Introduction

The face is the most important part of the body and we endeavour to keep looking young and healthy. Facial skin changes as we age, with environmental changes and effect of lifestyle. Facial treatments are essential to clean the skin and renew the cells.

### 3.2.2 Different Types Of Packs

Packs are divided in the two categories.

**Setting packs:** Setting packs are those which sets and dries on the skin, they are good tightening packing.

**Non-Setting packs:** These packs are do not dry on skin. They are moist. Remove them after 30 min. When they have absorbed the ingredients, honey is the ingredient which makes the non-setting packs

### 3.2.3 Different Facials For Different Skin Types

Beauty expert Shahnaz Husain advises, "The skin type should be kept in mind while selecting a facial. The Assistant Beauty Therapist analyses the skin and suggests the treatment that's suitable for a particular skin type — oily, dry or combination."

**Normal to dry skin:** To women with normal skin type, a facial massage is provided by using nourishing creams. Moisturizers are also used. If you have normal or dry skin, ideally opt for the classic facial or a plant stem facial.

**Classic facial:** The classic salon facial includes cleansing, toning and massage (done manually or with the help of gadgets), mask and protection coverage. All the areas of the face and the neck are treated according to specific needs.

This facial is done following a specific direction and movement of the fingers. Different strokes and pressures are applied to various areas.

**Duration: 1 hour**



*Fig 3.2.3.1: Classic facial*

**Plant stem cell facial:** This rejuvenates the skin and makes it look younger. The plant cells introduced into the skin through external cosmetic care helps the skin at the cellular level. It activates the process of repair and replacement of dead and damaged skin cells. It stimulates the cellular regeneration process in the skin, reducing the signs of ageing. This facial comprises an exfoliator, cream, mask, serum and an under-eye gel.

**Duration: 1 hour**



*Fig 3.2.3.2: Plant stem cell facial*

**Normal to oily skin:** For those with oily skin, a facial massage with creams or moisturizers is not advised. The facial treatment for oily skin includes deep cleansing with exfoliation, toning, mask and protection. The masks and other procedures help remove excess oils, shrink the pores and make the skin soft and translucent.

**Pearl facial:** This facial is ideal for those with an oily skin. It helps remove tan and brightens the skin. Deep cleansing is done next, to refine the skin. This is followed by a light facial massage with pearl cream and application of a pearl mask. It helps retain moisture and revitalizes the skin. This facial ensures natural lightening of the skin, giving fair and radiant skin with an even colour tone.

**Duration: 1 hour**



*Fig 3.2.3.3: Pearl facial*

**Silver facial:** This facial is done to detoxify and purify your skin. The silver facial consists of a glow scrub, gel; cream and pack that offer dull skin an instant lift. This facial not only restores the natural pH balance of your skin, but also clears the pores and deep cleans to prevent the formation of blackheads. The silver facial revives your skin by giving it the right amount of moisture, and evens out your tone, leaving your skin evidently supple and charming.

**Duration: 40 minutes to 1 hour**

**Combination skin:** Combination skin needs to be treated carefully, since the face has both dry and oily tissues. After cleansing, the dry area of the skin is massaged and the face is toned with a cold compress, using a rose-based skin tonic.

**Platinum facial:** The platinum facial is said to recharge and energize your skin. It influences the skin at the cellular level and helps to ensure the strength of its supportive tissues. It maintains the desired moisture level. It has powerful anti-oxidant effects which protect the skin's youthful properties and impart radiance.

**Duration: 45 minutes to 1 hour**



*Fig 3.2.3.4: Platinum facial*

**Gem therapy:** Gemstone facial therapy utilizes the natural energy of gemstones and helps correct physical, mental and spiritual imbalances. This facial is based on the properties of different types of gems. These stones work as a detoxification and exfoliating aid and slow down the ageing process. The key ingredients contain ash from gems like emerald, ruby and sapphire. The facial restores the ideal skin balance, keeps the skin free from blemishes and helps in the process of cell renewal. The gemstone is ground to a micro-fine powder and applied using vitamin-rich oils and aromatherapy essences that relax the body, and improve skin tone and texture.

**Duration: 1 hour**



*Fig 3.2.3.5: Gem therapy*

### Benefits of a Facial

- Professional cleansing, exfoliating and toning are part of a facial, and hence protect and preserve youthfulness.
- A facial delays the signs of ageing, fine lines and wrinkles and keeps the skin soft and supple.
- Both, the skin and muscles, are toned, which preserves firmness and elasticity.
- It induces relaxation and helps reduce stress and fatigue.
- Improves blood circulation, strengthens the supportive tissues and improves the skin's resilience.
- A facial also helps in lymphatic drainage, which flushes out toxins from your system and purifies the skin.

## 3.2.4 Step-By-Step Facial Process

Following are the steps involved in a facial skin care treatment.

**STEP 1:** Preparation and consultation

**STEP 2:** Check for Contra-Indications

**STEP 3:** Makeup removal

**STEP 4:** Cleansing

**STEP 5:** Tone and refresh

**STEP 6:** Full skin inspection

**STEP 7:** Exfoliate, steam and comedone removal

**STEP 8:** Massage

**STEP 9:** Face mask

**STEP 10:** Soften and smooth and finish the process



*Fig 3.2.4.1: Facial (step-by-step process)*

### 3.2.5 Safe And Effective Methods Of Working

#### The Work Area

1. The treatment room should be setup properly with all products, tools and equipment before a client is brought in.
2. For any treatment remember to be both safe and effective. This means that your work area must always be:
  - **Organised** – Set the trolley up with all required tools. Forget nothing
  - **Easy to reach** – Place everything within easy reach
  - **Hygienic** – Make sure everything is clean and disinfected before use

### 3.2.6 Sterilisation And Cleaning Of Skin Care Tools And Equipment

To prevent skin and eye infections which happen when germs are transferred from one person to the other through towels, dirty surfaces etc., follow the correct hygiene methods.

Steps of Facial	Unhygienic practices
Preparation stage or treatment stage	Going from one to client to another without washing your hands or changing your gloves. Or not washing your hands after going to the toilet during or between treatments.
Comedone extraction	Unsterilized Comedone extractor
Applying a mask	Tightening the skin by applying a mask unclean and un-sterilized mask brush
Putting moisturizer	Scooping the cream from the pot with your fingers in place of a spatula



Fig 3.2.6.1: Steps of facial

- In the facial treatment, both disposable and non-disposable items are used.
- Disposable items such as cotton tissues, orange sticks etc. should be opened only when the treatment begins and disposed of after the treatment is over.
- Non-disposable items need to be prepared and handled carefully.
- Use a spatula to remove skin care products from their containers.

### 3.2.7 Maintaining Hygiene Throughout

Hygiene is needed to be maintained not only at the beginning of the treatment but also throughout the treatment. This includes the personal hygiene of the therapist as well as the tools and equipment.

**Remember:**

- Turn away from the client if you cough or sneeze, after that go and wash your hands
- Use spatulas to remove products from containers do not put your fingers inside
- Used items such as tissues and cotton must be put into a dustbin immediately after the treatment
- It is your responsibility to keep your work area clean and tidy



*Fig 3.2.7.1: Maintaining hygiene throughout beauty treatment*

### 3.2.8 Posture And Positioning While Working

It is foremost important for you to be comfortable while treating a client. Normally, during in a facial treatment the client lies on a comfortable bed.

- Make sure that your client lies in a comfortable position and remains relaxed during the treatment.
- Make sure that you have the correct posture otherwise performing a long treatment can give you physical aches and pains.
- Decide to stand or sit behind the bed. This decision will depend upon the height of the bed or chair you decide to use.
- Make sure to minimize your movements as much as possible while working; keep all the required equipment and tools handy.



*Fig 3.2.8.1: Left liage shows incorrect posture, and right one shows correct posture*

### 3.2.9 Environmental Conditions

**Lighting:** The lighting should be bright and clear for skin inspection but should be adjustable as well to soften it and allow the client to relax.



*Fig 3.2.9.1: Spacious treatment room with ample lighting*

**Ambience:** The aim of any treatment is to make sure that the client relaxes and enjoys the experience. This means that atmosphere or mood in a salon is very important. The right ambience can be created using the right decor, music, pleasant smelling oils and candles.



*Fig 3.2.9.2: Comfortable treatment area*

**Heating and ventilation:** Circulation of fresh air in a salon is a must. To facilitate that one must have an air-conditioning system or air freshening unit installed. In facial care room, good ventilation is essential to prevent damp and humid air. To prevent the drop of body temperature, the client must be covered in some blanket or sheet during facial. The facial room must be warm and inviting.

### 3.2.10 Preparing For Treatment



*Fig 3.2.10.1: Preparing the treatment room*





- Discuss the course of treatment with the client and be open to suggestions.







- Begin by asking the client the reasons for wanting a facial. Ask for the client's name address and other contact details and put that in the report card. Also, ask about the client's home skincare routine and make sure you record it in the record card for future reference.
- Follow up with a skin analysis to identify the skin type, any problems, products used and plan a suitable treatment for the client. Keep the clients informed and make sure she agrees to your plan.
- Remember to set up your treatment room and work area with everything that you will need before you bring your client into the treatment room.

We can divide all the material you will need into three parts.

- The basics, which include the disposable products such as cotton and tissues, the facial bed, trolley, your stool to sit, towels, bed sheets etc.
- The tools such as a magnifying glass, tweezers, blackhead extractors etc.
- The products like the cleaning creams, massage creams, facemasks and other lotions you will need for the treatment.

Let us look at all the things we will need for a facial skin care treatment in detail.

Item	Purpose
<p>Cotton</p> 	<p>Cotton: Cotton squares are needed for removing the cleanser and putting on the toner. Cut them large enough to make sure that you can wrap them around your index and middle finger.</p> <p>Cotton half-moons are needed at the beginning of the treatment to be placed under the eyes to protect the skin when make up its been cleaned.</p> <p>Cotton pads for eyes which are used to cover the eye during inspection with a magnifying lamp or when removing blackheads.</p>
<p>Towels</p> 	<p>Towels can be used to cover the client during the treatment if a blanket is not available. Another towel is needed to place across the client's chest during a facial and a small handkerchief can be used for drying your own hands.</p>
<p>Blankets</p> 	<p>Blankets are needed especially in the winter months to keep the client warm during the treatment.</p>
<p>Tissues</p> 	<p>Tissues are used to blot excess toner or moisturiser. There are also used to cover the tip of an orange stick when removing eye makeup. Make sure to use tissues economically in the salon.</p>

Item	Purpose
Sponge 	A sponge is used to remove the mask from the skin. It is wet in warm water and then used on the skin. However, sponges are prone to gather a load of dirt and bacteria so they need to be cleaned and washed in very hot soapy water and dried thoroughly. Do not forget to sterilise the sponge. You can also use them cotton squares to remove the mask.
Cotton sheets 	Cotton sheets are used to protect the facial bed from marks or spills during a treatment. Do make sure that the cotton sheets are washed after each treatment.
Gown 	This is protective clothing worn by the client to protect her clothes and preserve her modesty.
Headband 	The client is made to wear a headband to prevent her hair from getting in the way of treatment and, also, to protect the client's hair from the products being used.
Sterilizing Jar 	A small jar is filled with a disinfectant solution to keep small metal tools such as tweezers and blackhead extractives. This helps to keep the germ level down. The solution must be changed after each client.
Small bowls 	This can be plastic or metal and are needed to keep cotton, tissues and sometimes the client's jewellery.

The first step for preparing your client for a treatment is having a consultation with the client.

- Questioning and recording information
- Visual analysis
- Manual analysis – this is when you feel the smoothness, softness, firmness and hydration of the client's skin

### 3.2.11 Questioning The Client

During a client consultation, based on their reasons you will decide the type of facial that should be done and the techniques used. Fill the client consultation Card with the information that you get from the client as you question the client.

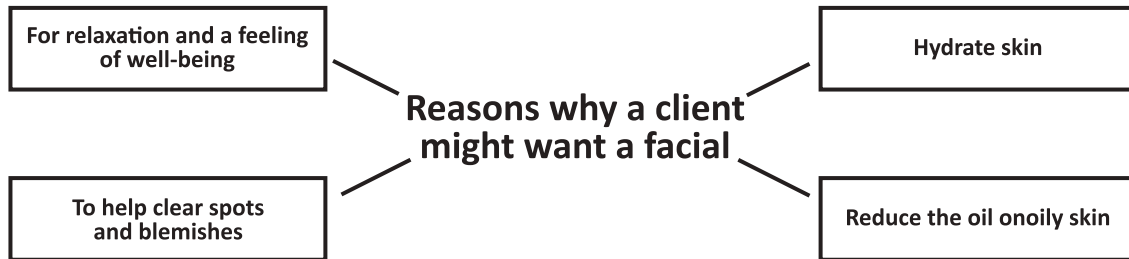


Fig 3.2.13: Reasons for Asking for Facial Treatment

#### Recording Information

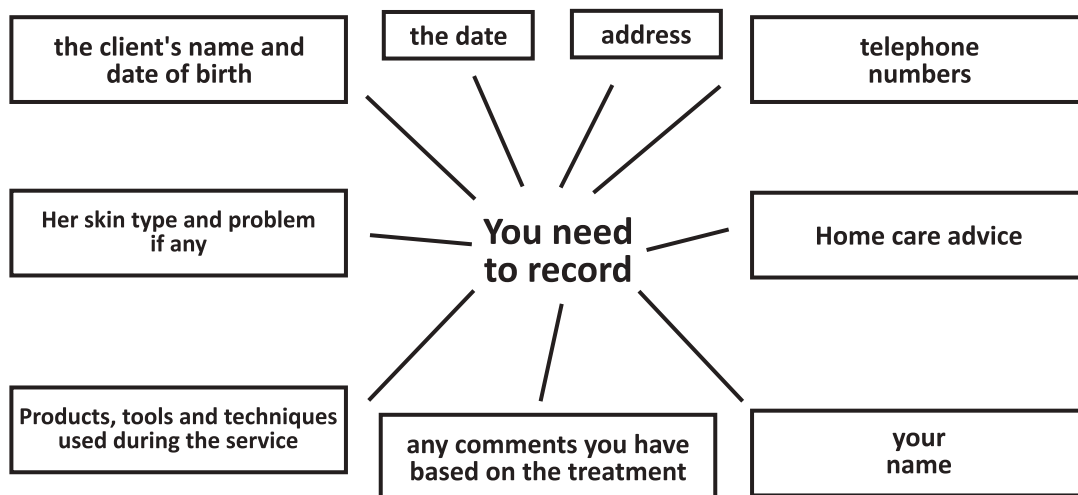


Fig 3.2.11.1: Information that requires Recording

### 3.2.12 Contra-Indications

A contra-indication is a condition like eczema, an unhealed cut, big pimples, rash etc. that makes or could make a treatment difficult or a client unsuitable for a treatment.

#### Working Around Contra-Indications

You can cover the affected area with a cotton pad if it is not possible to avoid treatment.

- Cover the area with a cotton pad
- Cover the area with barrier cream

Some Contra-indications that may be worked around are:

1. Old scar Tissue-more than 6 months
2. Small cuts or bruises
3. Non-infectious conditions like rash

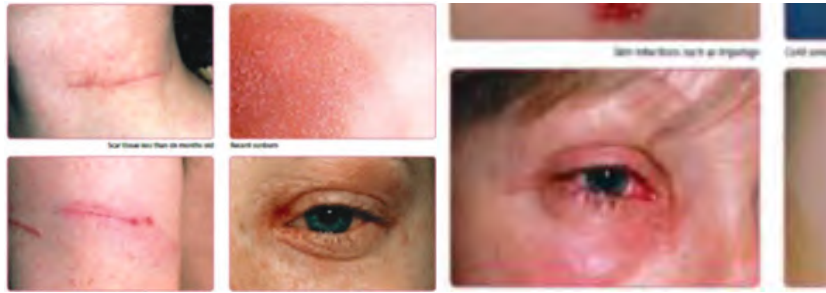


Fig 3.2.12.1: Contra-indications

Skin disorders that may restrict treatment include:

- Eczema
- Psoriasis
- Skin Irritation or Allergy
- Widespread Rashes
- Deep bruising

It is best to completely avoid treatment in these conditions as the use of tools and products could cause an increase in the condition.

### 3.2.13 Preparing The Client

After the client consultation you can get the client ready for the treatment.

- Take the client to the treatment room and ask her to wear a gown removing her clothes from the top half. You can hang her clothes on the hook.
- Now ask the client to remove any jewellery that she is wearing and to put it either in her handbag or you can store it safely. Once the client is ready help her to lie down on the facial bed. Cover her with a blanket or towels and make sure she is warm and comfortable.
- Put a headband around the client's hair to protect them. You can also place tissue under the headband to keep it clean. Open the ground and push it down over the shoulders. Place a medium double across the client chest.

### 3.2.14 Facial Equipment, Material And Products

Equipment	Implements and materials	Products
<ol style="list-style-type: none"> <li>1. Facial chair</li> <li>2. Facial steamer</li> <li>3. Magnifying lamp</li> <li>4. Trolley for products and implements</li> <li>5. Trash receptacle</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean sheet or other covering</li> <li>2. Cotton pads</li> <li>3. Cotton swabs &amp; pledgets; gauze</li> <li>4. Headband &amp; head covering</li> <li>5. Salon gown</li> <li>6. Towels</li> <li>7. Spatulas; sponges; tissue</li> <li>8. Blanket</li> <li>9. Gloves</li> </ol>	<ol style="list-style-type: none"> <li>1. Hand sanitizer</li> <li>2. Cleanser and Exfoliator</li> <li>3. Astringent; toner or freshener</li> <li>4. Moisturizer and Massage cream</li> <li>5. Hot towels moistened with aromatic oils and Specialty care products</li> <li>7. Electrical equipment (used as needed) <ul style="list-style-type: none"> <li>• High frequency</li> <li>• Galvanic, Brushes, Suction, Mister and Microdermabrasion</li> </ul> </li> </ol>



Fig 3.2.14.1: Facial equipment

### 3.2.15 Galvanic Facial Therapy

The galvanic hand piece is used to direct a galvanic current of ions directly into the skin. These positive and negative ions act like a magnet on top of the skin's surface, and will slowly push the product lying on the skin's surface down into the deeper layers.

The skin can then absorb the treatment within seconds and the electric energy also firms up, tones and tightens the skin during the session. Most sessions last for just 10-15 minutes, but are combined with a full facial treatment that can last up to an hour.

Micro current energy has been documented and studied for over a century. Galvanic treatments use very low-frequency impulses so there is no risk of burning or electric shock. The electricity triggers cellular turnover so that any damaged tissues can repair and heal quickly.

Even though the procedure does not injure the tissues, it does 'trick' the cells so that they begin to undergo the healing process. Galvanic facial treatments have a proven track record in Europe, and have been used for decades as an anti-aging solution.

The galvanic gel applied to the skin directly before the treatment is also effective for toning up and brightening up the skin, and can help to calm down inflamed skin while stimulating the tissue as a gentle massage. The micro massage treatments stimulate deep under the skin's surface, so the treated area will not be aggravated in any way.

#### Key Benefits of Galvanic Facial Therapy

Galvanic facial therapy is considered a complete skin reconditioning system and offers benefits for all skin types. It can be used to:

- Heal acne scars, eliminate fine lines, reduce or eliminate wrinkles and gets rid of superficial scars
- Buff and tone up the skin
- Reduce puffy eye bags or the appearance of dark circles
- Tighten up loose skin
- Even out the skin tone

### 3.2.16 Facial Treatment With High Frequency Current

The high frequency facial is used by skin care professionals to help treat and prevent:

- Stubborn acne
- Shrink enlarged pores
- Reduce the appearance of fine lines and wrinkles
- Decongest puffy eyes
- Fade dark eye circles
- Rejuvenate the condition of the scalp
- Nourish hair follicles for healthier hair growth

It is a timeless and essential skin rejuvenating treatment in the skin care industry. It induces renewal of cells and helps improve the better penetration and absorption of skin care products by gently warming the tissues of the skin.

High frequency facial machines and devices (traditionally referred to as "violet rays") vary in design and appearance. However the underlying principle, technology, and operational functions are the same.

Most professional high frequency machines used in spas, salons and medical offices operate at a frequency of 100,000 - 2500, 000+ Hertz (cycles per second). Compact versions of the equipment are also available for personal use.

The safe and gentle oscillating and oxygenating power of high frequency electrical current helps to:

- Enhance blood circulation
- Increase collagen and elastin production
- Eliminate toxins and acne-causing bacteria
- Encourage lymphatic drainage
- Exfoliate dead skin cells
- Improve skin care product absorption

Due to its rapid rate of oscillation, high frequency does not cause muscular contractions. Instead, it works on the principle of skin toning.



*Fig 3.2.16.1: Facial treatment with high frequency current*

### 3.2.17 Carry Out Facial Treatments

A facial treatment is a treat for the skin. It relaxes the client. During a facial, several other smaller treatments are carried out to:

- Cleanse the skin deeply
- Nourish and hydrate the skin
- Improve circulation and relax muscles
- Bring a glow to the skin



*Fig 3.2.17.1: Facial treatment*

After a facial, the client should feel relaxed and her skin should glow.

**Makeup removal**

At the beginning of a facial treatment the first thing to do is to remove the make up your client might be wearing.



*Fig 3.2.17.2: Makeup removal*

**Cleansing**

The next step is to cleanse the client's face. Based on the skin type choose an appropriate cleanser. Massage movements are used to carry out the cleansing routine.

**Massage Movements**

There are five main massage movements.

**Effleurage:** This technique is used mainly for cleansing and has a soothing and relaxing effect.

It is used to join up other movements and is a gentle stroke used at the beginning or end of the treatment.



*Fig 3.2.17.3: Effleurage movement*

**Petrissage:** These movements are circular or kneading movements.

The hands, thumbs, or fingertips are used to apply pressure to the muscles by lifting, rolling and pushing.



*Fig 3.2.17.4: Petrissage movement*

**Tapotement:** In this movement your hands must not leave the client's skin and all movements are to be done lightly. Here light tapping quick pinching or gently slapping is done using the fingers sides.



*Fig 3.2.17.5: Tapotement movement*

**Vibration:** The vibration stroke includes a range of things from which seeking to rhythmic rocking. This is done using the therapists hand and applying constant pressure to the client's body. It can be done with the hand side or the fingertips. This kind of massage movement helps in loosening scar tissue relaxing the muscles and soothing irritated nerves.



*Fig 3.2.17.6: Vibration movement*

**Friction:** Friction massage technique is done using a pointed object or the ball of the thumb of the therapist. It is done in small circular movements and is the pressure massage to penetrate deep tissues. It involves pressing on that issue and rubbing it back and forth.



*Fig 3.2.17.7: Friction movement*

**Tone and refresh:** Clean the client's face twice and use a toning lotion to remove the cleanser and refresh the skin.

**Full skin inspection:** After the senior therapist is done with a detailed inspection of the skin using a magnifying lamp, the therapist will be able to identify the real skin type, any present problems and make a final check for any contra indications. Based on this the rest of the facial will be planned.

You can now decide the products you will use, the kind of face mask and any change in treatment, if needed. Here are some pointers to carry out skin inspection. Make notes in the record card as the inspection happens.

- The products to be used
- The type of face mask
- Need for change of treatment plan

Make sure to record your findings from the skin inspection on the client record card.

Colour of Skin	Any patch of red or other signs of sensitivity Tanned or normal skin
Eyes	Lines around the eyes Dark circles or puffiness around the eyes
Texture of Skin	Soft, slightly rough, rough Flaky or smooth? Thin or thick? Firm or loose?
Muscle tone of skin	Young skin, tight skin Frown lines on forehead Tightness of skin around eyes and mouth
The T-zone	Freckles, blackheads or pores on the T zone
Client Speak	Skin Care routine of client Products she uses Diet and lifestyle of client

**Exfoliate steam and blackhead removal:** After the skin inspection, exfoliate the facial skin using an appropriate exfoliator. Follow this up by steaming the face and neck and removing blackheads from the chin, nose and forehead. Check the full face for any black or white heads and remove them.



*Fig 3.2.17.8: Facial steam before exfoliation*



*Fig 3.2.17.9: Blackhead removal*

**Massage:** The next step is the facial massage. The senior therapist maybe performing the facial massage using the massage movements we have studied earlier.

**Facemask:** This is the final step in the facial skin treatment. Once the massage is over the therapist applies the facemask. Make sure that your client's skin is free of the massage medium (oil or cream) before applying the mask. Make sure to use a mask suitable for your client's skin type.



*Fig 3.2.17.10: Facemask*

**Smooth and soft:** After you take off the mask apply a suitable moisturizer to the client's skin. Leave the client to relax for a couple of minutes after you have finished.

**Finishing Treatment:** Once the treatment is over, offer a mirror so that the client can check if everything is alright. As the client gets ready to leave, ask her if she has enjoyed the treatment. Give the client some tips and advice for home care. Clean your workplace and tidy yet to make it ready for the next treatment.

Complete the client's record card and put the information regarding

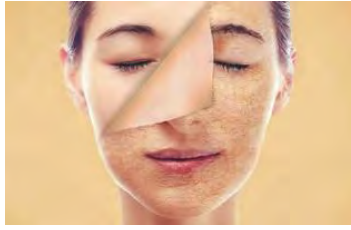
- The treatment you did and the date
- The products used
- The client's comments homecare advice
- Your comments and suggestions for the client

### 3.2.18 Step-By-Step Facial (Pictorial)

Facial is a part of massage therapy which has many steps.

#### **Exfoliation**

- Exfoliation is the process of facial scrubbing.
- This method extracts the dirt particles from the open pores.
- Blackheads and whiteheads are removed.
- It is a simple method that whisks away dead cells from the surface of skin, revealing the plumper, younger looking skin, underneath.
- It also encourages skin to speed up cell production, which means that the cells that reach the surface are younger and better looking.
- The result is a brighter, smoother complexion - no matter what the age or skin type.



*Fig 3.2.18.1: Exfoliation*

### **Skin warming**

- Most skin type benefit from a weekly heat treatment.
- Dry and mature skins must be warmed only once a month.
- Damp heat opens the pores.
- It encourages sweat to flush out ingrained dirt.
- It brings oxygen-rich blood to renew the skin.
- Oil can be put on skin first, since the heat helps oil penetrate more deeply.



*Fig 3.2.18.2: Skin warming*

### **Comedone Extraction**

- It is a popular method of treatment for acne vulgaris.
- Blackheads (open comedones) are extracted using gentle pressure around the pore opening.
- Whiteheads (closed comedones) are extracted by incision with a large needle or a blade.
- It must be performed skilfully to prove beneficial.
- Possible negative effects of the procedure include incomplete extraction, refilling, scarring and tissue damage.



*Fig 3.2.18.3: Comedone extraction*

### Facial massage

- Massage oils are the most common massage medium used by therapists. The best varieties of massage oils is not absorbed by the skin immediately, but are complementary to the skin and has the same characteristics as the skin's own natural oils.
- Massage cream is suitable for clients who need a deeper tissue work and who does not like the greasy feeling of massage oil.
- Massage gel is used for clients who already have a lot of natural oil in their skin.
- Massage lotions work well for smaller areas and quicker service.
- Massage powders are used in Ayurvedic treatments.



*Fig 3.2.18.4: Facial massage*

- **Effleurage** which means "to touch lightly on", is a series of massage strokes used to warm up the muscles during facials. They are used in the beginning consists of soothing, stroking, circular movements with the palm of the hand.
- **Petrissage** are massage movements where deep pressure is applied to compress the underlying muscles. Kneading, wringing, skin rolling and pick-up-and-squeeze are the movements that comprise petrissage. The padded palmar surface of the hand and the surface of the finger and the thumbs are used in this massage.
- **Tapotement is a specific** rhythmic percussion, most frequently administered with the edge of the hand, a cupped hand or the tips of the fingers. It is used to stimulate the nervous system and also release lymphatic build up in the back.

The five types of tapotement include

1. **Beating** - lightly hitting the area with closed fists
2. **Slapping** – using the fingers to gently slap
3. **Hacking** – using the edge of the hand
4. **Tapping** – using just the fingertips
5. **Cupping**- making the hand looks like a cup and gently tapping the area

### Mask application

- A face mask is a stronger version of a face pack.
- It gives visible results.
- The mask chosen must be according to the treatment and the skin type.
- The face mask must be applied in smooth, upward motions.
- The fingertips must be dipped into the face mask using about a quarter-sized amount.
- The face mask must be evenly spread onto the skin.

### 3.2.19 Leaving The Work Area Clean And Tidy

A tidy salon is a house of professionals. The following should be taken care of to keep the work area neat and tidy:

- Wash all bedding and towels
- Keep all the products and equipment in their place
- Disinfect worktops and trolleys
- Clean all equipment and sterilize all tools Discard the disposables
- Put out new linen on the treatment bed

### 3.2.20 Provide Aftercare Advice

Give the client some advice after the treatment to make sure the benefits of the facial treatment lasts for a longer period

Follow-up advice	Reasons for advice
Allow the skin to relax and do not do anything for the next 12-24 hours, you don't even need to clean it.	It is best time for the skin to relax as it has had an hour- long treatment to deep cleanse and stimulate it.
No Makeup if possible for 12 hours.	To get the full benefit of the treatment avoid makeup as it can clog the skin pores and make the skin dirty.
Do not touch the face unnecessarily especially the blackheads and spots.	Touching can make the skin dirty.
Get the treatment done regularly.	In almost a month the skin renew its layers, so a regular facial is great.
Cleanse tone and moisturize your skin twice a day.	This will keep the skin soft and pores clean.
Use a good moisturizer always.	A good moisturizer protects against dryness and the skin from getting clogged with makeup.
Drink plenty of water and eat a healthy diet with lots of fruits and fresh vegetables.	Water will help to rehydrate dry skin and a good diet will improve the condition of all skin types.
Get plenty of sleep.	During sleep the skin repairs and regenerates.
Use a cream containing a UV-filter (at least SPF 15) to protect skin in the sun.	The sun can age and dry out the skin.

### 3.2.21 Facial Bleaching

Bleach is a chemical procedure designed to camouflage unwanted superfluous growth of hair. Bleach does not remove, cut or melt hair as other beauty procedure such as waxing, threading etc. It only camouflages the hair by changing and lightening hair colour so that it mingles with that of the skin and becomes less visible.

Hairs have a colour pigment called 'melanin' which gives the hair a colour. Bleach penetrates the layer of hair and destroys the colour pigment melanin. As a result, hair becomes transparent and when the light passes through them they appear pale golden. Bleach involves a number of chemicals such as H<sub>2</sub>O<sub>2</sub>

and ammonia therefore we need to be very careful when dealing with clients. Any skin or hair beauty treatment which involves chemicals has to be done only after taking a patch test.



*Fig 3.2.21.1: Facial bleaching*

### 3.2.22 Patch Test

It is essential to take a patch test before any skin or hair treatment that involves chemical in any form. Mix a small quantity of bleaching cream and one or two grains of ammonia and apply it on a small patch of skin.

- Wait for 10 to 15 minutes.
- Keep asking your client about any discomfort such as itching, pain etc.
- In such a case remove bleach immediately with moist cotton and if you see any swelling, redness, rashes etc., rub ice cubes all over and apply Lacto calamine.
- In case of no allergy or problem, you can continue with bleach all over the face and neck.

The ideal time to repeat bleach is at least one month but if your client is young or having soft delicate skin, do not repeat bleach earlier than a month. Try to delay the repetition for two to two and half months for the wellness of the skin.



*Fig 3.2.22.1: Patch test for contact dermatitis*

#### Contra-indications

- Open cuts and wounds
- Acne
- Very sensitive skin
- Prone to allergy

### Things required

- Head band. Medium and small size towel
- Cleansing milk. Eye pads (tea bags, cucumber slices)
- Cotton pieces (2"x 2")
- Plastic, glass or ceramic bowl, plate along with spatula
- Bleaching cream and Ammonia
- Moisturizer, lacto calamine, ice cubes, chilled water

**Procedure:** Observation and Discussion: While performing the bleaching procedure, we should remember things, such as:

- Age of the client
- Conditions
- Time Gap
- Sit your client, offer her a comfortable chair
- Wrap a head band around her head and cover her clothes with a large size towel

**Cleansing:** Apply and spread cleansing milk all over the neck and face and massage it in upward and outward direction with moist cotton.

**Making the Paste:** Take two to two and half spatula of bleach cream, add approximate quantity of grainy ammonia to the cream, and blend it well.

**Application:** Apply this paste to the upper lip first and then to the rest of the face because upper lip hair is supposed to be coarse and take slightly longer to bleach. Apply it in a uniform neat layer.

**Eye Pads:** Put eye pads to protect the eyes from watering.

Do not leave your client unattended throughout the service. Wait for five to seven minutes for the bleach to process. Remove a little bleach from a few spots on the skin to check the colour of the hair. Reapply it if the result is not satisfactory and wait for another five minutes.

- Re-check: In the same manner after allowing some processing time.
- Removing: Remove bleach with a spatula from all over the face and neck.
- Eye-massage: Rub an ice cube for a few minutes all over the face and neck for relaxation, freshness and to prevent any reaction.
- Covering Cream: Apply moisturizer/ sun screen lotion/ oil. Put a thin layer of Lacto calamine.

### 3.2.23 Benefits Of Bleach

- Instant result: Bleach service gives you instant/quick result within 10 minutes
- Beach camouflages your hair by lightening them
- The complexion also becomes fair, removing the sun tan

## UNIT 3.3: Electro-therapy In Facial Treatment

### Unit Objectives

**At the end of this unit, participant will be able to:**

1. Evaluate electro-therapy in facial treatment

### 3.3.1 Electro-therapy In Facial Treatment

Facial being a very relaxing and beneficial treatment for the skin is one of the most popular in salons. Most facials make use of the hands, however some also incorporate electrotherapy. Both have their own advantages.

All facials follow the same basic structure and order discussed earlier in the chapter.

In a 'hands-on' facial, no electrotherapy is used. However, a steam machine may be used to open the pores during cleansing. Although a steam machine is a type of electrotherapy machine, it is not considered to be invasive.



*Fig 3.3.1.1: Electro-therapy in facial treatment*

Electrotherapy facials use electric machines. The client might feel a little tingle of the skin which may vary with the skin type. Some electrotherapy facials are:

**Galvanic Facials:** This is a useful therapy to reduce spots and blemishes (normally on oily skin) and to infuse active ingredients deeper in the skin. It uses metal rollers to produce a deep cleansing effect.

**High frequency facial treatments:** This treatment has an antibacterial effect and is used to dry out spots (oily skin). In a direct high frequency facial a glass electrode is passed over gauze placed on the skin. An indirect high frequency facial uses a saturator to draw a moisturising massage medium deeper in to the skin. This is best suited for mature or dry skin types.

**Micro current treatments:** Also known as non-surgical face lift, this type of facial uses a current to lift and tone the facial muscles and also to improve the colour and texture of the skin and soften lines.

Choosing the right equipment and then using them in a safe and appropriate manner in accordance with the client is the key to a successful treatment with instant results. All electrical treatments have many benefits. Some of them are:

- They smoothen the skin and makes it supple
- They help tone the facial muscles and refine the contours of the face
- They increase the lymphatic drainage of the face making it clearer
- They help to relax and rejuvenate the client



*Fig 3.3.1.2: Micro current treatments*

A safe and confident use of electrical equipment is required. The therapist should be thorough with the equipment manual. The only way to be totally safe and competent during treatment is to understand each machine and know its capabilities. This will provide you with the confidence to treat clients in a professional manner, which in turn will instill the client's confidence in your abilities.

### 3.3.2 Galvanic Treatment

In a galvanic treatment a direct current is used. This is different from the normal (alternating current) current used in electrical outlets. Make sure that the client is aware of the procedure being used on her. Assure her that it is needed to move the molecules of the skin.

A Galvanic current machine is used for increasing the product penetration in the skin. It introduces water soluble ingredients in the skin. As the current passes through the tissues and fluids of the skin chemical changes occur by which blemishes and spots are reduced.

Process of a Galvanic Treatment

1. It begins by a skin analysis and based on that an acidic or alkaline solution is applied to skin.
2. Then a metal probe (can be of different shapes, most common roller shape) is connected by a wire to the galvanic.
3. The machine is placed on the skin. Another wire is attached to the client's skin (wrist or arm) to create a closed loop of current so that current flows throughout the body in one direction.
4. The current starts flowing as the machine is turned on. The therapist will move the probe for a few minutes around the client's face.



*Fig 3.3.2.1: Galvanic facial machine*



*Fig 3.3.2.2: Galvanic treatment*

### 3.3.3 High Frequency Current

High frequency is a multi-purpose machine. Excellent results are obtained on most skin types. However, the nature of the frequency makes it a very noisy tool.

High frequency treatments use an alternating current also known as a tesla pulse current for treating acne. It has an antibacterial and a healing impact on the skin.

It helps to dry out very oily skin and thus heal in skin breakouts and cases of acute acne on skin.

The therapist should be very confident with the use of the machine as the noise produced further adds on to the nervousness of the client. The client should be made aware of the process during consultation.

The varied types of electric current have varied effects on the body. Some increases the blood circulation resulting in a warming effect of the skin and muscles. The lymphatic drainage is stimulated by using the equipment in the direction of the nodes, and the nerve endings will be soothed by the heat generated.

High frequency can be used in two ways:

- Indirect – the current flows through the therapist's hands to the client's body as the therapist massages the face of the client. The intensified saturator electrode is held by the client.
- Direct – application is directly on to the skin using an Oudin resonator (glass electrode).

### 3.3.4 Preparing The Skin For Treatment

Make sure the client is in a suitable position for treatment and you are ready to use your chosen electrical equipment. The skin should be cleansed and grease free. It is essential to prepare the skin to be receptive to the electrical treatment you are about to perform.

### 3.3.5 Facial Cleanse and Exfoliation

- Emulsify the product between the hands and begin application
- Apply product to face and neck (the client may wish to have eye pads on)
- When product has dried use light rubbing motions to exfoliate dead skin cells
- Remove remaining product with clean sponges and warm water

## UNIT 4.1: Removal Of Superfluous Hair

### Unit Objectives

At the end of this unit, participant will be able to:

1. Explain the structure of hair and its growth pattern
2. Consult, plan and prepare for hair removal services with client's
3. Remove unwanted hair effectively
4. Provide aftercare advice

### Unit 4.1.1 Introduction

The hair serves the purpose of protecting the skin and providing warmth. The different types of hair are:

- Scalp hair – It keeps in the heat and protects the head.
- Eyelashes – It protects the eyes by preventing particles from falling into the eye.
- Body hair – It protects against heat loss.
- Underarm and pubic hair – It protects the delicate skin and acts as a cushion against the friction caused by movement.

### Unit 4.1.2 Structure Of Hair And Its Growth Cycle

- Hair is made of a tough protein called keratin.
- A hair follicle attaches hair into the skin.
- The hair bulb forms the base of the hair follicle.
- The hair bulb contains living cells which divide and grow to build the hair shaft.
- Blood vessels nourish the cells in the hair bulb, and deliver hormones that modify hair growth and structure at different times of life.
- The growth of hair occurs in three cycles.
- Hair growth is different for different people; the average being one-half inch per month.
- Hair color is created by pigment cells producing melanin in the hair follicle. With aging, pigment cells die, and hair turns gray.

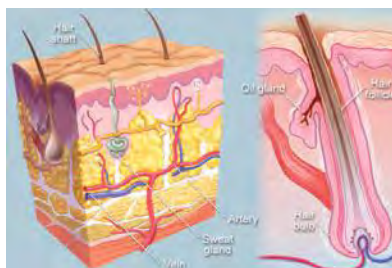


Fig. 4.1.2.1: Structure of hair

### Structure of the Hair and Basic Principles of Hair Growth

While talking about the structure of hair, we need to understand that a hair strand is not just a single entity but a group of items. These comprise:

- Sebaceous gland
- Root
- Connective tissue sheath
- Vitreous membrane
- Outer root sheath
- Cuticle layer
- Inner root sheath
- Hair follicle
- Arrector pili muscle

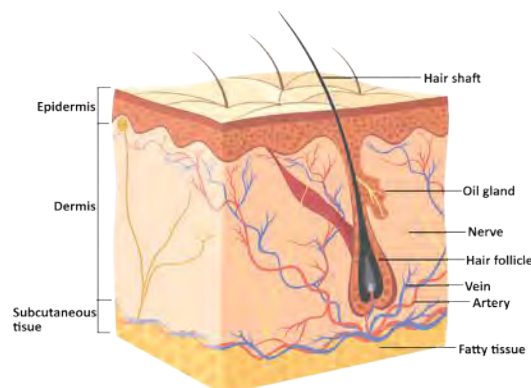


Fig. 4.1.2.2: Structure of hair

### Basic Principles of Hair Growth

There are 3 phases based on which the hair grows. The cycle comprises:

#### 1. Anagen

- This is the growth phase this is the active hair growth phase.
- During this time, the division of hair root is rapid.
- The lasting period of this stage is between 3 and 5 years.

#### 2. Catagen

- This is the intermediate or transitional phase.
- The lasting period of this stage is from 1 to 2 weeks.
- During this period, the hair follicles start preparing for their resting phase, and deeper portions of hair follicles start collapsing.

#### 3. Telogen

- This is the resting phase.
- The lasting period of this stage is between 3 and 4 months.
- This is the resting and shedding period.
- When the period ends, new hairs start growing, and older ones fall out.

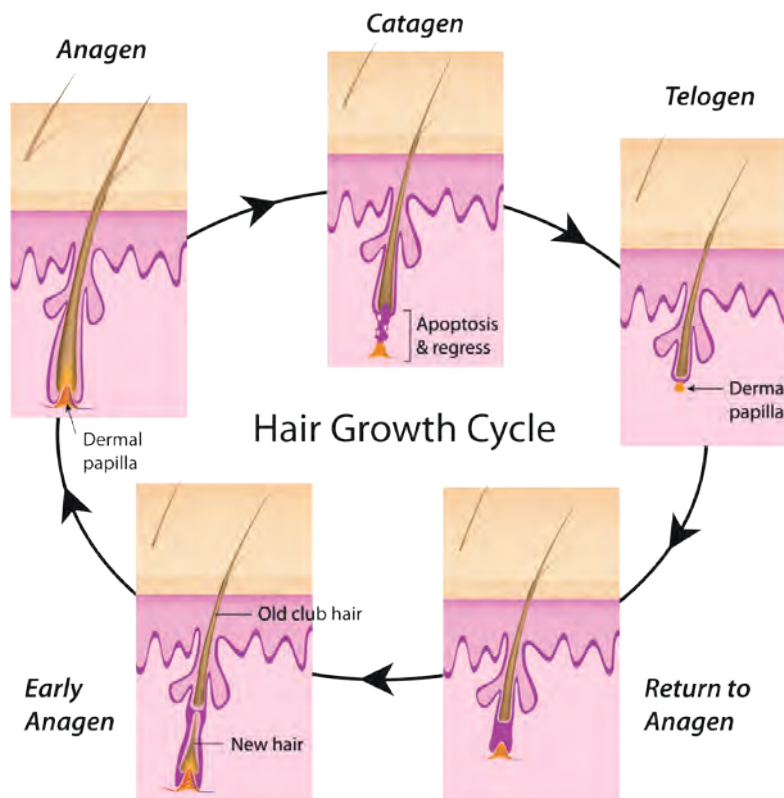


Fig. 4.1.2.3: Basic principles of hair growth

Hair has two parts: the hair follicle and the hair shaft.

#### Hair Follicle

- The word 'follicle' is a Latin word deriving from the word 'folliculus', which means a 'small bag.'
- An important part of skin, hair follicle helps hair growth by packing old cells together.
- Follicle is the only "living" part of the hair.
- The duration of hair growth and rest cycle usually comprises of 5 years.
- The percentage of follicle growing hair is 90% (one time) with an average annual growth of 15 cm or 6 inches.

#### Hair Shaft

We identify hair as a threadlike, slender outgrowth directly from the follicle present on mammal skin. The main composition of hair is keratin with 3 morphological regions. They are:

- **Cortex** : This contains moisture and melanin (natural pigment).
- **Medulla**: This comprises the core of the hair.
- **Cuticle**: This is the hair shaft's outer transparent layer made up of over-lapping keratin cell.


These combine to form the shaft.

- The diameter of a single hair ranges from 0.04 to 0.12 mm.
- The shaft is the hair part that is visible on the skin and is made up of dead cells.
- The hair of lighter colour has a finer texture than red or dark coloured hair.

### 4.1.3 Methods Of Hair Removal- Advantages And Disadvantages

Epilation is the removal of hair from the root. The methods include waxing, sugaring, epilation services, lasers, threading and electric epilation.

Depilation is the removal of hair from the surface of the skin. Shaving and use of hair removal creams are methods of depilation.

Ways of removing hair	Advantages	Disadvantages and effects on waxing
Cutting	<ul style="list-style-type: none"> <li>• Quick</li> <li>• No skill involved</li> <li>• Home Treatment</li> <li>• No pain involved</li> </ul>	<ul style="list-style-type: none"> <li>• Does not last for long</li> <li>• Blunt regrowth, as hair removed only to skin level</li> <li>• Effects on waxing: Ensure that hair is long enough to wax effectively.</li> </ul>
Shaving	<ul style="list-style-type: none"> <li>• Quick</li> <li>• No skill is required</li> <li>• Home Treatment</li> <li>• It is not painful</li> <li>• Less expensive equipments are used</li> </ul>	<ul style="list-style-type: none"> <li>• Does not suit all types of skin</li> <li>• Blunt regrowth</li> <li>• Skin can get damaged</li> <li>• Unhygienic</li> <li>• Short term only</li> <li>• Only removes surface part of the hair</li> <li>• Effects on waxing: Ensure that hair is long enough to wax effectively.</li> </ul>
Tweezing	<ul style="list-style-type: none"> <li>• Precise</li> <li>• Ideal for small areas, i.e., on the face</li> <li>• Equipment cheap to purchase</li> </ul>	<ul style="list-style-type: none"> <li>• Only suitable for small areas</li> <li>• Skin can get damaged</li> <li>• Can cause hair breakage</li> <li>• It is not time effective</li> <li>• Not ideal as a DIY treatment for client's who wear glasses</li> <li>• Effects on waxing: Can distort the hair follicle, which may cause the hair to twist and grow inwards. Also, for the clients who wish to have epilation done in the future, the hair follicle where the needle is inserted can become distorted; thus rendering epilation as an unsuitable treatment.</li> </ul>
Threading	<ul style="list-style-type: none"> <li>• Cheap</li> <li>• No electrical equipment needed</li> <li>• Suitable for Mediterranean and Asian client's as this is a common method use for many years in Asian countries</li> <li>• As effective as tweezing</li> </ul>	<ul style="list-style-type: none"> <li>• Skill needed to apply</li> <li>• Possible breakage of hair</li> <li>• Effects on waxing: Possible distortion of hair follicle, which may mean that the area is unsuitable for epilation</li> </ul> 

Abrasives (mitts/ pumice stone)	<ul style="list-style-type: none"> <li>• No skill needed</li> <li>• No specialist equipment needed</li> <li>• Improves the texture of skin by removing the dead skin cells</li> <li>• Not expensive and can be used at home</li> </ul>	<ul style="list-style-type: none"> <li>• Can cause hair breakage</li> <li>• Hair is not removed from the roots but from the surface of the skin</li> <li>• Could result in skin damage</li> <li>• Not terribly effective on strong dark hair growth</li> <li>• Effects on waxing: Waxing should not be undertaken directly after using an abrasive glove as the skin could be sensitised. Also the hair should be of a similar length for the treatment to be effective.</li> </ul>
Electrical appliances (e.g. electrical razors)	<ul style="list-style-type: none"> <li>• No skill needed</li> <li>• Reusable</li> <li>• Ideal for home use</li> <li>• Clean and quick</li> </ul>	<ul style="list-style-type: none"> <li>• Only removes surface hair</li> <li>• May damage the skin</li> <li>• Some can be expensive</li> <li>• Regrowth produced is blunt and growth stubble</li> <li>• Effects on waxing: Waxing should only be undertaken if the hair is of the correct length. The use of electric razor gives the same effect as shaving i.e. the hair is just cut off at skin level, whereas an epilator removes the hair from the root. As with all waxing treatments, the result will depend on the length and the stage of hair growth</li> </ul>
Depilatory creams	<ul style="list-style-type: none"> <li>• Cheap</li> <li>• Quick</li> <li>• Ideal for home use</li> <li>• No skill required</li> </ul>	<ul style="list-style-type: none"> <li>• Dissolve hair by using a chemical reaction at skin level. Some products have an unpleasant fragrance</li> <li>• Not suitable for allergy prone or sensitive client's always carry out a patch test prior to us</li> </ul>
Laser treatments (including intense pulsed light)	<ul style="list-style-type: none"> <li>• Can be used for a large or small areas</li> <li>• Precise application</li> <li>• Suitable for most skin types</li> </ul>	<ul style="list-style-type: none"> <li>• Costly</li> <li>• Specialist treatment</li> <li>• More than one treatment may be required</li> <li>• Can be painful</li> <li>• Effects on waxing: If a client is undergoing laser treatment on an area, no other method should be used while the course of treatment is being carried out, as it can affect the treatment and the skin can become over sensitized</li> </ul>

Epilation	<ul style="list-style-type: none"> <li>• Precise application</li> <li>• Salon treatment</li> <li>• More than one method available to suit client requirement</li> </ul>	<ul style="list-style-type: none"> <li>• More than one treatment required</li> <li>• Not suitable for client with needle phobia</li> <li>• Not costly to clear a large area</li> <li>• Effects on waxing: Waxing could be used on a client at the commencement of the treatment to attempt to pull all the hair into the first stage of hair growth (anagen) to speed up the treatment process</li> </ul>
-----------	---	---

## Equipment and Products used for Waxing

### Before the Treatment

Pre Waxing products are designed to prepare, cleanse and condition the skin prior to waxing. There are many pre waxing lotions available in the market. They ensure that the waxing treatment is less painful, faster and more effective.

It cleanses skin oil; build up from other products, bacteria, sweat and dust. If this step is skipped then there are chances that a thorough hair removal may not be achieved because of previous oils, creams, infections or rashes. It is recommended irrespective of skin type if one is using waxing strips or soft wax.

The ingredients of pre wax products usually are Iso Propyl Alcohol, Propylene Glycol, Methyl Paraben, Water, and Colour & Perfume. Before waxing, the products are initially applied to the inside of the practitioner's wrist to test the temperature of the wax.

It is then tested on the client in the area to be treated. It is recommended that a patch test be conducted correctly on a suitable area of skin at least 24 hours prior to the client's first waxing service.

### Equipment Required

Before starting the procedure, the trolley needs to be prepared with the following equipment and materials:

Wax products



After wax lotion



Talcum powder



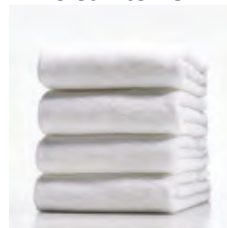
Gloves



Cleansing gel or lotion



Clean towel



Wax strips made from fabric or bonded fibres



Cotton wool



Disposable spatula or applicator



Cold lacto calamine



A pair of small scissors



Ice



After wax oil



Gel



Wax Heater



Thread



#### 4.1.4 Environmental Conditions

The treatment room must be set up properly.

- The client must be comfortable while changing.
- The room must be well ventilated.
- There should be adequate light.
- The light, however, must not be too bright for the client's comfort.
- The client must be offered privacy.
- The waxing cubicle must not be accessible to all.

#### 4.1.5 Preparation Of The Working Area

Waste disposable, maintaining the comfort of the waxing cubicle and prevention of spread of disease is of vital importance.

- All used wax strips must be thrown into the bin.
- Industrial gloves must be worn before emptying the bins.
- The contra-indications must be checked before the start of the treatment.
- The professional code of ethics must be followed.

A very poor impression is created if the treatment area is not prepared prior to treatment. Following are parameters to be kept in mind while readying the treatment room.

- The couch must be covered with a disposable covering to prevent cross infection.
- There should not be any spillage or residue on the couch.

- Bins with inner lining must be placed close at hand.
- All required equipment must be placed in a trolley.
- Anti-septic cleaner must be used on the skin.
- The strips chosen must be compatible with the kind of wax being used.
- Disposable gloves must be worn while doing the treatment.
- Sterilized tweezers and scissors must be ready for use.

After wax lotion must be kept ready.

The client might be given a leaflet on after wax care.

### 4.1.6 Personal Protective Equipment

Personal Protection Equipment

- Apron made of plastic must be worn over the uniform.
- Single use gloves must be used during each waxing session.
- Avoid jewellery while doing waxing.

### 4.1.7 Consult, Plan And Prepare For Waxing Services With Clients

**Consultation Techniques**

- The client must be professionally briefed before the start of the treatment.
- Treatment must be carried out in private.
- Client must feel comfortable to ask questions.

**Conducting Skin Sensitivity Test**

- Patch test must be conducted before the start of the treatment. Written approval from the client must be taken before beginning a treatment.
- The sensitivity test should be carried out on forearm as this is hair-free, clean and dry.
- The test must be carried out 24 hours before the treatment. The client requires visiting the salon before the final treatment. Being an Assistant Beauty Therapist, it is necessary for you to record the result on the client record card.
- Before applying the wax to the client's forearm, test it on yourself for correct temperature.
- Note the immediate reaction on the skin after removing the wax.
- The client must be told to observe the result for the next 24-48 hours. If he/she finds any redness, swelling, irritation then it would mean that the client is allergic to wax and cannot go ahead with the treatment.
- Tactfully convey to the client that he/she is not suitable for waxing treatment, if there is any adverse reaction after patch test.

**Contra-Indications to Treatment**

- Ensure that the area is free from contra-indication before beginning any waxing treatment.

**General contra-indications:**

- Recent scar tissue
- Hypersensitive skin
- Cuts or abrasions
- Bruising in or around the area to be treated
- Allergy to any products you will be using (such as rosin, found in sticking plasters and wax)
- Blood diseases (HIV, hepatitis)
- Use of skin-thinning drugs such as Retin A or Accutane
- Diabetes
- Defective circulation
- Inflamed or aggravated skin
- Some conditions, such as moles, infected in growing hair and skin tags, will mean the treatment may need adapting to and you would avoid the area

### 4.1.8 Client Records

- Each and every detail of the client must be recorded.
- Written permission must be taken before the treatment.
- Patch test must be done.
- Procedures must be explained to the client.
- Contra- actions. Reactions, client preferences and products sold must be noted.
- The record card must be filled with good handwriting.

### 4.1.9 Preparing The Client For Treatment

- The client must be asked to take a bath before the treatment, or else provide with personal wipes.
- Exfoliant treatment must be taken while taking a shower. It must be used on the area to be waxed, few days before the appointment.
- Inform the client not to use any other form of hair removal before the treatment like shaving cream etc. as it will be difficult to perform waxing if the hair is not long enough to carry out waxing.
- Request the client to wear clean undergarments and a cotton T-shirt if they want their back to be waxed so that the area is not too sweaty before the treatment.
- The client can speak to their doctor about any anti-allergy medication if their skin gets irritated by normal waxing.

### 4.1.10 Maintaining Client Modesty

- The client's modesty must be guarded.
- The client must feel comfortable.
- A hand towel must be offered to place over the client's lap.
- The client must be offered a separate room to undress.
- The treatment area must not be accessible to all

### 4.1.11 Remove Unwanted Hair



Fig 4.1.11.1: Equipment to remove unwanted hair

#### Procedure:

1. Set up the trolley.
2. Set up the service station.
3. Drape the client with a salon gown.
4. The wax is heated before bringing the client to the workstation.
5. Powder is applied on the area to be waxed.
6. Inquire the temperature of the wax.
7. The wax is applied with a spatula according to the direction of the hair growth.
8. The wax strips are placed and pulled in the opposite direction.
9. Repeat the same process, until the hair is removed.
10. The waxed place is wiped with the cold water.
11. The excess water is removed.
12. Apply moisturizer and give good massage.

#### Cold Wax

Cold Wax is much easier to use as compared to hot waxing method. Cold wax strips are available in various shapes and size. It can be used for removing hair from eyebrow to legs. It is observed that cold waxing method is less painful but for best results, application of cold wax strips should be conducted repeatedly. Repeated application of strips might cause painful red bumps, skin irritation and problem of ingrown hairs.

#### Steps by Step Process of Waxing



Apply wax with an applicator



Press the wax strip firmly above the wax and rib it firmly



Remove the strip in one grow from the opposite direction if the hair growth



Dispose the used waxed strip



Use after wax oil or cooling gel



Apply the cooling gel by patting it on the skin

#### 4.1.12 Finishing The Treatment

- All stray hair must be removed with tweezers once you are done with waxing.
- Provide the client with a mirror and ask them to check the area. Ensure that the client is happy with the result.
- After the treatment apply after-wax lotion on the body.
- Leave the treatment room while the client is getting dressed.
- Return and talk about immediate and long-term aftercare.



*Fig 4.1.12.1: Tweezing miniscule hair and wiping of the dead skin cells*

## UNIT 4.2: Bikini Waxing

### Unit Objectives

At the end of this unit, participant will be able to:

1. Plan ways to seek additional information, on lost property
2. Demonstrate how to record details of the lost property

### 4.2.1 Perform Bikini Waxing

This refers to the complete removal of pubic hair.

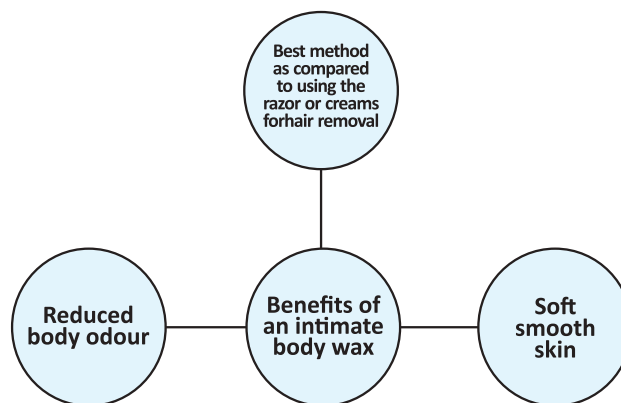


Fig 4.2.1.1: Benefits of body waxing

### 4.2.2 Waxes Specifically For Intimate Waxing

There are many different kinds of wax to choose from, however, one has to select one for intimate area waxing.

Hot Wax	Skin Type	Benefits
Hot film wax	Normal Skin Normal skin to coarse hair	An all-purpose wax, it contains plasticides, which ensures that it does not become dry and brittle during treatment.
Chocolate hot film wax	Dry/normal/sensitive skin Normal to coarse hair	A chocolate hot film wax specially formulated for client's rough, dry or mature skin as it contains cocoa butter to soothe and moisturize the skin. The addition of plasticisers makes it highly flexible, reducing the client's discomfort and making it easier for the therapist to work with.
Brazilian hot wax	Normal/sensitive skin fine Normal/coarse hair	It is particularly formulated for work on areas where dense stubborn hair growth is found.

Hot Wax	Skin Type	Benefits
Wax for men Warm wax	Normal skin Coarse hair	A strong masculine looking wax based on colophonium/ glyceryl rosinat formulation top ensure the successful removal of men's hair growth. It can be used on all areas of the body.
Wax for men Hot wax	Normal skin Coarse hair	An all-purpose wax, particularly formulated for work on areas that have dense , curly or stubborn hair growth.

### 4.2.3 Sugaring

The process of hair removal using sugar paste is called sugaring. This method has been used for centuries all over the world. Women prefer this method as it is less painful compared to waxing.

The ingredients are sugar, water and citric acid oil. The recipe of this concoction remains a secret. It is used like normal wax either as a paste or a strip.

#### Varieties of sugar paste

1. Soft paste: It is ready to use, works best with strips.
2. Very soft paste: Similar to soft paste. Works best when a therapist has cold hands.
3. Firm paste: Works well in very hot weather and might need to be heated. Does not work very well with strips and must be used as a paste.
4. Hard paste: Needs to be heated for a few minutes. Does not work well with strips

### 4.2.4 Hazards Of Sugaring

Sugaring is essentially harmless as it is made up of natural ingredients. Care should be taken when the paste is heated, to avoid burns. In case the sugar paste is ingested, seek medical help.

- Sugaring treatment must be done only by expert therapists.
- To keep the paste effective for long, store in a cool, dry place. Avoid overheating and keep the container air tight.

#### Safety precautions while sugaring

- Tissues must be kept to catch the dripping sugar paste, if required.
- The paste must not be overheated or kept near flammable material.
- The heating port, wires and plugs must be in good working order.
- Before the treatment, the entire process must be explained to the client.
- A gown and towel must be used to protect the client's clothes.
- The client must be comfortable with the temperature of the paste.
- Everything must be cleaned and sterilized before the next use.
- The paste must be stored in an air-tight container after use.
- Home care advice must be given to the client.

### 4.2.5 Benefits And Effects of Sugaring

- Very effective in hair removal in sensitive areas.
- Works well for people not too comfortable with high temperatures of wax.
- Easy to wipe, water soluble, does not stick to skin.
- Very short hair can also be removed.
- Good for removal of facial hair.

### 4.2.6 Female Intimate Waxing

Intimate waxing involves removing hair from pubic region, which can start from bikini shape to complete hair removal.

There are four shapes for intimate waxing.

#### Bikini Wax:



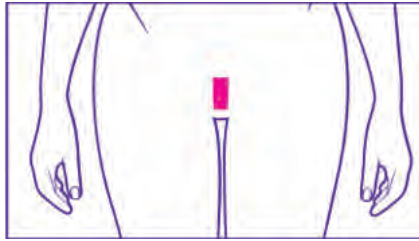
A standard bikini wax is a basic shaping of pubic hair into a neat upside-down triangle shape to the edge of the panty line.

#### Extended Bikini Wax



An extended bikini wax takes the sides of the bikini line deeper than a regular bikini wax leaving a more defined triangle with narrower edges.

### **Brazilian Wax**



A Brazilian wax takes away all the hair off the bikini line leaving a small strip on the front. Hair is removed from the front all the way round to the bottom area.

### **Hollywood Wax**



The Hollywood wax removes all hair from the front, round to the bottom – complete hair removal.

### **Important waxing tips to be followed:**

- The position apt for intimate waxing is lying flat. This makes the underneath tissue to be firm and taut. Hence, the process becomes more comfortable.
- Don't let the client feel embarrassed. Cover the area with a towel to preserve client modesty.
- During the treatment, cover the area that is being not treated at that time. Only expose the area whose treatment is in process.
- A successful treatment calls for your comfort as well as client hygiene.

### **Process of Waxing**

- Work in small sections. Apply thick wax and coat it well. Make sure that you can quickly remove the area.
- After wax application, request the client to stretch the area. The non-dominant hand should be above the hairy region.
- Place the dominant hand in front of the wax. Now, grasp the lip gently but firmly and pull the strip quickly.
- Ensure keeping the skin taut. This should be from every angle (triangle formation).
- As per the requirement, ask the client to movement in various directions. Also, you can request your client to pull their knee or be in all four, keeping the anus taut.

### 4.2.7 Suitable Homecare Products

- The client must be exfoliating the treated area over the next few days to avoid ingrown hair.
- It must be stressed that the area must be treated carefully as it is sensitive.
- Products containing AHA as it thins the hair.
- Hot showers and baths must be avoided for that day.
- The area must be kept clean.
- Ice compress should be used.
- Wear loose clothes for a day to allow air circulation.
- A follow-up appointment must be made after a month.

#### Contra Actions

If the client has thick pubic hair growth, the client may get a strong erythema and the hair follicles may bleed during the treatment. Do not re-wax any area that bleeds. The tissue or cotton that is used to clean the area should be disposed of properly to prevent infection. Use gloves on your hands when cleaning or touching the bleeding area. Dispose of spatulas if blood spotting occurs. Make sure to dispose all contaminated waste including tissues.

Different people may suffer from different reactions to intimate waxing:

- Erythema
- Blood spots
- Abrasions on the skin or broken hairs
- Bruises or burns
- Allergic reactions
- Burnt skin – if the wax is too hot

If there is a bruise or a burn, tell the client and advise them on how it will heal. As the genital area is sensitive, it may be a little difficult for the client in case of a burn or a bruise, so help the client understand how to take care of it immediately and in the long term, which is important for healing.

## UNIT 4.3: Threading

### Unit Objectives

At the end of this unit, participant will be able to:

1. Demonstrate threading
2. Practise steps to remove unwanted hair by using threading

### 4.3.1 Threading

Threading is a temporary hair removal technique. It pulls off the unwanted hair from its follicle. It is a painful process but gives very precise results. It has no harmful chemicals involved. Suits even sensitive skin.

It is used mostly on:

- Eyebrows
- Upper lips
- Lower lips
- Cheeks
- Chin
- Sides of face
- Forehead

Products, Materials, Tools and Equipment for Threading

The following are the tools used in threading

- Thread
- Talcum powder
- Ice
- Cooling Gel
- Mascara brush
- Tissue
- Eyebrow pencil

Different shapes of Eyebrows: Shown below are some of the common shapes of eyebrows.



Fig 4.3.1.1: Different shapes of eyebrows

- Round
- Square
- Oval
- Long oval
- Diamond
- Heart

### 4.3.2 Threading Techniques






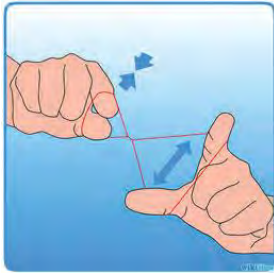
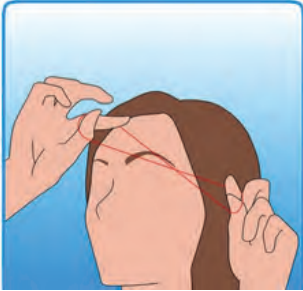
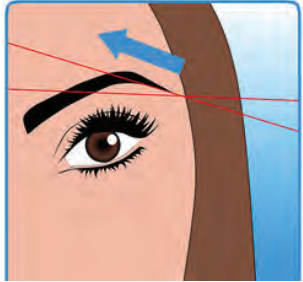
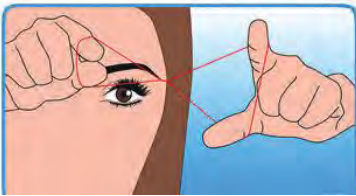

Fig 4.3.2.1: Threading

#### Threading Eyebrows

- Threading is an extremely old skill.
- It involves using a piece of thread to remove the hair.
- It is important to keep the length of the eyebrows.

Steps to be followed for Threading:

<p>For threading, one requires a piece of thread, a pencil to draw in your desired eyebrow shape, and some ice or cold water to numb the area.</p>	
<p>The section of the thread is held with a knot in one hand, and the opposite section is held with the other hand.</p>	

<p>The hand is twisted without the knot five or six times, while the other section of the thread is held tightly (this is to avoid getting the knot in the middle of the thread). The thread should have an infinity or hourglass shape.</p>	
<p>One must practice opening one hand, while closing the other at the same time. The twisting the thread in the middle is what will remove the hair. Practising the scissor motion will help.</p>	
<p>Hold the hands so your fingers are facing away from the face, and position them over one eyebrow.</p>	
<p>The triangle of the thread is so placed that the hair that is to be plucked is within the thread. The threading must be done against the direction the hair growth. So, the point of the triangle must be moved opposite the direction of the hair growth.</p>	
<p>The hand is closed controlling the triangle around the hair, as the other hand is opened. It must be made sure that the thread is still touching the skin, and quickly opposite motion (scissors) must be made.</p>	
<p>One must keep practising at threading. It takes a lot of practice to be able to do it well.</p>	

## Exercise

Select the correct answer.

1. Which of the following is the step of eyebrow filling?  
 a) Select your filler                                      b) Create the shape                                      c) Threading
2. \_\_\_\_\_ is a temporary hair removal method.  
 a) Tweezing                                      b) Threading                                      c) Depilatory
3. Threading is also known as:  
 a) Banding                                      b) Stitching                                      c) None of the above
4. \_\_\_\_\_ thread is used for threading.  
 a) Twine                                      b) Cotton                                      c) Polyester
5. \_\_\_\_\_ is a popular area of threading.  
 a) Eyebrows                                      b) Forehead                                      c) Sideburns
6. \_\_\_\_\_ is a contra-indication for threading.  
 a) Pregnancy                                      b) Adolescence                                      c) Active herpes Lesion
7. Once threaded, the results last for  
 a) 2-6 days                                      b) 2-weeks                                      c) 2 months
8. The results are positive in threading, if the practitioner is .  
 a) Female                                      b) Experienced                                      c) Younger

### Practical

Perform eyebrow threading effectively.

## UNIT 5.1: Prepare For Make-up Services

### Unit Objectives

At the end of this unit, participant will be able to:

1. Evaluate the preparation for make-up services

#### Basic Face Shapes

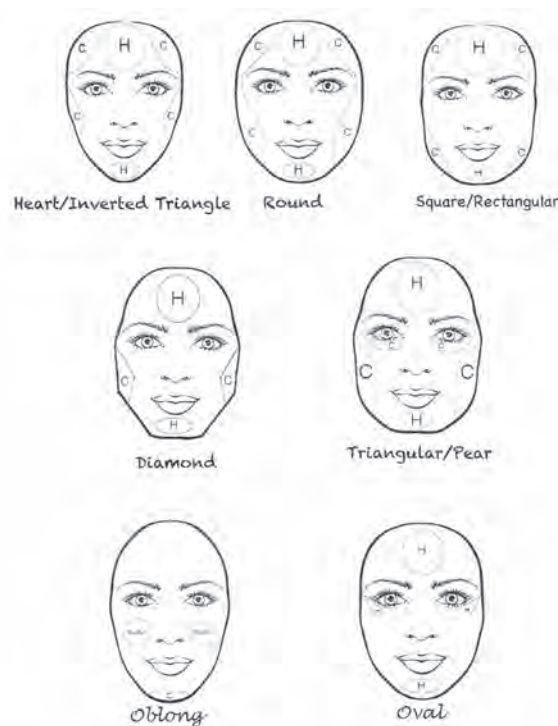


Fig 5.1.1: Basic face shapes

- **Heart:** Wide forehead, high cheekbones and tapers down to a narrow or pointed chin. An inverted triangle face shape is the same but has sharper angles. Apply contour to the temples, sides of cheeks and along the jaw line under the chin to shorten. Highlight the chin to widen and the centre of the forehead to give shape.
- **Round:** Face width and length almost equal, widest at the cheeks. To slim a round face, contour down the sides of the temples and cheeks. Highlight the chin and forehead to bring them forward for an even more slimming appearance.
- **Square/Rectangle:** Forehead, cheekbones and jaw line almost the same width. The square face will have a square, angular jaw line as the dominant feature while the rectangular face may be long and angular. Soften the strong lines by contouring the sides of the temples and jaw, and highlight forehead and chin to bring them forward.

- **Diamond:** The face is highly angular and the cheeks are quite wide, tapering to both the forehead and chin. Contour the cheeks along with jaw lines to soften the sharp angles and create balance. Highlight the chin and the forehead to the upper hairline to show off the eyes.
- **Triangular/Pear:** The face has a broad jaw line. The cheeks can be wider than the eye area and tapering to a narrow forehead. Contour the sides of the cheek area and add a little under the eyes if necessary to sculpt the cheekbones and bring them forward. Highlight the forehead to widen and bring forward and add a little highlighter to the chin.
- **Oblong:** Elongated features and the face gradually taper towards the chin, sometimes with a prominent chin. Contour the tip of the chin if prominent, and if the forehead is much longer, contour along the upper hairline. Apply blusher after the foundation just to the apples of the cheeks to shorten and balance by bringing the focus to the centre of the face.
- **Oval:** This is the ideal face shape - in proportion and well balanced. The forehead may be very slightly wider with cheekbones that are more prominent. No contouring required. Highlight the forehead, chin and under eye area to accentuate these good features. Extra face shaping techniques may also be necessary to correct individual features. The same principals are applied to correct the nose or lip shapes to create balance.

### Corrective make up technique to suit the face shape

Corrective makeup is a technique that uses light and dark colours to highlight and contour features of the face. Corrective makeup is different from camouflage makeup as the purpose here is to highlight the positive features rather than hide flaws, spots or other drawbacks.

### Make up technique for face

It is important to understand the basic face structure and face shapes to understand the concept of makeup balance. All make-up artists begin with the same elements: two eyes, nose, mouth, cheekbones etc., yet there are no two faces the same. Each face is unique, and a makeup artist's role is to enhance this to express our client's individuality.

Face shaping makeup techniques helps to correct and contour any features, highlights the best features and creates a 3D effect. The face can appear flat and lifeless if it is not sculpted properly.

First, examine and divide the face into two halves: The top and bottom. Overall balance should be looked upon then with client's individual face shape.

There is importance of light and dark, which is stated as below :

- Lighter brings forward - Highlighter
- Darker takes back - Contour (Shader)

Highlights should only be a few shades lighter and the contour a few shades darker than the client's natural skin tone for a more natural result. If the highlighter is too light, it will reflect as white in the photos, and if too dark, it will look muddy. A maximum of two or three shades lighter or darker works best.

An excellent makeup look can be achieved by learning the basic techniques of application and choosing complementary shades that suit the client's skin tone and personal style.

### **Corrective Makeup Techniques for Eyes**

- Lengthen round eyes by extending shadow beyond the outer corners.
- Make close-set eyes appear farther apart by placing light shadow in the lids near the nose, and darker shadow on the outer edges of the lids.
- Use light, reflective colours in the crease to make deep set eyes emerge; use darker colours sparingly.
- Extend shadow ever so slightly beyond the side of each eye to make small eyes look larger.
- Make prominent eyes less noticeable by blending a medium to dark shadow over the most prominent part of the eyelid, and blending it upward towards the brow.

### **Corrective Makeup Supplies**



*Fig 5.1.2: Supplies for make-up*

Corrective makeup supplies include the following:

- Lip lining pencils in dark, medium, light
- A variety of foundation colours and shades
- Concealers in light and darker shades
- Light to dark eye shadows and eye liner pencils, including browns and greys
- Translucent powder
- Makeup sponges; brushes and applicators
- Lip Sticks

### **Removal of eye makeup and skin makeup**

Most people remain ignorant about the importance of removing all makeup (even residual) completely at the end of the day. It is one of the most important regimes to follow in order to maintain a healthy and glowing skin forever.

The benefits accrued from keeping the skin free of any residual makeup are as stated below:

- It washes away cosmetics, impurities and dirt from the surface of the skin, which could be a cause of irritation and reason for faster ageing of skin.
- It helps in reducing risk of developing pimples, redness, blackheads and other types of blemishes.
- It promotes cellular renewal by eliminating dead skin.
- It stimulates skin's microcirculation due to the massage action.
- It allows the skin breathe freely.

Cleansing of skin gives a person fresh, toned, supple and well-moisturized skin even if one wears little to no makeup.

The following steps are useful for removing makeup:

### **Removing eye makeup**

#### **Step 1: Saturate a cotton pad with eye makeup remover**

Dual-phase eye-makeup remover works for most eye makeup. It combines the dissolving power of an oil-based remover with the gentle, soothing qualities of cleansing water. This is a good choice for heavy eye makeup— however, make sure you shake the bottle thoroughly before use, as the formula tends to separate. While using waterproof mascara or liner remember to use an oil-based cleanser as it could be quite stubborn and too much tugging the skin can make it severely damaged and dry. Using water-based makeup works well for those with extra sensitive skin as the makeup is lighter and is cleaned easily.



#### **Step 2: Hold cotton pad against closed eye**

The cotton pad should be placed against closed eye for about 20 seconds, the pressure should be gentle. Eyes should not be scrubbed at all; the remover in the cotton pad dissolves the makeup in simpler manner. Wiping of makeup should be done with ease and with least rubbing possible.



#### **Step 3: Use a downward motion to gently wipe off makeup**

Getting rough with the delicate skin around eyes can harm the skin by forming wrinkles and fine lines. Multiple strokes should be made with light pressure. Fingertips of other hand should be used to hold the eyebrows and with the other hand, the makeup should be swept down gently. This prevent from pulling the skin around the eyes.



#### **Step 4: Turn the cotton pad over and use**

The cotton pad should be turned over and the clean side should be used to wipe your eye with an upward stroke. This helps in cleaning the place underneath the lashes too. After such procedures also, if there is an existence of stubborn mascara on lashes, a clean mascara wand should be brushed on the lashes.



### **Removing Foundation and Blush**

#### **Step 1: Application of daily cleanser for dry skin**

In case of dry skin, use a daily cleanser in a circular motion. Before starting the procedure, tie your hair neatly into a ponytail, with headband and bobby pins. Remove any kind of liquid foundation or long lasting makeup before washing your face. With the help of fingertips spread the cleanser on the entire face including the hairline. Mild cleanser or oil can be used for removing makeup. Water-soluble makeup helps in clear rinsing with no residue. For skins that is sensitive, oily and prone to react on any kind of breakouts, makeup-removing wipes is recommended. Baby wipes should not be used as those do not help lift off makeup completely.



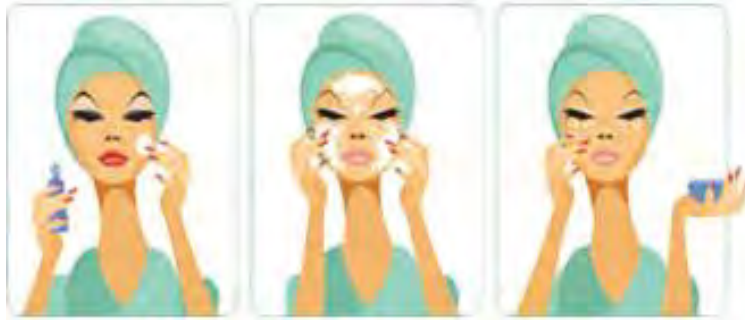
#### **Step 2: Cleaning with Materials used**

Wet facial sponge, washcloth and cotton balls can be used to wipe face. Through these materials foundation and blush comes off very easily. While removing makeup hairline should be kept under chin and around ears.



**Step 3: Use of other products for residual makeup**

Cold cream can be used to get rid of any residual makeup. Apply the cold cream and let it set for a while before you wipe off the cream gently from your face with warm washcloth.

**Removing Lip Colour****Step 1: Using Petroleum Jelly**

Thick layer of Petroleum Jelly should be applied on lips; it should be slathered well. Use of petroleum jelly not only removes the lipstick but also moisturizes the lips. Instead of petroleum jelly, other oils like, olive oil or coconut oil can be used.

**Step 2: Waiting Time**

After applying petroleum jelly, the wait time should be at least 5 minutes, the oil that is present in the petroleum jelly dissolves the oil present in the lip colour, which makes it more effective process of removing lip colour.



### Step 3: Using cotton pad

Press cotton pad against lips for few seconds, wipe lips in small, circular motion but the pad should not be moved too much so that the jelly gets all over face.



### Step 4: Removing makeup

Wipe the petroleum jelly (and lipstick) off your lips with gentle to-and-fro motions of the pad on your lips. Most, if not all, of the lipstick should come off on the pad. Repeat if necessary. If there is still some lipstick left, do not get too rough on your lips as it can cause chapping.



### Step 5: Exfoliate and moisturize your lips

Exfoliating will remove any kind of remaining colour tint or flakes, whereas, moisturizing keeps lips soft and healthy. Exfoliation is done specially to buff lips with help of a clean, wet, toothbrush or an adequate mix of brown sugar with honey. Gentle and circular motions should be adapted for exfoliation of lips.



### Important Things Required for Makeup Removal:

- Rubber band, bobby pins, or cloth headband
- Cotton pads
- Eye makeup remover
- Makeup remover
- Facial wash
- Facial moisturizer
- Petroleum jelly
- Washcloth, cotton ball, or facial sponge

## UNIT 5.2: Apply Simple Make-up Procedures For Routine Purposes

### Unit Objectives

At the end of this unit, participant will be able to:

1. Apply simple make-up procedures for routine purposes

#### Various Makeup Products

Facial makeup products are those products that are used to colour and highlight a facial feature, which beautifies the skin. Makeup is conducted in series of steps to achieve smoother complexion. The series of steps begin through application of foundation. Right shade of foundation disappears into the skin. Foundation can be applied through foam sponge, fingertips or foundation brush. However, the most difficult part is selecting the right foundation.

Some of the major types of foundation are stated as below:

#### Liquid or Cream foundation

Liquid foundation is the basic term used for foundation, which is in liquid form. There are various versions, which are available – oil free, oil based, waterproof and twenty-four hours. The coverage area could be from medium to full, according to requirement of the application. For bridal, the area covered is full.

To build foundation, simply apply a layer and let it dry, then apply another layer on top of it over the crisis area. Cream foundations provide a heavier coverage and are formulated for normal to dry skin.



Fig 5.2.1: Cream foundation

#### Tinted moisturizer

This kind of foundation provides with light coverage and is able to cover up some of the unevenness. Tinted moisturizer can be considered as the best for women with good skin and are appropriate for reception makeup. It is a moisturizer with sheer colour. It is great for warmer months when little coverage and some moisturizer are required.



*Fig 5.2.2: Tinted moisturizer*

### **Oil based foundation**

Oil-based foundations add moisture and tend to temporarily “plump up” skin, making them a great foundation choice for anyone with dry skin. Women with wrinkles can opt for this kind of foundation as it minimizes the appearance of fine lines. It can be applied for the bridal as well as reception makeup.

### **Sheer foundation**

Sheer foundation is appropriate for the flawless look, it blends with the skin. The coverage is light, so it will not give —cake feeling. Even if applied too liberally. It tends to be buildable if more coverage is required that makes it more appropriate for bridal make up. Sheer foundation is made with silicones and works best on women with normal to dry skin. Many sheer foundations contain SPF, which gives the added benefit of sun protection.



*Fig 5.2.3: Sheer foundation*

### **Matte or Oil free foundation**

This kind of foundation is appropriate for women with oily skin; the formulation of the foundation is with water and not oil. It dries quickly so that it can be blended with a sponge or with the fingers as soon as applied. In addition, using a moisturizer or foundation primer first to add an extra layer of moisturizer is recommended.

### **Waterproof foundation**

Waterproof foundation is made to stay on for a long time, which makes it perfect for humid areas and hot days. Waterproof foundation cannot be removed simply with a cleanser or water but makeup remover is needed. These foundations can clog up pores and skin becomes more susceptible to blackheads, so using this foundation is not recommended until the event is in humid area.



*Fig 5.2.4: Waterproof foundation*

### **Concealers**

Concealers help in changing the appearance in less time, it corrects the errors, giving the skin smoother look. It can brighten a tired face and cover up all blemishes including the dark circles. There are beauticians who prefer using concealers to foundation.

**It is important to know the correct method of applying concealers, which are stated below:**

- Apply several dots of concealer under the eyes close to the lashes. Apply a dot to the inside corners of the eyes. A finger can be used for the application, but concealer brush is recommended.
- Using the middle finger or a brush, tap in the concealer (always tap, never rub). Make sure to blend well. There is no real rule to it, but the middle finger tends to be gentler.
- Apply concealer on other uneven spots on the face including the chin, and
- around the nose and mouth if need be and tap in.
- Apply another layer if more coverage is required.
- Dust fine, loose powder over the face to set the concealer. It is essential to dust loose powder as it gives final look to concealed face.



*Fig 5.2.5: Concealers*

The concealers are applied according to the area and the cover up needs to be made; this is the reason why the application procedure differs as well.

Few of the application techniques for various applications are stated below:

- **Covering under eye dark circles**

Any kind of concealers should not be used for covering under eye dark circles. There are specific kinds of concealers, which are used majorly for covering dark eye circles. This is an essential part in the bridal makeup because a dark circle ruins the bright bridal makeup. This concealer's works for brightening the dark area rather than camouflaging redness or blemishes.

- **Covering Pimple**

A stiff brush with a pointy fine tip can be used to dab concealer that matches the skin tone. It is important to apply only to the red areas, not necessarily to the raised area. Let the concealer dry. Apply a second layer. Set the concealer with a dusting of translucent powder. If the concealer is then tissue can be used for clearing the excess. If that does not work, moisten a Q-tip with makeup remover and gently apply to the pimple. Then re-cover the pimple with concealer.

- **Covering Pockmarks and Deep Scars**

Pockmarks or deep scars can be covered by using an angular brush dipped in a concealer where the shade should be lighter than the skin tone. Fill in the centre of the pockmark without going over the edges and then dust skin with translucent powder. If the scar is raised, use a concealer that matches the skin tone and pat the scar with the concealer, setting the concealer with powder.

## **Select and Apply the Correct Make-up Products to Enhance Facial Features**

### **Applying Basic Makeup**

#### **Part 1 : Preparing for Makeup Application**

**Step 1 :** Wash the face with a Face wash.

**Step 2 :** Use a moisturizer after washing the face properly.



*Fig 5.2.6: Basic make-up*

### Part 2 : Applying Foundation and Concealer

**Step 1 :** Apply a Foundation that matches the skin tone of the particular client. It should also match the skin type.

**Step 2 :** Apply a concealer that matches the skin tone. if the client has dark under-eye circles, always opt for a concealer which is one shade lighter.

**Step 3 :** Apply Face Powder according to the skin tone. Use a powder brush to apply the powder on the face in a circular motion.

**Step 4 :** Apply Blush on the cheeks. Opt for a pink toned blush for basic makeup.



*Fig 5.2.7: Applying foundation and concealer*

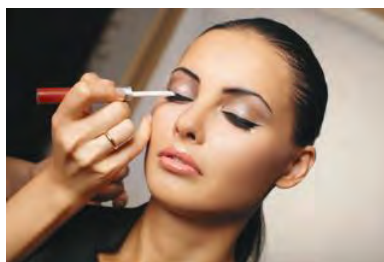
### Part 3 : Applying Eye Makeup and Lip Colour

**Step 1 :** Apply Eye shadow in the beginning of eye makeup. Try a neutral shadow pallet for basic makeup.

**Step 2 :** Apply Eyeliner on the upper lip of the eyes. Opt for a thinner application of eyeliner, if it is daytime. opt for a thicker one for nighttime wear.

**Step 3 :** Apply Kajal or Kohl on the lower lid on the eyes. It can a be just a thin line or a thick one according to the preference of the client.

**Step 4 :** Apply one coat of Mascara on both the upper and lower lashes of the eyes.



*Fig 5.2.8: Applying eye makeup and lip colour*

### Part 4 : Applying Lip Colour

**Step 1 :** Apply Lip Colour. It can be a normal lipstick, lip Crayon, Matte lipstick (Powder Matte or Moisture Matte), Gel Lipstick etc. Use a lighter shade for daytime and a darker one for nighttime.

**Step 2 :** Apply lip gloss, if required for a brighter shade. Make sure to use a clear gloss.



*Fig 5.2.9: Applying lip colour*

### **Makeup Tips**

- Use a concealer only when needed, like in case of hiding dark under-eye circles or blemishes.
- Try to use a very basic shade of foundation. Do not overdo in this particular stage.
- Rub moisturizer on your hands before you blend the foundation for a better finish.
- Use a powder that stay longer and do not go off easily.
- Try using a cream blush instead of a powder blush for the natural glow-from-within effect on the skin.
- If the makeup is done for a special occasion, apply under eye shimmer shadow. shimmer cream shadow can brighten up the whole look in no time.
- If the eyelids of the client tend to be on the oilier side, use a primer all over them first to help the eye shadow last longer.
- If the lips are dry or chapped, gently rinse with a damp washcloth or apply lip balm before putting up lip colour.



*Fig 5.2.10: Final touch*

## UNIT 5.3: Drape Costumes On Customers

### Unit Objectives

At the end of this unit, participant will be able to:

1. Evaluate different techniques of draping costumes on customers

#### Drape Costumes on Customer Using Correct Techniques

##### Draping a Saree

The basic requirements to drape a saree :

- Saree : A long 6 yard drape one piece fabric to wrap around the body.
- Blouse : the essential need of a saree. A top wear which is almost like a crop top but in better fitting.
- Petticoat : A Petticoat is worn as a bottom wear in a long inner skirt serving to carry the drape around firmly.
- To wear a saree, both blouse and petticoat are supposed to be worn. Without them, a saree cannot be draped.



Fig 5.3.1: Draping a saree

Steps to drape a saree :

- **Step 1** : Take the saree end from the top edge, tuck it in the petticoat starting from the right side of your waist across your left waist.
- **Step 2** : From the left hand bring the drape around your waist from the back to the centre front tucking it in.
- **Step 3** : Now you will need to make 6-8 of 5-6 inches pleats of the remaining drape at the centre and tuck it in the petticoat, facing pleats to the left.
- **Step 4** : Bring the open drape across your back to your front from the right side, without tucking it. You can pin up the pleats at the centre for it to be in centre position and tuck the drape edge till your left side waist.
- **Step 5** : Now hold up the width (pallu) section and make pleats in complete width in 5-6 inches, making sure the border falls on the first pleat to drape it on shoulder.
- **Step 6** : Hold the pleats in vertical and bring the drape fall from beneath the right armhole, pulling it up towards and across your left shoulder.

- **Step 7 :** Place the pleats properly on your left shoulder by keeping at least a metre length fall down from the shoulder point, and pin it in place to fix it.



*Fig 5.3.2: Draping steps*

Tips to remember while draping a saree :

- Always tie the petticoat firmly at the waist, so that the saree is tucked in properly without falling off.
- Always insist the client to put on Heels, or any footwear you desire to wear along the saree, before you start draping up, as this brings the perfect length draped around the body.
- Use safety pins or clips to pin up pleats and sections where the drape is required to be fixed.

### **Draping Dupatta**

Below Given are some of the most popular styles of draping a dupatta :

#### **1. The Front Flow Dupatta Style**



*Fig 5.3.3: Front flow*

#### **2. The Classic Dupatta Drape**



*Fig 5.3.4: Classic drape*

### 3. The Casual Dupatta Drape



*Fig 5.3.5: Casual drape*

### 4. The Double Sided Dupatta Drape



*Fig 5.3.6: Double sided drape*

### 5. The Back “U” Dupatta Style



*Fig 5.3.7: Back U style*

## 6. The Double Dupatta Style



Fig 5.3.8: Double dupatta

## 7. Draping a Mekhla

The Parts Of A Traditional Assam Saree or Mekhla Chaddor :

- The Blouse Piece: We get a matching blouse piece with this saree just like a normal saree. The only difference is, it will be already cut and wrapped. You have to get a blouse stitched according to your body measurements.
- The Skirt: The body of this saree is like a skirt. It is not a ghagra that can be tied. You have to drape the skirt in a particular style.
- The Chaddor: This is like the 'anchal' of your saree but, it is distinct from a regular saree. It is like a dupatta but the dimensions are that of a huge shawl. This has to be draped on the upper half of your body like an anchal.



Fig 5.3.9: Mekhla drape

### Steps To Drape A Saree In Assamese Style:

- First of all, we need matching blouse and the petticoat (has to match with the colour of the saree).
- Now drape the skirt around and tuck it in like a Bengali saree.
- Make two pleats across each other in the front. It would be like folding your saree clockwise and then anticlockwise.
- Draping a Chaddor is the trickiest part. There are mainly 2 ways to drape the saree from here. Firstly, you can drape it like a normal saree.
- Start pleating the Chaddor from the very end and tuck it towards the left end of the waist.
- Wrap the remaining length of the Chaddor around the hips and drape the rest of it across the chest.
- There is another way of draping a chador – the recent style of wearing the Chaddor (like a half saree).
- Tuck one end of the cloth at the right end of the waist.

- Wrap the remaining length in a full circle around the hips.
- Drape the rest of the chaddor over the shoulders from behind in imitation of a Gujrati 'pallu'.
- To drape a saree in an Assamese style for Bihu would definitely be easier with these steps.



*Fig 5.3.10: Assamese drape*

## UNIT 6.1: Manicure Techniques

### Unit Objectives

At the end of this unit, participant will be able to:

1. State the origin of manicure
2. Demonstrate manicure techniques

### 6.1.1 Introduction

Manicurists and Pedicurists clean, shape, design and beautify finger and toe nails. The word manicure is derived from the Latin word manus which means “hands” and cura which means “care”.

- It has been a profession for more than 5000 years.
- It refers to the beauty treatment for hands and fingernails performed by professionals.
- It involves filing and shaping of the nails and removing any dry and dead cells.
- Manicure also involves hand massages followed by the application of nail paint.
- Many designs and patterns are also made on nails.
- Different popular manicures are French Manicure, Hot Oil Manicure.



*Fig 6.1.1.1: Manicure service*

A manicure has several benefits for both the client and the salon. They are listed below.

#### **Benefits for the client:**

- Improves the appearance of the hands, nails and cuticles
- Enhances overall grooming
- Softens the hands

#### **Benefits for the salon:**

- It is a popular service
- A number of treatments can be done and products sold with it that help to increase revenue

## 6.1.2 Nail Growth And Structure

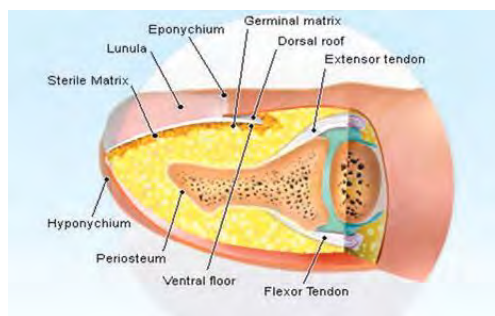


Fig 6.1.2.1: Anatomy of nail

- A fingernail is produced by living skin cells in the finger.
- Nails protect the finger tips and the surrounding soft tissue.
- A fingernail has several parts.
- The nail plate is the visible part of the nail.
- The nail bed is the skin beneath the nail plate.
- The cuticle is the tissue that overlaps the plate and rims the base of the nail.
- The nail folds are the skin folds that frame and support the nail on three sides.
- The lunula is the whitish half-moon at the base of the nail.
- The matrix is the hidden part of the nail unit under the cuticle.
- Fingernails grow from the matrix.
- The nails, like hair, are composed of keratin
- New cells grow in the matrix pushing the older cells which become the familiar flattened, hardened form of the fingernail.
- The average growth rate for nails is 0.1 mm each day.
- The rate of nail growth is dependent on the age and gender of the individual and the time of year.

## 6.1.3 Preparation And Maintaining Hygiene

Sanitation procedures are an essential part of the daily routine in salons. Standard safety protocols are provided for the safety of clients and to prevent the spread of disease. Salon staff must be educated in executing these sanitation procedures.

### Tools and Equipment



Fig 6.1.3.1: Nail Equipment

- All tools and equipment must be sanitized after use by each client.
- Nail clippers and scissors should be washed in soap and water, dried, and then totally immersed in a wet sanitizer for a recommended time.
- Rubber gloves, towels, capes and anything else that touches the client must be sanitized or discarded.
- Extra precautions with bottles, tubes and jars containing beauty products must be taken and properly labelled so that chemicals and other ingredients aren't mixed or stored.

#### **Maintaining Hygiene**

- Wipe trolleys with surgical spirit.
- Wipe down work surfaces prior to use.
- Use clean warm towels and bedroll for each client.
- Use disposable items.
- Use spatula to remove products from containers.
- Clean enamel bottle neck prior to putting lid on.
- Maintain a clean tidy work area.
- The therapist should wash their hands before and after each treatment.
- Sterilise all tools before and after use, or dispose them depending on the type of tool used
- The area required for manicure and pedicure varies greatly, with more versatility in manicure than pedicure.

### **6.1.4 Selecting Equipment And Materials For Manicure And Pedicure Treatments**

Manicure	Pedicure
Manicure can be done if the client sits across the couch	Pedicure can be done if the client is sitting on a chair- it can be combined with manicure.
Manicure can be done if the client sits across a table at a manicure station	
Manicure can be done even when the client is having his or her hair done.	
Client lying on a beauty couch while having a facial	

#### **Emery board**

This has two sides: a coarse side for shaping nails and a fine side for beveling.

Emery boards are difficult to clean, although some manufacturers have developed special cleansers for this purpose.

If you cannot clean the file, it should be disposed of, or given to the client.



**Orange stick**

The two ends of the orange stick each have a different purpose. The flat side is used to push back cuticle or apply buffing cream.

The other side, which is pointed, when tipped with cotton wool, can be used to clean under the free edge, remove excess enamel and ease back the cuticle. When tipped with cotton wool, this should be disposed of after each use.

**Cuticle knife**

This is used to mould back the cuticle and remove any excess attached to the nail plate

**Cuticle nipper/ scissor**

Used to remove hangnails and dead skin around the cuticle.

**Nail scissors**

Used to cut nails.

**Toe nail clippers**

Used to cut and shorten nails prior to filing.

**Nail buffer**

A pad covered with chamois leather and with a handle. Used in conjunction with buffing paste. Buffing adds sheen, stimulates circulation and growth at the matrix.

Useful in pedicure, male manicure or when nail varnish is not going to be applied. To clean, wipe with a suitable cleansing solution.

**3-way buffer**

This is used to smooth the nail and remove any longitudinal and horizontal lines. Wipe between uses with a suitable cleansing solution.



#### Nail brush

To brush the nails and clean them effectively, wash in hot soapy water or sterilise in a chemical solution. Usually plastic, may be wooden, with a rubber end to ease back the cuticle. When using from nail to nail, clean with a steriliser. On completion of treatment, sterilise in a cold sterilising solution.



#### Hoof stick

Usually plastic, may be wooden, with a rubber end to ease back the cuticle. Pointed and may be tipped with cotton wool to clean under free edge. When using from nail to nail, clean with a steriliser. On completion of treatment, sterilise in a cold sterilising solution.



#### Hard skin rasp/grater

To be used after the feet have been soaked and can be used in conjunction with hard skin remover. Use on areas of hard skin in a rubbing action with light pressure. Wash after use in hot soapy water and remove debris; sterilise in chemical solution.



#### Pumice stone

As with hard skin rasp.



## 6.1.5 Contra-Indications

There may be conditions which hinder the carrying out of a part or whole of the treatment. In some cases amendments need to be made to the treatment.

#### Classifications of contra-indications are:

- Contra-indications that prevent the treatment (Cannot treat) disease
- Contra-indications that restrict the treatment (Work around) disorder

#### Contra-indications that prevent the treatment

- Haemophilia - is a rare bleeding disorder in which the blood does not clot normally
- Arthritis - is the swelling of one or more joints in the body
- Acute rheumatism
- Nervous conditions
- Recent hand surgery
- Diabetes/Inflamed nerve/Undiagnosed pain
- Contra-Indications that may restrict the Service

The other conditions that may restrict treatment are as follows:

### **Nail Separation**

This is a disorder where a part or the whole the nail separates from the nail bed. It results from a build-up of debris found in the moist warm space between the digits, which attracts bacteria and fungal organisms and in severe cases, turns the nail plate a dark green or black colour. The infected nail plate grows faster than those that are uninfected.

In feet, this occurs through wearing a tight-pinching shoe, poor circulation and lack of attention to foot care.

Non-infectious nails can be manicured or pedicured as long as there is no fungal or bacterial infection. However, severe separation should not be treated.



*Fig 6.1.5.1: Nail separation*

### **Ingrowing Nails**

This affects either the fingers or toes. In this condition, the nail grows into the sides of the flesh and may cause infection. Filing the nails too much in the corners or over vigorous cutting is often responsible for ingrowing nails. Closed fitting shoes are also one of the reasons.

If the area is open or infection is present, it would prevent the treatment from taking place.



*Fig 6.1.5.2: Ingrowing nails*

### **Split Nails, Brittle Nails**

Normally these are the result of abuse with drying agents, like those found in harsh detergents, cleaners, paint-strippers and film-developing fluids. Cotton-lined rubber gloves are good protection. Since the nail begins forming at almost the last finger joint, sometimes injury to the finger or diseases like arthritis can result in split nails.



*Fig 6.1.5.3: Split nails, brittle nails*



*Fig 6.1.5.1: Nail disorders*

- **Beaus Lines:** These are wavy horizontal ridges across the nail plates which are often caused through illness, medication, or heart disease. Over buffing can also cause this.
- **Treatment:** Light buffing can help improve this condition.
- **Furrows:** These are ridges from the matrix to the free edge. It is often caused by arthritis, incorrect removal of nail extensions, or damage to matrix.
- **Treatment:** Light buffing helps improve this condition. A dark polish or opal polish will highlight the ridges, so it is recommended to apply a clear or light polish. You can use ridge filler that provides a natural smooth base to apply nail polish.
- **Leukonychia:** These are white spots in the nail plate caused by calcium deficiency and minor trauma to the nail. White spots will grow up and out so one should treat the nail with care and avoid pressure. Leukonychia is commonly caused through over filing when blending nail extensions.



*Fig 6.1.5.2: Leukonychia*

- **Eggshell Nails:** Thin, curved over the free edge and fragile nails.

- **Onycholysis:** In this disease, the nail separates from the nail bed. Most of the time, this problem is associated with physical injury (trauma), psoriasis, drug reactions, fungal disease or contact dermatitis from using nail hardeners. Sometimes onycholysis can be related to an over/under active thyroid gland, iron deficiency, or syphilis.



Fig 6.1.5.3: Onycholysis

- **Spoon nails:** Soft nails that look scooped out. This condition often indicates iron deficiency.
- **Terry's nails:** The nail looks opaque and white, but the nail tip has a dark pink to brown band. This can be a symptom of cirrhosis, congestive heart failure, adult-onset diabetes, cancer, or aging.

Nail technicians are trained to recognize the following nail diseases. Nail technicians will not diagnosis, nor work on clients with the following diseases:

- **Infection and Inflammation:** Often the nail or finger will appear red and swollen. This can mean that there is a bacterial infection present.
- **Atrophy:** An injury or disease of the nail, where the nail plate will be wasting away.
- **Hypertrophy:** A fungal infection where the nail plate will become very thick and over grown at the side walls
- **Whitlow:** A bacterial infection, often the result of hangnails becoming infected. The infection may result in permanent damage to nail plate.
- **Warts:** A viral infection with lumps on the hands and fingers. They are very contagious and this should be referred to the GP immediately.
- **Ringworm:** A fungal infection, white patches are often found on the nail plate as a result of rotting on the nail.
- **Oychosmadesis:** An injury or disease that can cause the nail plate to lift away from the cuticle (a new nail grows and pushes the old nail plate off). The nail must be allowed to re-grow fully before any treatments.
- **Onycholosis:** An infection where trauma or psoriasis has caused the nail plate to detach from the nail bed starting at the free edge.

## 6.1.7 Step –by-Step Manicure





### Manicure

It is a beauty therapy for nails and hands.

Manicure consists of cutting, filing and shaping of the finger nails, massaging the hand, and application of nail polish.

### Steps followed in manicure:

<p>The first step comprises disinfecting the hands of both the client and staff.</p>	
<p>Nail polish is then removed with nail polish remover.</p>	
<p>Cuticle remover is applied to the cuticles and allowed to be soaked in for some time. A nail filer is used to shape the nails.</p>	
<p>The cuticles are pushed backwards and cleaned.</p>	
<p>Lukewarm water is poured into a manicure bowl along with a few drops of liquid soap. The client's hands are dipped into this solution for a few minutes to soften the cuticles and the dead cells which are to be removed.</p>	
<p>A hand scrub is applied on moist hand. The hand is then massaged gently in a circular motion to remove the dead cells. The hands are dried after the massaging session.</p>	
<p>The hard, dry skins around the nails become soft. They are safely cut with a cuticle nipper.</p>	

<p>The released cuticle skin is removed with a cuticle nipper.</p>	
<p>The nails are then buffed to clean the impurities and to add shine to the nails.</p>	
<p>A nourishing serum is applied to the cuticles and a relaxing cream massage is performed on the hands.</p>	
<p>The process is finished with the application of nail paint of the client's choice.</p>	

### 6.1.8 Applying Nail Polish

**Base Coat:** Apply the base coat, giving a slight gap at the cuticle. Allow the brush to fan out over the nail as you brush it toward the tip. Always work from the left to the right of your nail, this way you are sure not to miss a spot.



*Fig 6.1.7.1: Nail polish application*



*Fig 6.1.7.2: Nail polish application*

#### **Choose your color.**

**Prep the Brush:** Dip your brush into the bottle. Drag the brush up out of the bottle while wiping the brush on the rim of the bottle. Without re-dipping the brush, slowly wipe the other side of the brush on the opposite side of the rim; pressing firmly so the brush slightly fans. Continue to pull the brush all the way out of the bottle while wiping the paint off on the rim.

The goal is to push the paint toward the tip on one side of the brush. When done successfully, the brush should have a slight crescent shape.

- **First Coat:** Starting at the cuticle, apply the tip of the brush to the nail. Press down, allowing the brush to fan out and draw the brush to the tip of the nail, again moving from left to right to get an even coat.
- **Second Coat:** After applying the first coat to the fingernails on both hands, you may begin with the second coat.
- **Sealing the Tips:** After applying the second coat, go back to the left most tip of the nail and drag your brush along the edge. This seals the paint off on the tip of the nail and prolongs the life of the manicure.
- **Top Coat:** Do exactly as you did when applying the base coat.

### **6.1.9 After Care Advice**

- Enough time must be given for the polish to dry
- Protective gloves must be worn while doing household chores
- Hands must be dried well after washing
- Hand cream must be used regularly
- Acetone- free nail polish remover must be used
- Cuticles must be moisturized
- Harsh soaps must be avoided
- Drink a lot of water

### 6.1.10 Nail Shapes

Nails are naturally of a variety of shapes and sizes. Each person has a unique nail features. There are long fingers with wide nail beds, short fingers with short nail beds and every combination in between. But a good Assistant Beauty Therapist knows how to complement an individual's natural features and the foundation of this is the nail shape.

Most client's lean toward one of the five basic shapes: square, round, oval, squoval, or pointed. Though other blended combinations of these shapes exist, these five are definitely the most common.



Fig 6.1.9.1: Different shapes of nails

#### The Oval

The oval shape is an attractive nail shape for most women's hands. It can accentuate femininity and gracefulness. Ovals can be longer to accentuate a long nail bed, or they can be shorter to complement a shorter nail bed. The oval can add length to a nail while retaining the softer curves of the round shape.

#### How to achieve an oval shape

- Straighten and even out the side walls with a buff.
- Start filing from the side and move towards the top.
- Work in angles from both sides around the free edge so that the nail forms an oval shape.
- There should be a nice balance between the free edge and the cuticle.



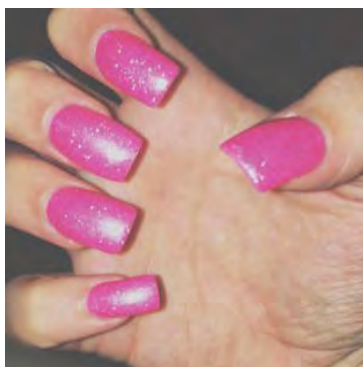
Fig 6.1.9.2: Oval shape nails

#### The Square

The square nail is the classic acrylic shape — straight side walls, two sharp points on the tips and a balanced C-curve. It is the staple shape for the traditional French manicure and is used frequently for detailed nail art designs. But the square nail is not always the best choice for certain nail beds as a sharp square nail could make the nail appear shorter and stubbier. For longer nail beds however, the square can complement the nail and add length to the finger.

### How to achieve a square shape

- To file into the classic square shape, take a medium-grade file. The 180 grit file should be used for shaping the side walls and free edge first. This file grit is best for shaping and smoothing the nail surface.
- Turn the hand around to straighten the free edge. Note that when looking at the nails, the file should be perpendicular to the nail to achieve the hard square.
- File the side wall straight up.
- Change the angle of the file to blend.
- Repeat this on the other side.
- Once both sides are finished, use the buff to make angles to level and lightly feather the nail. Use this process to sharpen the corners too.



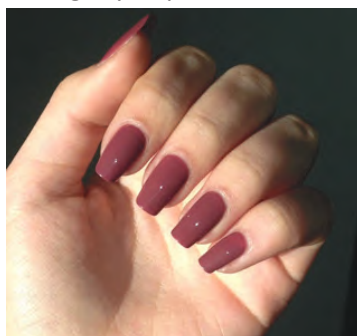
*Fig 6.1.9.3: Square shape nails*

### The Squoval

It is Conservative Square with the length of a square nail but the softer edges of an oval; hence the name is the squoval shape. Squoval nails add versatility, enabling short, wide nail beds to carry the length without appearing oversized.

### How to file the squoval,

- First begin shaping the nail in square.
- Start with filing the nails in square shape so that one can make sure the sidewalls are straight.
- Once the side walls are straight, tilt the file underneath the nail corners and file back and forth from the underneath up. This will gradually take the corners off.
- Keep in mind that you only want to round the part of the tip that is past the free edge. This way you do not take anything away from the side walls at the stress area.
- File and round the ends of the nails slightly to prevent it from breaking.



*Fig 6.1.9.4: Squoval shape nails*

## The Round

The round shape is more conservative. It is frequently used to create a softer, less noticeable look. It is also a common choice for male clients because the shape mirrors the natural contours of the nail. If a client has wide nail beds and large hands, then the rounded shape can make the hands look a bit thinner. Round nails can also soften hand features by providing a well-kept and subtle nail outline.

### How to file the round

- File the side walls straight out and then just round out the edges into a nice curved shape.
- Be careful not to take too much off on each side or else it will look imbalanced.
- A good tip to remember is to visualise making a square, filing the side walls straight out, and then simply round the corners with moderate angles to complete the shape.
- The finished round nail should be slightly tapered and extend just past the tip of the finger.



*Fig 6.1.9.5: Round shape nails*

## The Pointed

The pointed nail is not seen as often as other shapes. A pointed shape is a little more adventurous than shapes like the oval, squoval, or even square, but given the right circumstances, a pointed nail can create length and have a slandering effect on the hand. Smaller hands with smaller nail beds can use a pointed nail to create a subtle appearance of length, while long, slender nail beds take pointed nails to a more noticeable and extreme level.

### How to file the pointed

- The technique is based on the letter “I”, where the center of the “I” shape.
- It is the upper arch that forms a line running down the nail bed. The top of the “I” is bending the cuticle flush with the natural nail and the bottom of the “I” is looking down the barrel of the nail to make sure the C-curve is even.
- The pointed tip requires taking the top of the “I” to a point that meets at the center of the apex.
- Once the “I” is information, it is just a matter of blending everything in so you have perfect harmony in the nail shape.



*Fig 6.1.9.6: Pointed shape nails*



Click/Scan this QR Code to access the related video

## UNIT 6.2: Pedicure Treatment

### Unit Objectives

**At the end of this unit, participant will be able to:**

1. Identify, select and arrange tools and equipment for pedicure
2. Perform pedicure services for client's

### 6.2.1 Introduction

The word Pedicure is derived from the Latin words pedis, which means "of the foot", and cura, which means "care".

It is a cosmetic and therapeutic therapy for the feet and toes.

Pedicures comprise care for the toenails, removal of dead skin cells are from the bottom of the feet. Skin care is provided up to the knee, and it includes granular exfoliation, moisturizing, and massage.

Pedicures are of different kinds like regular, paraffin, gel, fish, hot stone, rose and many more.

#### **Purpose of the Pedicure:**

- Improve the appearance of the feet and nails
- Relax aching and tired feet
- Reduce hard skin on the feet
- Offer advice on care of the feet and referral, as necessary, to the chiropodist

#### **The Pedicure will include:**

- Shaping the nails
- Cuticle treatment
- Removal of hard skin
- Specialised foot treatment
- Foot and leg massage
- Nail varnish application as required

#### **Much of the routine for Manicure applies to Pedicure, the major differences are:**

- The position of the client
- The treatment of hard skin
- Foot and leg massage routine

## 6.2.2 Introduction

Tools	Nail Cosmetics
Acetone	Base coat
Cotton balls	Cuticle creams
Cuticle cream	Cuticle oil
Cuticle pusher or Cuticle nipper	Cuticle remover
Foot bath	Dry nail polish
Lotion	Liquid nail polish
Nail file	Nail bleach
Nail polish	Nail conditioner
Orangewood sticks	Nail dryer
Toenail clippers	Nail polish remover
Towels	Nail polish thinner
Pedicure Spa Station	
Pumice stone (a rough stone to remove dead skin)	
Toe separators	

## 6.2.3 Contra-Indication

This is a condition that either prevents or restricts treatment, eg. Treatment may be restricted due to a bruised nail but there will be no treatment if there is a bacterial or fungal infection on a nail to avoid a cross-infection.

Contra-Indications that Prevent Treatment

- Multiple warts
- Fungal infections
- Bacterial infections

Contra-indications that restrict treatment

- Bruised nail
- Cut and abrasions to one hand or finger
- Wash your hands
- Check client for contra-indications

Disinfect the feet with antiseptic spray.	
Remove nail polish with nail polish remover.	
Cleanse the skin without dehydrating it. Soak it in lukewarm water containing foot soak solution for 6 - 10 minutes.	
Scrub the feet (especially in the rougher regions like heels, knuckles) and rinse with clean water.	
Dry the feet with a clean towel.	
Cut the nails and shape them as per client requirement.	
Use a good scrub to remove the dead skin cells.	

<p>Since the ingredients of the scrub are penetrating the legs, file the nails with a nail file.</p> <p>Rinse the feet with water and dry it well with a soft towel.</p>	
<p>If a client has thickened skin in certain areas of their feet or callus, use callus softener. Take few cotton pads and spray some callus softener. Apply on the callus or areas with thick skin and leave it for 2 - 3 minutes. This solution hydrates such areas, making them soft.</p>	
<p>With the help of a cuticle pusher, push back the cuticles.</p>	
<p>Apply cuticle oil or cuticle serum on the nails and massage it gently around the cuticles.</p>	
<p>Apply foot care massage cream on the legs and feet and massage the areas to moisturize it.</p>	
<p>Apply nail polish as per client's choice.</p>	



Click/Scan this QR Code to access the related video

## UNIT 7.1: Simple Hair Dressing Services To Produce Common Hair Dos

### Unit Objectives

At the end of this unit, participant will be able to:

1. Evaluate the necessary knowledge required for hair dressing services

#### Hair Structure and Hair Shaft

##### Basic Introduction to hair

A hair can be defined as a slender, threadlike outgrowth from a follicle on the skin of mammals. Composed mainly of keratin, it has three morphological regions—the cuticle, medulla, and cortex.

A hair grows from the papilla and with the exception of that point of generation, it is made up of dead and cornified cells. It consists of a shaft that projects above the skin, and a root that is imbedded in the skin. The lower end of the root expands to form the root bulb. Its basic components are keratin (a protein), melanin (a pigment), and trace quantities of metallic elements. These elements are deposited in the hair during its growth and absorbed, by the hair, from an external environment. After a period of growth, the hair remains in the follicle in a resting stage to eventually be sloughed from the body.

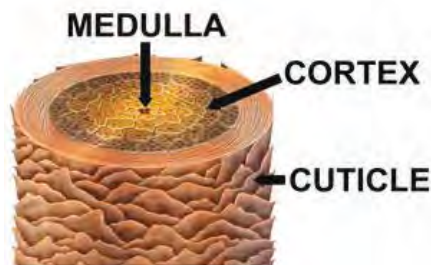


Fig 7.1.1: Hair structure

Composed mainly of keratin, it has three morphological regions:

- The cuticle,
- Medulla, and
- Cortex.

Hair grows from the papilla and with the exception of that point of generation is made up of dead, cornified cells. It consists of a shaft, which projects above the skin, and a root that is imbedded in the skin. Keratin is a special protein, which is resistant to wear and tear of hair.

Hair has two parts: **the hair follicle and the hair shaft.**

**Hair Follicle:** A hair follicle is a part of the skin, which grows a hair by packing old cells together. The only “living” portion of the hair is found in the follicle. Each follicle normally goes through a five-year cycle of growth and rest, with about 90% of the follicles growing hair at any one time, averaging about six inches (15 cm) of growth per year. It is derived from the Latin word folliculus, a small bag. The terminal part of the hair follicle seated within the skin is called a hair bulb. There are some special cells in the hair bulb, which produce the pigment that gives hair its colour

**Hair Shaft:** The hair shaft is a thin strand of hardened cells and is the part of the hair, which is visible and touchable above the scalp. The diameter of a hair is between 0.04 and 0.12 mm. Light coloured hair is usually finer than a dark or red hair. The part of the hair seen above the skin is called the hair shaft. The hair shaft is made up of dead cells. These cells turn into keratin and binding material, together with small amounts of water. The hair shaft is formed by three layers.

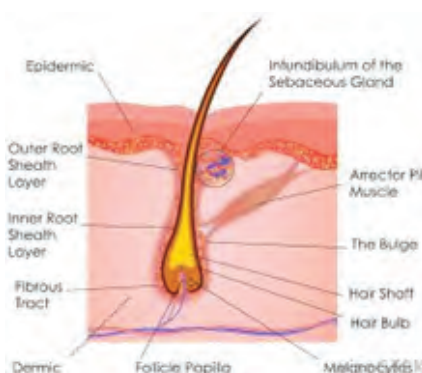


Fig 7.1.4: Hair shaft

### Texture of Hair

Hair texture is the measure of the circumference of the hair strand itself. Professionals classify the texture of hair as being “coarse,” “fine,” or “medium.”

Fine hair has the smallest circumference. It is often very easy to process, and can be over-processed easily and is susceptible to damage from chemical services.

Medium hair texture indicates a middle-range of the size of the hair shaft. It is considered normal and poses no special considerations regarding processing and chemical services.

Coarse hair is stronger, as it has more substance. However, coarse hair can also be harder to process, and can be resistant to hair-colouring services, perming, and straightening.



Fig 7.1.4: Hair texture

Hair texture varies from individual to individual, and can be different in separate areas of the same head. You may have coarse hair on the top of the head and fine hair at the nape of the neck. Race and ethnicity are irrelevant in determining hair texture, as coarse, medium and fine hair can be found among all racial and ethnic groups.

### Types of Hair

It is obvious, that no particular ethnic group has any advantages when it comes to hair. On the other hand, each group can be associated with a certain type of hair, easily identified by its colour, form and the way it grows. Hair can be classified into three types: **Caucasian Hair, African Hair & Asian Hair.**



Fig 7.1.5: Hair types

**Caucasian hair** – Caucasian or European hair can be straight, wavy or curly. It varies in colour from very dark brown to light blonde. In cross section, European hair is oval. It is the most versatile of hair types and belongs to the majority of us. As far as rate of growth is concerned, Caucasian hair has 1.2cm a month growth density and has the highest density. It grows at an oblique angle to the scalp and is slightly curved.



Fig. 7.1. Caucasian hair

**African Hair** – Usually very tightly curled and often very dark, African Caribbean hair is almost kidney shaped when seen in cross section. African Caribbean hair is easily damaged so taking good care of this hair type and using lots of nourishing oils and hair treatments are essential for keeping it in good condition. It is the slowest growing of all, at less than 0.9 cm a month. On the other hand, it is slightly denser than Asian hair and grows almost parallel to the scalp, twisting around itself as it grows.



Fig. 7.1.: African hair

**Asian Hair** – Asian hair is often straight and has a tendency to be long. It varies in colour from very dark to medium brown and can be thick and very strong. In cross section, it is round. If you cut Asian hair very short, it can stand straight out from the head. It holds the speed record for growth with 1.3 cm a month. On the other hand, it has lower density than any of the other ethnic groups. The way its follicle is implanted causes the hair to grow straight, perpendicular to the scalp.



Fig. 7.1. Asian hair

### Shapes of Hair

Hair exists in a variety of shapes. There is a range of theories pertaining to the curl pattern of hair. Scientists have come to believe that the shape of the hair shaft has an effect on the curliness of the individual's hair. A very round shaft allows for less disulfide bonds to be present in the hair strand. This means the bonds present are directly in line with one another, resulting in straight hair. The flatter the hair shaft becomes, the curlier the hair gets. This is because the shape allows more cysteine to become compacted together, resulting in a bent shape that, with every additional disulfide bond, becomes curlier in form. As the hair follicle shape determines curl pattern, the hair follicle size determines thickness.

There are various systems that people use to classify their curl patterns. There are two theories, which determine the shape of the hair.



Fig 7.1.5: Hair shapes

**Andre Walker system** – This hair typing system is the most widely used system to classify hair. The assistant hair stylist of Oprah Winfrey, Andre Walker, created the system. According to this system, there are four types of hair: straight, wavy, curly, and kinky.

TYPE 1: Straight		
<b>1a</b>	Straight (Fine/Thin)	Hair tends to be very soft, shiny, oily, poor at holding curls but difficult to damage.
<b>1b</b>	Straight (Medium)	Hair characterized by volume and body
<b>1c</b>	Straight (Coarse)	Hair tends to be bone-straight and difficult to curl. Common in Asian women.

TYPE 2: Wavy		
<b>2a</b>	Wavy (Fine/Thin)	Hair has definite “S” pattern and is usually responsive to a variety of styles.
<b>2b</b>	Wavy (Medium)	Can tend to be frizzy and a little resistant to styling.
<b>2c</b>	Wavy (Coarse)	Very frizzy with thicker waves; often more resistant to styling.

TYPE 3: Curly		
<b>3a</b>	Curly (Loose)	Curly hair that usually presents a definite “S” pattern and tends to combine thickness, fullness, body.
<b>3b</b>	Curly (Tight)	As 3a but with tighter curling.

TYPE 4: Kinky		
<b>4a</b>	Kinky (Soft)	Hair tends to be very fragile, tightly coiled and can feature curly patterning.
<b>4b</b>	Kinky (Wiry)	As 4a but with less visible curly patterning.

**FIA hair classification** – This is a method which classifies the hair by curl pattern, hair-strand thickness and overall hair volume.

Curliness	
Straight	
<b>1a</b>	Stick-straight
<b>1b</b>	Straight but with a slight body wave adding some volume.
<b>1c</b>	Straight with body wave and one or two visible S-waves
Wavy	
<b>2a</b>	Loose with stretched S-waves throughout.
<b>2b</b>	Shorter with more distinct S-waves
<b>2c</b>	Distinct S-waves, some spiral curling

Curly	
<b>3a</b>	Big, loose spiral curls
<b>3b</b>	Bouncy ringlets
<b>3c</b>	Tight corkscrews.

Very Curly	
<b>4a</b>	Tightly coiled S-curls
<b>4b</b>	Z-patterned (tightly coiled, sharply angled)

Strands	
<b>Fine</b>	Thin strands that sometimes are almost translucent when held up to the light. Shed strands can be hard to see even against a contrasting background; similar to hair found in many people of Scandinavian descent.
<b>Medium</b>	Strands are neither fine nor coarse; similar to hair found on many Caucasians. You can also try rolling a strand between your thumb and index finger. Medium hair feels like a cotton thread.
<b>Coarse</b>	Thick strands whose shed strands usually are easily identified against most backgrounds; similar to hair found in many people of Asian or Native American descent.

Volume		
i	<b>Thin</b>	Circumference less than 2 inches
ii	<b>Normal</b>	Circumference from 2 to 4 inches
iii	<b>Thick</b>	Circumference more than 4 inches

## UNIT 7.2: Hair Styling

### Unit Objectives

At the end of this unit, participant will be able to:

1. Apply simple hair dressing services to produce common hair dos

#### Hair Styling

A professional Assistant Beauty Therapist should have basic knowledge of hair styling. It should be matching with the present trend and fashion. The capability of the Assistant Beauty Therapist is to transform any trendy style to suit the client. Each face demands a distinctive type of hairstyle. Hairstyle balances and frames the structure of the face.

#### Factors affecting Hair styling:

##### Physical Stature

During the selection of hairstyle, the whole appearance of a person should be kept in mind, which includes height, size and overall body shape. Women with short height should avoid masses of curly hair, which makes the head appear out of proportion with the rest of the body. Whereas, Tall and hefty women will look silly with hairstyles which are small sized close to the head.

##### Shape of the Face

1. **Square face:** The square face has as angular jaws, broad forehead, straight hairline and a square jaw line. Medium length asymmetric hairstyles with lots of layer add to softness and counterbalance the square features and facial angles.
2. **Round Face:** The round face is broad with rounded contours, round hairline and full, plump cheeks. A medium length asymmetric hairstyle breaks the roundness.
3. **Heart shaped or Triangular Face:** The heart shaped or Triangular face has a wide forehead, wide cheeks and narrow chin line. A side parting with short bangs cuts down the excessive width at the forehead and cheeks.
4. **Diamond shaped Face:** The diamond shaped face is narrow at the forehead and the chin with extreme width through the cheekbones. Hairstyle selected must be fully across the forehead.
5. **Oval shaped Face:** The oval shaped face is considered the best and most versatile as there is no style that doesn't look sensational on it, sharp features and proportionate neck length is equally important for the style adaptation.

**A hairstyle, hairdo, or haircut** refers to the styling of hair, usually on the human scalp. The fashioning of hair is considered as an aspect of personal grooming, fashion and cosmetics, although practical, cultural, and popular considerations influence some hairstyles. The oldest known depiction of hair braiding dates back about 30,000 years. In ancient civilizations, women's hair was dressed elaborately and carefully in special ways.

A hairstyle is arrangement of hair in a certain way, occasionally using combs, a blow dryer, gel, or other products. The practice of styling hair is called hairdressing, especially when done as an occupation.

Hairstyling may also include adding accessories (such as headbands or barrettes) to the hair to hold it in place, enhance its ornamental appearance, or partially or fully conceal it with coverings such as a kippa, hijab, tam or turban.



*Fig 7.2.2: Hairstyle*

**Tools used for Hair Styling:** Styling tools may include hair irons (including flat, curling, and crimping irons), hair dryers, and hair rollers. Hairdressing might also include the use of hair product to add texture, shine, curl, volume or hold to a particular style. Hairpins are also used when creating particular hairstyles. Their uses and designs vary over different cultural backgrounds.

- **Hair Irons** – A hair iron is a tool used to change the structure of the hair with the help of heat. There are three general kinds: curling tongs - used to make the hair curly, straighteners - used to straighten the hair, and crimpers - used to create small crimps in the hair.



- **Hair Dryers** – A hand dryer or hair dryer is an electromechanical device designed to blow cool or hot air over wet or damp hair, in order to accelerate the evaporation of water particles and dry the hair. Blow dryers allow to control the shape and style of hair. They are temporary and extremely vulnerable to humidity. They disappear with a single washing of the hair.



- **Hair Brushes** – A brush is typically used on long hair, but can still be used for shorter hair, which is normally dealt with using a comb. A flat brush is normally used for detangling neat and tidy hair. A round brush is used for styling and curling hair with a blow dryer. A paddle brush is used to straighten hair, but not all work, they are usually used on untidy unkempt hair. A hairbrush is also useful in removing loose hairs, and in increasing circulation to the scalp.



- **Scissors** – Scissors and shears exist in a wide variety of forms depending on their intended use. Scissors used to cut hair or fabric must be much sharper.



- **Combs** – A comb is a toothed device used for styling, cleaning and managing hair and scalp. Combs can vary in shape according to their function. Hairdressing combs may have a thin, tapered handle for parting hair and close teeth.



- **Hair Clippers** – Electric hair clippers have gradually displaced manual hair clippers. Today, the vast majority of barbers in modern countries use clippers. Professional units are intended for hair care professionals and often are sold without any accessories. Some companies, such as Conair and Andis, replace some plastic parts in consumer grade units with metal parts of their professional grade units to extend the durability and useful lifespan of the product.



- **Hair Roller** – Traditionally, a hair roller is a small roller with Velcro used for styling and curling hair, and with a blow dryer. However, the damage that extensive heat application can cause to the hair is well known, and so a number of alternatives or heat-free hair rollers have been manufactured for the market.



- **Ribbons** – A ribbon or riband is a thin band of flexible material, typically cloth but also plastic. Ribbons are often used in connection with dress, but also applied for innumerable useful, ornamental and symbolic purposes. Cultures around the world use this device in their hair.



**Hair Elastics** – A rubber band is a short length of rubber and latex formed in the shape of a loop. In the U.S., it is called a hair tie, and is often covered with fabric. Such bands are typically used to hold ponytails and braids together.



- **Barrette** – A barrette is a clasp or pin for holding hair in place. Barrettes are worn according to size, with small ones at the front and large ones in the back. They are used to keep hair out of the eyes or secure hairstyles but can also be just ornamental.



- **Hairpins** - A hair pin is a long device used to hold a person's hair in place. They are needle like and coated with jewels and ornaments. It is designed to be almost invisible after being inserted into the hairstyle. The finished pin may vary from two to six inches in final length. The length of the wires enables placement in several styles of hairdos to hold the style in place. The kinks enable retaining the pin during normal movements.



### **Modes Of Hair Styling**

The various techniques initiated for hair styling are stated as below:

- Setting wet hair
  - Roller setting
  - Blow drying to curl or straighten hair
- Setting dry hair
  - Crimping, curling by curling rods, ironing (straightening)
  - Braiding, making buns or chignons
  - Electric roller setting

### **Equipment Used in Hairstyling**

The right implement makes hair styling much simpler and easier. Following are few of the basic tools, which are required for hair styling:

- Brushes
- Combs
- Pins
- Clips
- Rollers

Following list is a guide to help choose what is more suitable from wide range that is available:

#### **Combs and Brushes**

##### **Types of combs:**

- Detangling comb
- Cutting comb
- Styling Comb
- Back Comb
- Afro Comb



#### Types of Brushes:

- Radial brushes
- Half rounded brushes
- Pneumatic brushes
- Vent brushes
- Round or Oval flat brushes

#### Various kinds of hair styling include:

1. **Thermal curling:** It produces temporary curls that last until the next wash through thermostatically controlled irons. It is done on freshly shampooed and thoroughly dried hair. No creams or lotions should be used prior using curling rods; it reduces the chances of long-lasting curls. Conditioners can be used after shampooing to avoid excess dryness of hair. To restore moisture in hair, serum can be used after applying the hair styling technique.



Fig: 7.2.23: Thermal curling

2. **Braiding:** It is the most popular hair styling technique in which assistant hair stylist can excel with practice. This kind of hairstyle allows the assistant hair stylists to explore their own styling skills. There could be development of dexterity, synchronization, concentration, confidence and finger strength required for professional hair styling.

#### French Braiding

It can be done in any way and anywhere on the head, from one single braid to many braids as in corn rows. For neat French braiding following:

- In damp hair, setting lotion or gel can also be applied on it if necessary
- By taking neat and equal sections of hair
- By combing and smoothening every strand of hair while picking
- If there are split ends, twist the strand every time a new section is joined

Other kinds of French braiding are:

- Visible French Braiding
- Invisible French braiding

**3. French Roll:** This is a very simple and convenient hairstyle for the client with medium to long hair. It looks decent and suits for all occasions.

#### Various kinds of Styling Products:

- **Gel:** Gel comes in varying degrees of viscosity, from a thick jelly to a liquid spray. Use them to lift the roots, tame, wisps, calm static heat set and give structure to curls.
- **Hair Sprays:** it is used to keep the hair in place. Hair sprays are available in a variety formulations including light and firm hold.
- **Mousse:** It is the most versatile styling product, which comes in the form of foam and can be used on wet or dry hair.
- **Serums:** Serums, glossers and shine sprays are made from oils or silicones that improve shine and softness by forming a microscopic film on the surface of the hair.

#### Haircuts

Haircuts are performed through following a series of steps:

- **Sectioning:** Sectioning is a crucial element in achieving a balanced style. Most cuts are divided into segments: back, sides, front and interior.

It is important to take clean, precise sections while parting hair or follow precise guidelines around the shape of the haircut. Sections should correspond with cutting line. For example, if cutting line is horizontal, horizontal section should be taken or, if cutting line is curved, then curved section should be taken.

You should also consider the structural and facial features of your client – the position of their eyes and ears, the shape of their nose, their hairline points, etc. Make sure you take enough sections. The more sections and guidelines you use in the neck, side and front areas, the easier you will find the cutting process. Remember, if you make your sections clean, you will get accurate cutting lines.

- **Guidelines:** Using guidelines is a very simple process. Cutting guidelines are specially prepared for sections of hair. Each is cut so that both the length and cutting lines are visible. These guides can be followed throughout the cutting process to help you produce even and precise results. If you do not have guidelines to follow – or you do not follow the ones you have - you are likely to end up with an uneven and unsuccessful haircut.
- **The first guideline:** When you have decided on the style and the length of your haircut, you can make your first cutting guide. This is the area that forms the foundation to a haircut. When you are learning the basic techniques of haircutting, it is important to have an understanding of how the foundations of haircuts work.

For example, it is easier at the beginning to learn to cut your perimeter shape first. This helps you to build the foundation (underpinning) or exterior shape of your haircuts. In addition, this in turn, gives you the guideline you will use to cut your interior shape, which is known as 'layering'.

- **Cutting lines:** Each style has a cutting pattern. Divide the head into segments and follow the cutting pattern of your chosen hairstyle. This way, you are sure to achieve the style your client has requested.

- **Angles:** Whatever method of cutting you use, you will always use the angles. The two most important to consider are:

The angle between the hair and the head, when you hold a hair section away from the head; and

The angle at which you make a cut across a section of hair. You control how the cut lies and how the weight of the hair is distributed with the way you use your fingers and your hand action.



*Fig: 7.2.4: Creating angles*

4. **Cutting lines and Contours:** Perimeter lines or cutting lines are the lines made from the hair ends when you hold them straight out from the head or when you comb a section of hair flat on the scalp. You should follow the contours of the head at every stage of the cutting process. The curves of the contour lines determine the shape of your finished cut. There are several contours of the head that you need to consider:

- From side to side
- From top to bottom
- Nape, sides and front
- The nape side and front contours also act as cutting guides.

5. **Holding scissors and comb**

- **Scissors**
  - The correct way to hold scissors is by using your third finger. If you use your index or middle fingers, you do not give enough support to the scissor blades.
  - To make sure you do not stab yourself with the scissors when you are using your comb, you should always 'palm' them. This means simply taking your thumb out of the handle. Scissors should feel comfortable in your hands. They should become an extension of your fingers.
  - Practice holding them as often as you can. These are the tools that could earn you a good living. When you are cutting, only the top blade of the scissors should be moving and you should be moving only your thumb, not your fingers. This can take a while to get used to.
  - Hold your scissors correctly, and then turn your hand so that your thumb is at the bottom and your palm is facing away from you. Now try to open your scissors. Only your thumb is able to move. This is how it should feel when you are working your scissors.



*Fig: 7.2.5: Holding position*

## UNIT 8.1: Carry Out Application Of Simple Mehndi Designs

### Unit Objectives

At the end of this unit, participant will be able to:

1. Demonstrate different henna designs
2. Illustrate the process of carrying out simple mehndi/henna designs

### 8.1.1 Henna or Mehndi

A dye that colours the skin red and gives a cooling effect when applied on the skin is called Henna or Mehndi. It is used to decorate hands and dye the hair.

In order to reveal the dyed colour, the dried henna on the hair or skin is washed properly with water. Henna is applied on the hands and feet of many Asian brides.

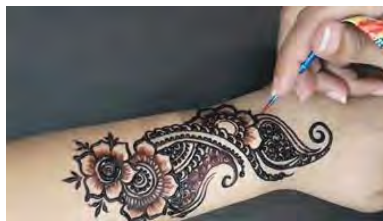


Fig 8.1.1.1: Mehendi design

### 8.1.2 Tools And Supply

Products required for the application of mehndi are as follows:

- Mehndi is basically a reddish dye used to apply on hands and legs and also on hair.
- To apply mehndi in a salon, you would require a pencil mehndi cone, a clear plastic sheet, towel and tissue paper.

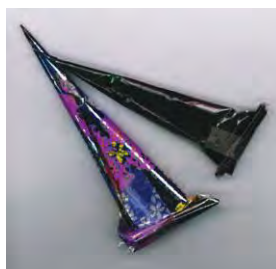
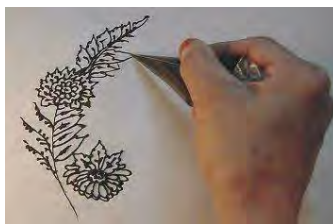


Fig 8.1.2.1: Mehendi cone

- The mehendi cone must be held properly as shown below.



*Fig 8.1.3.1: Correct method of holding a mehendi cone*

- One must also take care to squeeze the right amount of the product.
- The mehndi mix must be of the consistency of mashed potato and must be smooth with no lumps.

### 8.1.3 Always Remember

To test mehndi, a little bit is applied to the inside skin of the hand and left for some time. If there is no redness or irritation in skin, it is safe to be applied on the client.

- Nowadays, mehndi also has chemicals mixed with it, so care must be taken to ensure that the client is not allergic to any of the ingredients.
- Mehndi is otherwise a cooling dye with medicinal properties which is traditionally applied on hand and feet, during weddings and festivals.
- However, care must be taken to avoid application of mehndi if there is a cut, a bruise or a burn.
- Mehndi application must also be avoided if a client is suffering from a skin condition.
- Expiry date of product must be checked before use.

### 8.1.4 Procedure

- Practise applying henna on a glass sheet rather than straight away applying it on hands.
- Make the design of henna on a table and then put a sheet of glass on it, ensure that it is covered completely.
- The most important step which must be followed when applying henna is holding the cone correctly. Ensure that you are comfortable while holding the cone; you can check it by trying to squeeze out henna.
- Do not apply too much force while squeezing it, as it is in liquid form and comes out without applying much force, in the beginning.
- While using henna, take out the pin from the cone and keep in a safe place so that you are able to put it back when your work is done.
- When you are ready to apply, take out the pin and squeeze.
- henna on a tissue paper first, you will notice that in the beginning it is black and hard but keep squeezing it until a soft and light colour mixture comes out.
- Keep cleaning the tip of the cone with the tissue paper while applying henna.

#### Simple Designs

- Straight lines: One must first practise making straight lines parallel to each other. This would help to get a hold on the cone and to understand how much pressure needs to be exerted.
- Dot: it is the basic design. One must try to make small neat dots.

**Comma like design or leaf like structure:** Create a dot without lifting the cone, bend to produce a curve and then lift it away.



*Fig 8.1.4.1: Comma like design*

**Stamen:** Make a dot and keep the pressure downwards. Then lift the cone to make a pointed end.

**Making a heart:** It can be also used as a petal. Make one Stamen first. Then make a dot beside it, joining the two ends as you finish it.



*Fig 8.1.4.2: Simple mehendi designs*

**Petal 1:** Make a stem and a petal on top of it. Going back to the starting point, create a line shaped like S. Thicken the outer light with henna to highlight the petal. Make some filaments with thin lines.

**Petal 2:** Make a thick stamen. Make another one beside it and join at the end, not pointed but blunt.

**Petal 3:** Make a curvy 7 first. Make another joining from the starting point just like a heart but do not close it. Highlight the petal by making the outer line thick. Make filaments at the center with thin lines.

**Petal 4:** First make a comma, then again from starting point make a stamen just like an invert U. Highlight its curve.

While using the cone, the tip must be regularly wiped with a tissue else it tends to be messy and the designs don't come out well.

### 8.1.5 Sparkle Mehndi And Wood Block

- Sparkling mehndi comes in various colourful designs and is applied in special occasions. One can choose the colour according to their outfit.
- The mix of henna and glitter combined with skin friendly colours creates sparkling mehendi.
- The Sparkle mehndi uses a theatrical glue-paste that is bendable and completely waterproof after just a few hours. The colour remains intact even in a hot tub.

## UNIT 9.1: Maintain Health And Safety Of Workplace

### Unit Objectives

At the end of this unit, participant will be able to:

1. Maintain workplace safety and respond to several threats
2. Demonstrate correct posture for lifting and carrying heavy objects

### 9.1.1 Introduction

One of the fascinating areas for consumers is the Global beauty industry. The industry has been witnessing dramatic changes in the world market. These changes are mostly economic, cultural and social transformations are taking in different parts of the modern world.

### 9.1.2 Salon Health And Safety

An Assistant Beauty Therapist plays a very important role in maintaining the hygiene of the salon. It is important to be alert and careful about spreading infection. Along with denting the image of the salon, it risks the health and safety of the people trusting the parlour and its employees.

Hygiene maintenance is extremely important in salons. High standards of hygiene maintenance are necessary for controlling diseases and infections.

Be careful about the following:

#### Hands and Hygiene

Hands should be washed properly and regularly to avoid risks. The salon has many opportunities for contacting germs and cross infection, such as, shaking hands with friends and client's, working on the client's skin, etc.

- Ensure that the work area is clean.
- Hands should be properly washed after each session with soap and water.
- After washing hands, sanitizers should be used.

#### Chair and Couches in a Salon

Clean chair and sofas in the salon regularly. Regular cleaning reduces the risk of infection significantly. Chair and couches made from PVC or vinyl are easy to clean. When cleaning such chairs avoid disinfectants which have alcohol (ethanol) as this can react with the PVC/vinyl, to make it brittle, leading to cracks. It is very difficult to disinfect a cracked surface properly and it can become prone to germs.

#### Tools and Instruments

- Sanitise all tools well before every client and in between client's treatment.
- Use a good quality disinfectant to protect the tools and instruments.
- Make sure to follow the manufacturer's instructions. Your disinfectant solution must have rust inhibitors to protect metal equipment.
- Tools such as nail files should not be immersed in a disinfectant solution.
- If using the nail file for two clients, make sure that it is adequately sanitised. Follow a simple rule, if the nail file has come in contact with any body fluids, and then use a fresh one for the next client.

### Floors

- Keep close as clean as possible, routinely and regularly.
- Use a good quality floor disinfectant to clean the hot surface floor. Mop the floor after every treatment if you have clients walking barefoot. If anything drops on the floor, be it a small amount of wax or hair after a cut, clean it immediately.

## 9.1.3 Risk And Hazards In The Salon

This section covers the health and safety responsibilities for everyone in the hair and beauty therapy industry. You must always make sure that your actions do not create a health and safety risk. Many things can cause injury or accidents in the workplace so it is essential to recognise them and make them safe.



Fig 9.1.3.1: Potential risks and hazards at the salon

### Risk assessment and Control

Risk assessment and control are the responsibility of everyone and any health and safety risks you spot should be reported immediately. For your own safety, you cannot always act upon the risk and in such cases; you will have to inform a higher authority so that it can be dealt with.

It is crucial that you understand the terms 'hazard', 'risk' and 'control'. A hazard is something with the potential to cause harm; something that could cause an accident or injury. A risk is the likelihood that the hazard will actually cause harm; the threat of something dangerous happening because of the hazard.

Hazard	Risk
Electrical leads trailing on the floor	Tripping over leads
A light bulb that has blown	Accidents because of poor light
Highly polished floors	Slipping
Badly fitted carpet	Tripping over the carpet
Trolleys and desks overloaded with equipment and products	Tipping over furniture
Plugs that have loose or frayed leads	Possible electric shock or risk of fire
Rushing about too much, without concentrating	Bumping into people and causing an injury
Staff carrying tools in the pocket of their uniform	Cuts or wounds if someone bumps into them
Carrying too much at once	Cannot see where you are going which results in an accident or back pain
Breakages or spills that are not cleared up instantly	Cuts or slipping over
Unsterilized tools	Cross infection



Fig 9.1.3.2: Few types of risks at the salon

## 9.1.4 Health And Safety Rules

The water supply is used for sanitising hands and tools, cleaning the salon and for parts of the treatment, for example, masks removal or shampooing hair.

### Your Responsibilities at Work

#### Working with Water

Report the following to your supervisor immediately:

- Blocked sinks, so that they do not overflow
- Water that comes out of the tap is of an unusual colour
- Any leak, loose tap, or cracked pipe Do not:

- Leave taps running, especially the hot water tap, as this is wasteful and very expensive for the salon.
- Flush mask products or other semi-solid products down the sink.

### Staff Areas

Your employer has a duty to provide a space in which employees can rest and eat. A staff room or separate area is important because it is not acceptable to eat in the reception or client areas. Even drinks in the salon should be reserved for clients, in order to maintain a professional image.

The staff room should have an area for staff coats and preferably lockers for valuables such as handbags and expensive tools. A separate toilet and washing facility would also be ideal, but this is not always possible and staff may have to share the toilet with clients. If that is the case, staff must give their clients preference and make sure that they leave the room spotless at all times. A staff area with comfortable seating, tea and coffee-making facilities and a microwave would also benefit the well-being of staff.



Click/ Scan this QR Code to access the related PPT

## 9.1.5 Common Workplace Threats

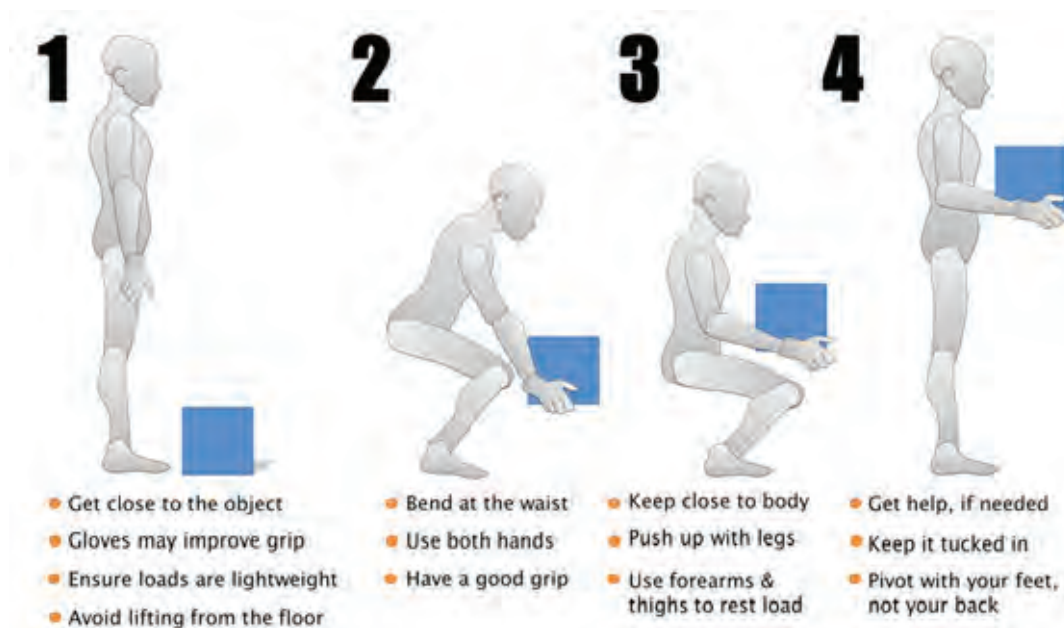
Threats	Responses
<b>Fire</b> Fire is a significant hazard for most businesses. There are three main causes: It is started deliberately. It occurs because people are not alert about fire hazards. It occurs because people are careless.	<ul style="list-style-type: none"> <li>• Safe storage of materials</li> <li>• Maintain fire exit routes</li> <li>• Routine checks/end of day checks</li> <li>• Fire fighting/protection equipment</li> </ul>
<b>Electric shock</b> There are hazards presented by the electrical installation (fixed wiring, plug sockets, distribution boards, etc.) and portable electrical equipment (any equipment that plugs into the electrical installation).	<ul style="list-style-type: none"> <li>• Routine inspection of equipment</li> <li>• Routine inspection of installation</li> <li>• Inspection, maintenance and testing carried out by competent person</li> <li>• Effective defect reporting system</li> </ul>
<b>Shoplifting</b> It is the act of stealing products from parlour by customers. The salon may face loss on losing expensive beauty care products.	<ul style="list-style-type: none"> <li>• Observe any suspicious behaviour of customers</li> <li>• Frequently check CCTV surveillance</li> <li>• Ensure that the guards/salon manager are there in case such incident comes to notice</li> </ul>
<b>Violence</b> May be either verbal or physical and could arise during robberies, terrorist activities, or customer complaints	<ul style="list-style-type: none"> <li>• Provide panic alarms, training, etc.</li> <li>• Cameras</li> <li>• Immediately report to police/authorities</li> </ul>

- Keep your shoulders straight and back.
- Try to keep the chin tucked in, and your head held up.
- If you are standing for a long time, you can shift your weight from one leg to another.



*Fig 9.1.7.2: Left image shows incorrect posture, and right one shows correct posture*

In case of handling heavy materials, you should maintain this posture.



*Fig 9.1.7.3: Correct way to lift packages*

## 9.1.8 Equipment And Clothing

### Your responsibilities at work: equipment and clothing

Never use any equipment for which you have not received training.

Always wear the recommended protective clothing.

All products that could be harmful must be:

- Used safely according to the manufacturer's instructions
- Stored safely
- Cleaned up safely when split
- Thrown away safely

You must write down all the products you use, how they are used, stored, cleaned up and thrown away (including cleaning agents). You must do this because the products you use could:

- Be inflammable
- Be poisonous
- Cause irritation
- Have strong fumes
- Be dangerous, if inhaled

The simplest way to record information about the different products used by a salon is in a table, which is clear and easy to read. An example is given below.

### Maintain First Aid Kit and Keep Oneself Updated on the First Aid Procedures

#### First-Aid

- First aid is the basic stage of treatment which is provided to a person suffering a sudden illness or injury.
- The reasons for providing first-aid can be varied.
- First-aid should be provided with care to preserve the life of the injured person, prevent the condition from worsening or deteriorating and to promote a speedy recovery.

#### First-Aid Box

- First aid box is a container that has various medicines, ointments and other necessary things that required for treating basic injuries like minor wounds, cuts etc.
- First aid boxes are extremely important for emergency situations.
- First aid falls under a basic worksite facility.
- This is a necessary measure that is required at a workplace.
- It is essential to keep a first aid box at the worksite which consists of at least the basic materials that are required to treat minor injuries.



Fig 9.1.8.1: Basic first aid box

### Basic First Aid Treatment Relevant To The Condition

Basic injuries should be treated as soon as the injury occurs. This reduces the risk of the spreading of injury. Emergencies like minor wounds, bleeding, animal attack, breaks to bones, resuscitation, poisoning, eye injuries, etc. should be treated on the worksite itself. At least the initial stage of treatment should be provided to the worker who is injured. Therefore, a first-aid box is needed with relevant materials that can be used for emergencies and minor injuries.

The table below shows ideally what the basic first-aid box should consist of –

Basic First-Aid Materials	
Plasters in various sizes and shapes	Scissors
At least 2 sterile eye dressings	Alcohol-free cleansing wipes
Small, medium and large sterile gauze dressings	Antiseptic liquid like Dettol, Savlon etc.
Triangular bandages	Thermometer (preferably digital)
Crêpe rolled bandages	Rolls of cotton
Safety pins	Cream or spray to relieve insect bites and stings
Tweezers	Antiseptic cream
Disposable sterile gloves	Cough medicine
Antihistamine tablets	Distilled water for cleaning wounds
Eye wash and eye bath	Skin rash creams, such as hydrocortisone or calendula
Aspirin (should be excluded from children under 16), or ibuprofen	Painkillers like paracetamol for infant or children

### Principles of First Aid

- Act calmly and logically.
- Be in control – both of yourself and the problem.
- Be gentle but firm.
- Speak to the casualty kindly but purposefully.
- Build up trust through talking to the casualty throughout the examination and treatment.

- Avoid giving any misleading information.
- Never leave the casualty alone and continue to talk to him/her until the ambulance or doctor arrives.
- Continuously reassure the casualty.
- Send the casualty to a hospital or doctor by the quickest means of transport.
- Always inform the police about serious accidents.
- Inform relatives of the casualty.

### Providing First Aid to Victims

- In case of providing first aid in case of bleeding, burns, choking, electric shock, poisoning, etc. please follow the guidelines written below –
- Check the scene of injury and the person who is injured.
- Verify the scene to form an initial impression of the injury that may actually occur.
- If the person is bleeding, wash the area, and put thick gauze on the injured area with firm pressure.
- Check if the person is breathing properly or not.
- Check if the person is conscious or not.
- Provide necessary medicines as per the injury.
- Apply bandage in case of wounds and bleeding.
- Refer to a hospital or health care center in case the injury seems to be out of control.



Fig 9.1.8.2: Items in first aid kit

In case of providing first aid in case of a heart attack or cardiac arrest due to electric shock, please follow the guidelines written below –

- Check the scene of injury and the person who is injured.
- Verify the scene to form an initial impression of the injury that may actually occur.
- Check if the person is conscious or not.
- In case the person is unconscious, take measures to bring him/her back to consciousness.
- Check if the person is breathing properly or not.
- In case the person has difficulty breathing, take him to an open space.
- Sprinkle water on the back of the neck, shoulders, face, head etc. and also make the person drink water.
- Make him, or she feel safe and comfortable before the arrival of professional help.

### Basic Techniques of Bandaging

The bandage is a kind of dressing that is used for covering the fresh wound, especially when the wound is bleeding. It is important to for any employee to know how to do proper bandaging. For that, it is essential to know proper bandaging technique when providing first aid to a person who is injured.

Application of bandages on injury is for protection, compression and support. An incorrect bandaging technique can increase the damage. On the other hand, if the bandage is applied properly, it can help in healing the wound at a faster pace.



*Fig. 9.1.8.3: Correct technique of bandage application*

There are various kinds of bandages that are available in the market. In case of emergency, there are two types of bandages that are mostly used. They are shown below:

### **Triangular Bandages**



*Fig. 9.1.8.4: Triangular bandages*

- Stretch the bandage.
- Use a long stretch to create triangular bandages that can be used in the future.
- Cut the fabric approximately into a square.
- Cut the square diagonally.
- Ensure that the two halves are equal and form two triangles.
- Sterilize that bandage.
- Dry it before using.
- Use it to cover the affected area of the injured person.
- Make sure the whole area is covered.

### **Roller Bandages**



*Fig. 9.1.8.5: Roller bandages*

- Let the individual be in the position where he or she feels comfortable.
- before bandage, application make sure that the affected part has enough support
- While wrapping the affected part, ensure that you are holding the bandage's "head" end and looping the bandage from the "tail" end
- Loop few centimetres of the bandage to the affected area, loosen a bit and continue with the process to maintain the tightness.
- At each turn, start with a locking turn and then hold that in place.
- Make sure that the bandage's turn (each) does cover 2/3rd of the former turns.
- Cover the dressing completely and complete it with straight turn at the bandage's end.
- Secure the bandage with medically approved adhesive tape

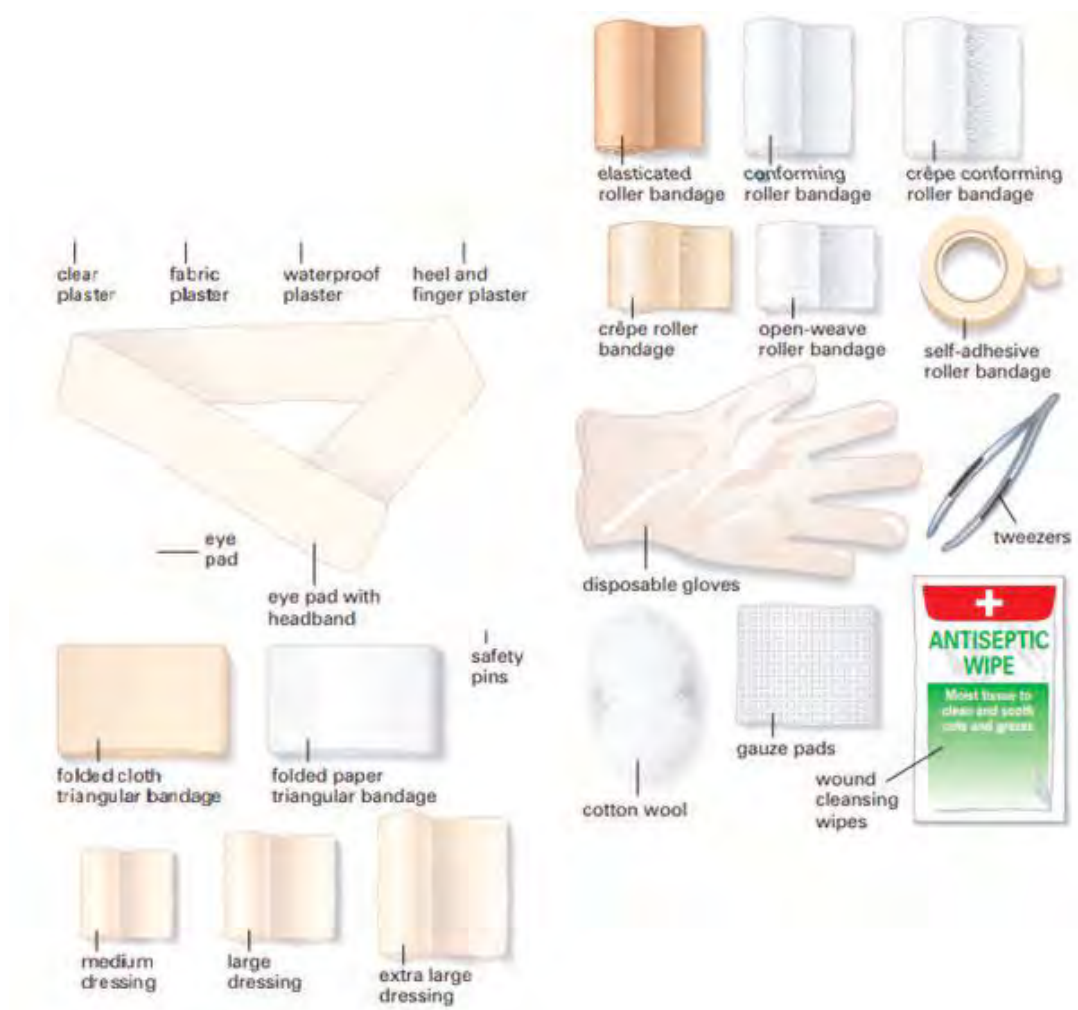


Fig. 9.1.8.6: Mandatory first aid elements (bandages and gauzes)

#### Safety Measures While Handling the Equipment

- Any equipment at the premises must be in good working condition.
- All the tools and equipment should be cleaned and dried after use and be kept in a clean and dry condition.
- If reusable item is sterilized on site, they must be sterilized again.

## UNIT 10.1: Creating A Positive Impression At Workplace

### Unit Objectives

**At the end of this unit, participant will be able to:**

1. Maintain good salon ambience
2. Maintain good appearance and behaviour
3. Practice how to work effectively as a team

### 10.1.1 Introduction

A professional salon works efficiently depending upon the effectiveness of the therapists and how it is run. A professional salon is consistent on their standards and maintains a good housekeeping. Effective salon procedures make sure that everyone has clear job responsibilities and routine jobs are done without fail. This is essential to maintain a good healthy and safe salon.

### 10.1.2 Reception Area

The reception area is where the clients come in and make their first impression of the salon. To create a positive impression makes sure that:

- The reception area and desk is always clean and tidy.
- If there is a flower arrangement it must be fresh.
- Magazines are in a good condition or available for the client.
- There are no empty cups or other unnecessary things lying around.

### 10.1.3 Staff Room

The staffroom is the area in the salon which belongs to the working staff. Essentially it is your space. Make sure after using the staffroom:

- You put away all magazines or books in their right places.
- Wash the dishes you or your client have used and put them away in the right place.

### 10.1.4 Providing A Caring Environment

There are often clients who come to a beauty parlour not for any special treatment but for some relaxation.

**A caring environment means:**

- A positive approach to words work and people.
- Being well groomed, stay neat and clean.
- Always acknowledge a client even if you are busy. Be courteous and friendly to everyone.
- Give full attention to the client once you have taken them on. Do not chat or gossip with others when you are doing a treatment.
- Put the client at ease with your behaviour. Everyone looks forward to an efficient and reliable therapist. Value your own time and that of the client and ensure you keep the salon updated. Do apologize to the client if she has been waiting for you.

### 10.1.5 Making The Clients Comfortable

An important part of customer service is ensuring the client's comfort in every way. At the physical level you can make sure:

- The client has comfortable seating.
- The room has the required air conditioning, heated or cooled as per requirement.
- Refreshments like tea, coffee are offered to the client.
- Some reading materials like magazines are there for the client.

### 10.1.6 Communication

Communication is the process or activity of sharing/conveying information through the help of messages using methods like speech, writing, visuals, signals or behaviour. The process of communication has four major components:

**Answering the Telephone:** The way a salon's telephone services operate can make or break its image. Thus to ensure excellent customer service it is important to use good telephone techniques.

**Communicating by Telephone:** Telephonic conversation is very different from one-on-one conversation. In a telephonic conversation you can hear the voice (tone and volume) but you cannot see the facial expressions and body language. Thus it can be said that communicating by telephone is approximately 25% words and 75% the way the words are spoken or the tone of voice.



*Fig 10.1.6.2: Attitude to carry when talking over the phone*

#### **Your Voice:**

Your voice and tone is extremely important when you are speaking on the phone.

#### **Remember to:**

- Speak clearly in an even voice, neither too loud nor too soft.
- Smile when you greet on the phone, it can be heard.
- Your posture can affect your voice too, so make sure you are sitting straight.
- Speak directly into the mouthpiece to make sure that your voice is clear.

#### **Your words:**

Words once spoken cannot be taken back. When speaking on the phone choose your words with care. Take messages with great care, double checking on names and phone numbers.

### **Your body language:**

Even if you cannot see the caller and vice versa, body language can be heard over the phone.

- Make sure to smile
- Listen for the caller's body language, breathing, pauses etc.
- Focus on your conversation

### **Problems with Telephone Communication**

- Possible background noise
- Not being face to face with the caller
- Difficulties of language and accent
- Being distracted by things around you

### **Reduce these difficulties**

- Listen with empathy and attention
- Avoid distractions
- Use a good telephone set to minimise noise
- Concentrate on your conversation
- Speak clearly and check for understanding

### **Answering the phone - Announce yourself**

When you answer the phone, always begin with a greeting, and identifying your salon and yourself. For e.g. "Good morning/afternoon, this is XYZ salon, Nisha speaking. How may I help you?"

### **Answering the Call**

First impressions are very important especially in the beauty industry.

Try to answer the phone within 3 rings. This gives a feeling of engagement to the caller. It also gives you time to stop what you were doing and answer the phone with your correct greeting.

Some things you can keep in mind when answering the phone are:

- Smile and greet the caller
- Say the name of your salon clearly and then your name.
- Listen carefully and take notes to understand the caller's needs correctly. Also cross check with the caller to ensure you have the correct information

Remember, you do not know who is on the other side on the phone and first impressions count.

When trying to understand the client's needs over the telephone it is essential that you have good questioning techniques. Let us see how you can structure and control the conversation using questions.

Question	Establishing the purpose	Example
Open	Establishing the nature of the call	"How may I help you?"
Closed	To establish or confirm information	"Did you want to cancel your booking for today?"
Probing	Understanding the need	"Can I fix you an appointment for today?"
Reflec- tive	Checking for and showing understanding	"So I am writing that you, Mrs Sharma is confirming for a treatment at 4 pm today for a facial and hair colour with Suman?"
Closed	Closing the call	"Thank you for calling. Please tell me if i can be of any other help."

Different callers have different needs. As the operator you need to be on the same wavelength as the caller to ensure best communication.

#### **A caller in a hurry:**

If the caller is in a hurry then you need to be efficient and quick. If the caller sounds angry and makes a complaint then you need to be calm, patient and understanding. If the caller sounds worried make sure you are empathetic and listen actively.

#### **Taking messages at the reception**

- You will receive calls for members of the staff who may be busy. Since they are not available the caller may want to leave a message, in such situations write the message down to ensure that you do not forget.
- Make sure that you write all the messages neatly and correctly. When taking a message make sure you write down:
  - The caller's name and number
  - Name of the person who the message is for
  - The date and time of the call
  - The message in brief

#### **Telephone ethics for the staff**

- You must understand that the reception telephone in the salon is for salon purposes only.
- Ask your friends and family to call you only in an emergency.
- Make your conversations brief so that you do not cause inconvenience to any customer who may be trying to call the salon or waiting to make a call.
- Do not use your mobile phone during a treatment. You can keep it on silent mode in the staffroom and check it during your break.