

Participant Handbook

Sector
Beauty and Wellness

Sub-Sector
Beauty & Salon

Occupation
Nail Care Services

Reference ID: **BWS/Q0403, Version 3.0**
NSQF Level 4



**Nail
Technician**

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Shri Narendra Modi
Prime Minister of India

“ Skilling is building a better India.
If we have to move India towards
development then Skill Development
should be our mission. ”



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The preparation of this manual would not have been possible without the support of the Beauty and Wellness Industry. The Industry feedback has been extremely encouraging from inception to conclusion & it is with their inputs that we have tried to bridge the skill gaps existing today in the industry. We would specially like to thank Ms. Gurpreet Seble, Nail Spa by Gurpreet who have reviewed and given input for this trainee manual.

This participant manual is dedicated to all the aspiring youth who desire to achieve special skill which would be a lifelong asset for their future endeavors and help them make a bright career in the Beauty and Wellness Sector.



About this Book

The beauty and wellness industry in India is growing at a CAGR of 18.6 % and is likely to reach the 100,000 crore mark soon. The sector is thriving on the increasing section of affluent and middle-class population that has started considering beauty and wellness as a necessity. Increased emphasis on a holistic wellbeing with people's desire to look good and young are other motivators for the beauty and wellness industry. Employment in Beauty Sector is expected to grow at a CAGR of 20%, with 23% in organised and 15% in unorganised segments with a shortage of over 600,000 skilled personnel. With a shift in focus towards quality of service, the industry has been looking to hire skilled workforce to sustain growth.

This Participant Handbook is designed to enable theoretical and practical training to become a Nail Technician. The Qualification Pack of an Nail Technician includes the following National Occupational Standards which have all been covered in this Trainee Manual:

1. Prepare and maintain work area.
2. Perform manicure and pedicure services.
3. Perform nail enhancement and overlay using liquid and powder (acrylic)
4. Perform nail enhancements and overlays using UV gel
5. Perform Refill
6. Perform gel polish application
7. Perform electric filing
8. Perform nail art application
9. Maintain health and safety at the workplace
10. Create a positive impression at the workplace.

This Participant Handbook is designed considering the minimum education qualification of Nail Technicians. The key learning objectives and the skills gained by the participant are defined in their respective units. We would like to thank, Chairperson of Beauty and Wellness Sector Skill Council for her constant guidance and support. We would also like to acknowledge the efforts put in by the B&WSSC team, master trainer, consultants and our Industry Experts Ms Gurpreet Seble and Ms Joban who give their valuable inputs in making this Participant Handbook. We hope that this Participant Handbook will be able to provide a sound learning support to our friends to aspire to build their career in the beauty and wellness industry.

Symbol Used



Key Learning Outcomes



Steps



Notes



Objectives



Practical



Exercise

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1. Introduction

Unit 1.1 – Objectives of this Program



Key Learning Outcomes

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

1. Explain the objectives of this program
2. Describe the role and responsibility of a Nail Technician accurately
3. Describe the beauty and wellness industry

Unit 1.1: Introduction

Unit Objectives

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

1. Explain objectives of this program
2. Describe the role and responsibilities of a Nail Technician

1.1.1 Introduction

Today, the beauty and wellness sector has gained prominence in India and displayed consistent and remarkable growth, making it a potentially significant contributor to economic growth and a leading employer creating millions of employment opportunities across the nation. The reason for this phenomenal growth is the rising consumerism, globalisation and changing lifestyles of Indian consumers as well as increasing rate of wellness tourism.

The rapid growth in beauty and wellness industry along with the entry of giant organised players both nationally and globally, has led to huge demand for trained personnel. However, there is a huge deficit in the availability of skilled and trained personnel. This talent deficit poses threat to the growth and expansion of the whole beauty and wellness industry. Developing skilled and trained personnel is thus a huge task at hand for both businesses and for the sector.



Fig 1.1 Nail Technician

1.1.2 Nail Technician

A Nail Technician in the Beauty and Wellness Sector is a critical operational job-role providing various types of beauty services in salons and spas.

A Nail Technician should be well-versed with the beauty services and therapy operations and have basic service aptitude. Proficiency in communication and keen service orientation would help in providing world class services to the customers.

Technically the Nail Technician should be well versed with Human Anatomy to the extent of identifying purpose, locations of bones, muscles, arteries of the hand and feet. It is essential for them to identify nail parts and be aware of stage of growth, nail disorders and related services.

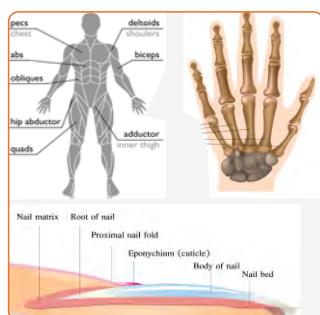


Fig 1.2 Human anatomy

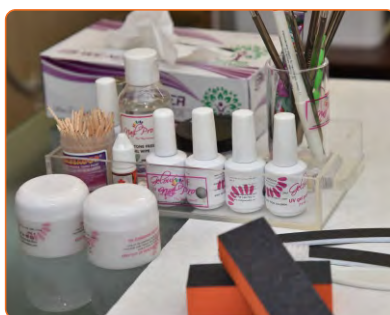


Fig 1.3 Tools used in nail service

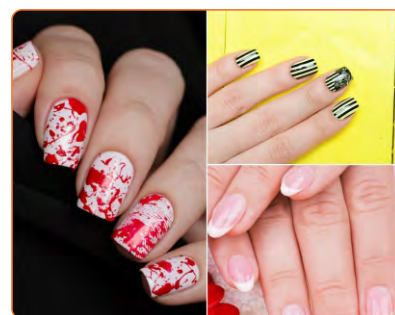


Fig 1.4 Types of Nail services

The Nail Technician should also know about various products, tools and equipment and range of services that are offered in relation to nails.

They are expected to be competent in the following tasks during the course of their work:

Prepare and maintain work area	Perform manicure and pedicure	Perform nail enhancement and overlay using liquid and powder (acrylic)
Perform nail enhancement and overlay using UV gel	Perform refill	Perform gel polish application
Perform electric filing	Perform nail art application	Create a positive impression at the workplace
	Maintain health and safety at the workplace	

1.1.3 Nail Technician

Roles and Responsibilities of a Nail Technician

Nail technicians are responsible for various nail care and nail enhancement processes. The key processes that they have to perform competently are as follows:

- Prepare the treatment area and keep it organised so that all the services are carried out without any issues, ensure proper disposal of waste material, record keeping and sterilisation and disinfection of tools.
 - Perform basic manicure and pedicure and provide spa manicure, pedicure services too.
 - Perform acrylic nail enhancement and prepares for the same by cleaning the nails, nail plate, fixing tips, buffing and polishing the old enhancements, as well as removing the enhancements as per the client's desire and providing aftercare advice.
 - Perform nail enhancement using UV gel and carry out nail plate preparation, form sculpting, UV gel application, tip application, enhancement repair, removal when needed by the client and achieve a finished result.
 - Perform refill of the acrylic nails, buff and polish the enhancements, file the nails and meet the agreed service plan.
-
- Prepare the nails for gel polish application, monitor the curing time in a UV dryer and seal to create a high shine finish.
 - Identify the nail conditions, prepare the nail plate, apply nail wraps, buff and polish the nails, seal to create a high shine finish and carry out removal as per the need.



Fig 1.5 Manicure and Pedicure Services



Fig 1.6 Nail Enhancement



Fig 1.7 Sticker Nail Art

- Be creative and possess expertise in nail art using various methods like polish, gems, studs, stone embellishment, glitter, colour blending, stamping, etc.

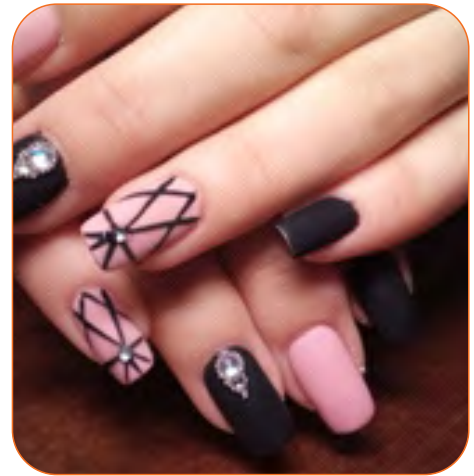


Fig 1.8 Embellished and striped Nail Art

- Perform correct filing techniques using an electric file, select suitable speed, ensure correct usage procedure, create a smooth surface, remove and store the attachments safely.



Fig 1.9 Electric Filing

- Consult and advise the clients for services, products or a suitable treatment, communicate effectively, provide aftercare advice and maintain the records of the client accurately and securely.



Fig 1.10 Client Consultation

- Maintain health and safety at the workplace, set up and position the equipment, chemicals, products and tools in the work area meeting all the requirements, clean and sterilize all tools and equipment before use, ensure proper waste disposal, maintain first aid kit.



Fig 1.11 Sterilising Tools

- Assist in maintaining accident reports, identify and assist in documenting potential risks and hazards in the workplace, report health and safety risks/ hazards to concerned personnel and use tools, equipment, chemicals and products in accordance with the organisation's guidelines and manufacturers' instructions.



Fig 1.12 Hazards in the work place

- Create a positive impression at the work place, maintain a pleasant appearance and behavior, execute tasks as per organisation's standards, communicate effectively with all the stakeholders, record information accurately and maintain its confidentiality.



Fig. 1.13 Nail Technician and a client

Attributes of a Nail Technician

The following are attributes of Nail Technician:

Customer Orientation – Make the customer comfortable.
Understand what the customer needs even when he/she is unable to express. Keep the workplace clean as it is the first attribute which convinces customer to take your services.

Clean Personal Appearance –
Maintain a clean personal appearance. Customer may not like to take your services if you have a shabby or messy demeanour. Beware about body odour, bad breath, and overall hygiene.

Make suitable suggestions – If you catch your customer confused and indecisive, use the opportunity to suggest the best for him/her.
Customer may like it and appreciate. You are not at loss anyway.

Don't be in hurry – Do not rush the customer out. If you are attending the customer, make sure you give him/ her proper time.

Keep your knowledge updated –
You must know all the important updates about your field so that if the client has any question, you must be able to answer him/her appropriately.

Respect your customer – Respect the decision of your customers and do not force your opinion. Ultimately it is their decision what services they wish to take from you and you must respect that.

Have knowledge about products –
Nail Technician must be able to tell what products are suitable for the customer. For instance if a customer having dry skin ask for a face cream then an Assistant Nail Technician must keep the skin type in mind and suggest the best product available. This can happen only if she has knowledge about available products.

Proficiency in communication – A Nail Technician needs to have good communication skills. Nail Technician first deals with customer with her/his communication skills and later with beauty skills. Therefore, she/he has to be warm and welcoming, should give details, must not fumble and be clear with what she says.

Good body language – Nail Technician must not be stressed over handling customers. Her/his body language should be easy yet active, she/he should seem happy to work and give her/his services, must be smiling and quick.

1.1.4 The Beauty Industry in India

Though the beauty and wellness industry is new in India, there is increasing awareness about health and well being.

The beauty and grooming industry in the country is booming, thanks to the growing desire among both men and women to look stylish and feel good.

The urban salon market in India is small by world standards but growing at a rapid pace. A KPMG Wellness Sector report released in April this year projected that the size of India's beauty and wellness market would nearly double

to Rs 80,370 crore by 2017/18 from Rs 41,224 crore in 2012/13. Business is so good that it has caught the attention of private equity firms.

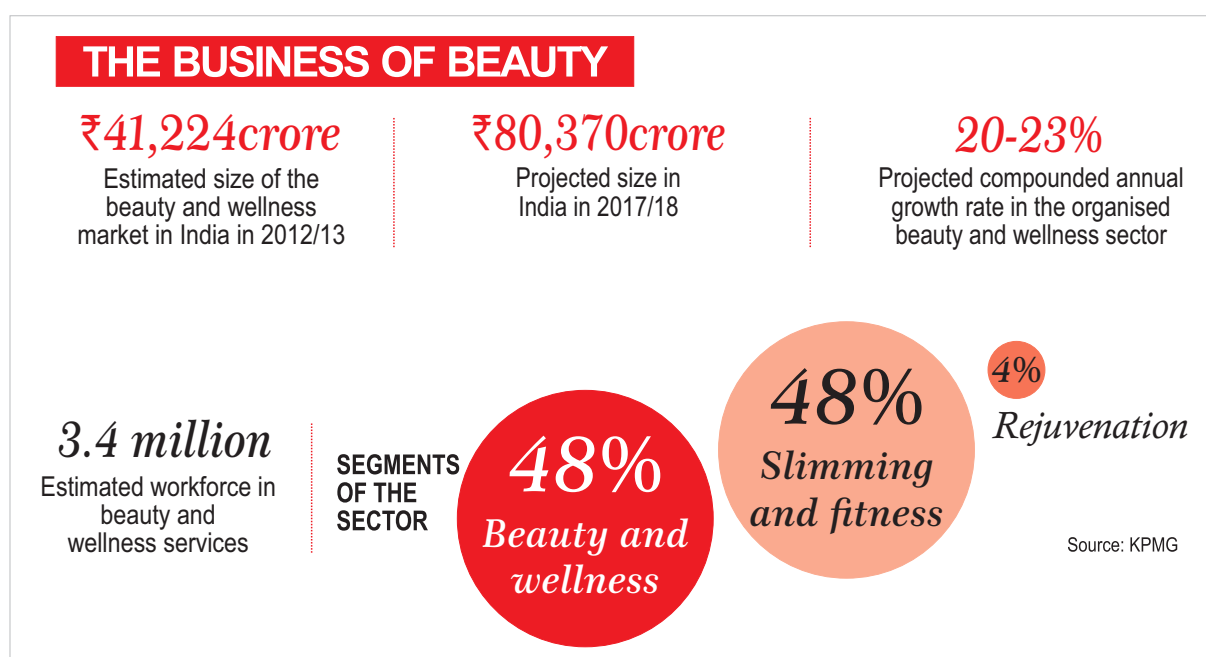


Fig 1.14 Facts about beauty industry

One segment of the beauty business that is doing particularly well is specialised haircare. An AC Nielsen report estimates the haircare market in India at Rs 3,630 crore, with average annual growth of 20 per cent.

Another segment expanding rapidly is bridal makeup. Earlier, it was usually only the bride who visited the salon prior to the wedding ceremony, but now friends and relatives often join her and salons offer special packages for them.

Quality beauty treatment calls for specialised knowledge - thus training schools are also proliferating. Most salon chains have their own academies. VLCC, for instance, runs 75 different courses. The government's Beauty and Wellness Sector Skill Council also runs various training schemes. Naturally, employment opportunities in the sector are booming, too. The KPMG Wellness Report estimates that workforce requirements in the beauty and salon segment will grow from 3.4 million in 2013 to 12.1 million in 2022. Salaries of makeup and beauty professionals vary between Rs 15,000 and Rs 65,000 per month.

Reasons for growth

The following are reasons for growth of the Beauty and Wellness Sector

- Growing consumerism, rapid urbanisation and rising disposable income are said to be the most dominant Factors driving this market.
- Young consumer population is characterised by the increased exposure to media so the increased aspiration for beauty.
- Excessive obsession with young looking skin has catapulted the sector towards growth as more and more consumers ask for cosmetic treatments as well as anti-ageing products to achieve the same product Innovation and an increased demand for looking good has made this segment poised for significant growth in the future.

1.1.5 Career Opportunities Within The Beauty Sector



Fig 1.15 Major sub-segments within the beauty sector

Beauty Centres and Hair Salons – The beauty and salon segment includes skin, hair and nail care services. Services are given in order to meet customer's requirement of fixing personal appearance or look.

Product and Counter Sales – This includes sales of beauty and salon products, including cosmetics and toiletries that address age-related health and appearance issues. The products are bought for different beauty requirements.

Fitness and Slimming – Includes service providers involved in the fields of physical exercises, yoga, other mind-body practices and weight-loss and slimming.

Rejuvenation Centers – This includes the core spa industry services, including spa operations, spa education, products and events. The sector offers services aimed at relaxing the body and the mind.

Alternate Therapy Centers – Alternative therapies can provide clinical diagnosis and treatments under alternative therapy.

Emerging Unisex Service – Many organised segments are offering such services and many Unisex beauty and wellness centres are getting acceptance.

Expansion in different areas/regions – Apart from urban areas and metro cities, rising awareness is causing the expansion of industry in other areas as well.

International beauty brands – Growing customers is causing international brands to penetrate the Indian market.

Most Nail technicians start their career in beauty centres and nail studios, however can move to any of the other sub-segments too.

The career pathway available to a Nail technician is as follows:

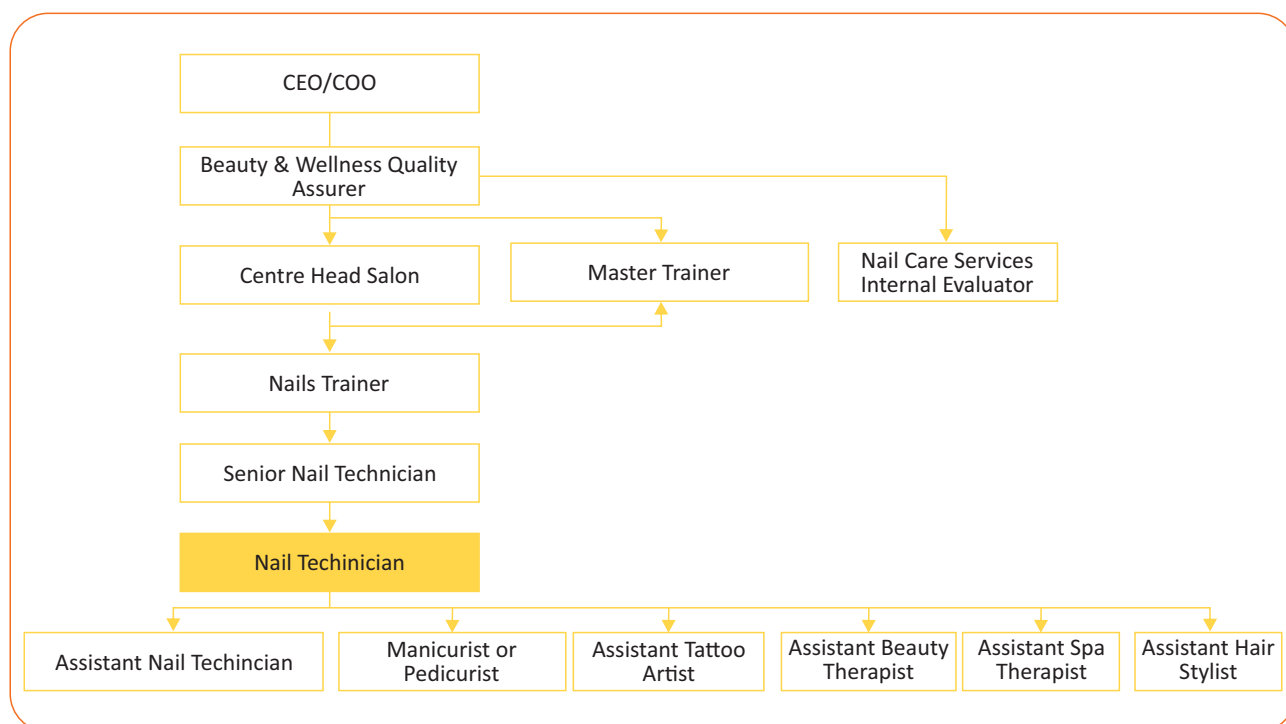


Fig 1.16 Career pathway for a nail technician

Summary

1. A Nail Technician in the Beauty and Wellness Sector is a critical operational job-role providing various types of beauty services in salons and spas.
2. Manicure & Pedicure: These are the treatments that help in grooming one's hands and feet. Dirty nails give a very bad impression on other people and it is very unhygienic.
3. They are expected to be competent in the following tasks during the course of their work:
 - Prepare and maintain work area
 - Perform manicure and pedicure
 - Perform nail enhancement and overlay using liquid and powder (acrylic)
 - Perform nail enhancement and overlay using UV gel
 - Perform refill
 - Perform gel polish application
 - Maintain and enhance using nail wraps
 - Perform nail art application
 - Apply airbrush designing for nails
 - Perform electric filing
 - Consult and advise clients
 - Promote and sell services and products
 - Manage and lead a team
 - Maintain health and safety at the workplace
 - Create a positive impression at the workplace
4. The following are attributes of a Nail Technician:
 - Customer Orientation
 - Clean Personal Appearance
 - Make suitable suggestions
 - Don't be in hurry
 - Keep your knowledge updated
 - Respect your customer
 - Have knowledge about products
 - Proficiency in communication
 - Good body language
5. Most Nail technicians start their career in beauty centres and nail studios, however can move to any of the other sub-segments too.

Exercise



1. What are the current Beauty and Wellness Industry trends?
 - a. Changed consumer psyche
 - b. Emerging unisex salons
 - c. International beauty brands
 - d. All of these
2. centers offer pro-active services aimed at relaxig the body and the mind.
 - a. Fitness and Slimming
 - b. Alternate Therapy
 - c. Rejuvenation Centers
 - d. None of the above
3. Name the sub-segments of the beauty sector.
4. Name any 5 attributes that a Nail Technician should possess.



2. Prepare And Maintain Work Area

Unit 2.1 - Prepare and Maintain Work Area



BWS/N9001

Key Learning Outcomes

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

1. Prepare and maintain the treatment work area
2. Fill up client record cards appropriately
3. Prepare the client for treatment
4. Sterilise & disinfect equipment & tools
5. Segregate & dispose off waste accordingly

Unit 2.1: Prepare and maintain work area

Unit Objectives

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

1. Prepare and maintain the treatment work area
2. Fill up client record cards appropriately
3. Prepare the client for treatment
4. Sterilise & disinfect equipment & tools
5. Segregate & dispose off waste accordingly

2.1.1 Preparation of work area



Fig 2.1 Clean and safe salon

A salon should be clean, safe and disinfected and ambient temperature and light should be maintained. In the absence of these basic facilities, the services can go wrong which might affect client severely or irreversibly. In this case, the client can choose to sue the salon, thus, destroying the image and business of an organisation.



Fig 2.2 Nail treatment area

The tools and equipment needed in a particular process should be set up in that area. The proper disposal of the waste should be ensured after the completion of a treatment. The cleaning and disinfection of tools is a must. Each of these steps is of utmost importance which ultimately affects the reputation of a salon.

We will study these steps in detail in the following sections.

2.1.2 Maintenance of record cards

A record card is an important document which is very important to be maintained because

- it contains the past treatments taken by the client
- the treatment the client is booked in for
- history of client about the products to be used, skin type, any allergies

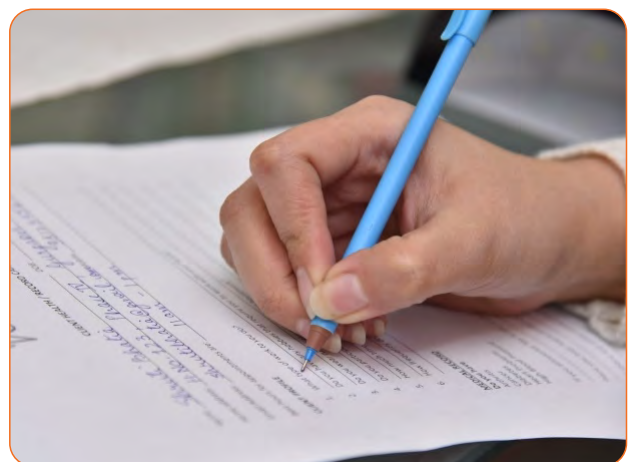


Fig 2.3 Client filling the record card

Before starting a treatment, the record card should be kept along and the details like name and address should be confirmed with the client to ensure that the correct card has been picked up. Given below is a sample record card.

CLIENT HEALTH / RECORD CARD

Name: Shruti Bhatia DOB: _____ Date: 15/02/18

Home address: H.No. 123, Phase IV, Gurgaon

Email Address: shrutibhatia@gmail.com Mobile: 9812345678

Best hours for appointments are: 11 am - 1 pm

CLIENT PROFILE

- What type of work do you do? Content writer
- Do you have any hobbies that require you to work with your hands? Cleaning
- Do you wear rubber gloves when doing housework? No
- Do you participate in sports activities? If so, what type? No
- How much time do you spend each week caring for your own nails? 02 hrs
- How frequently do you have professional nail services? Once a month

MEDICAL RECORD

Do you have	NO	YES
Arthritis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cancer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heart Problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered 'Yes' to any of the above questions, what kind of medication do you take (if any)?
Prescribed by doctor

Have you ever had a stroke? If so, how long ago?
No

Are there any other medical conditions or medications of which we should be aware? Allergies
Allergic to Methyl Methacrylate, etc.

Fig 2.4 Sample record card

2.1.3 Essentials of the work area

In a nail spa, a particular work area can be used for providing multiple services. So, a work area must have following:

- It should be very clean
- It should be well ventilated
- It should be well lit
- It should be spacious enough to allow for movement
- It should have a space for keeping client's belongings



Fig 2.5 Spacious and ventilated work area

- It should be quiet but can have a soothing music
- It should have all the tools and products needed in a procedure
- It should have a pen and the record card of the client

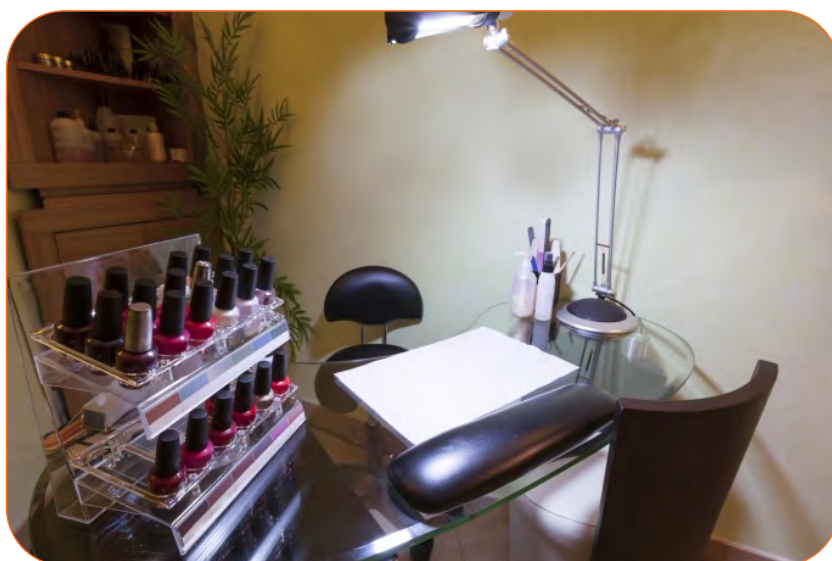


Fig 2.6 Properly lit work area

- It should have clean towels and aprons



Fig 2.7 Clean towel in the work area

- The treatment couch or the chair should be clean



Fig 2.8 Clean and hygienic work area

- The work area and surfaces should have been disinfected



Fig 2.9 Disinfection is necessary in the work area

- Ensure adequate cotton and tissues

2.1.4 Preparing the Client



Fig 2.10 Client consultation

To prepare the client:

- Ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any.
 - Ask the client their need and preference for nail enhancements, what service they are seeking and the look that they want.
-
- Inform the client of the procedure and the time it is going to take.
 - Check for any contra-indications that may exist, that may prevent or restrict the service.
 - In case of contraindications inform the client accordingly whether service is possible or not.



Fig 2.11 Ask relevant questions to the client



Fig 2.12 Check for contraindications

- Identify the condition of the nails and any corrective work to suit the client's natural nail shape and condition. This may include fill-in, backfill, overlay or adding nail tips
- Agree on preferred nail length and shape and the type of polish required.
- Request the client to pick choice of varnish dark, plain, frosted or French manicure. Recommend a nail finish that is suitable for the client.
- Before ending the consultation ensure that the client and nail technician have understood and are in agreement with the treatment objective and plan.



Fig 2.13 Ask client's choice for nail paint

2.1.5 Preparing the Tools and Equipment

To prepare the tools and equipment:

- Select the correct tools and products as per the service selected.
- Set-up products, tools, equipment so that they are all available and easily accessible.
- Check that the tools and equipment are in good condition and work effectively.
- Ensure validity of the products, that they are not expired.



Fig 2.14 Tools and material used in the nail service

- Prepare the products for application by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use.



Fig 2.15 Acrylic powder and monomer

2.2.6 Tools and Materials Required

Materials and equipment required to apply nail enhancements and overlays are as follows:

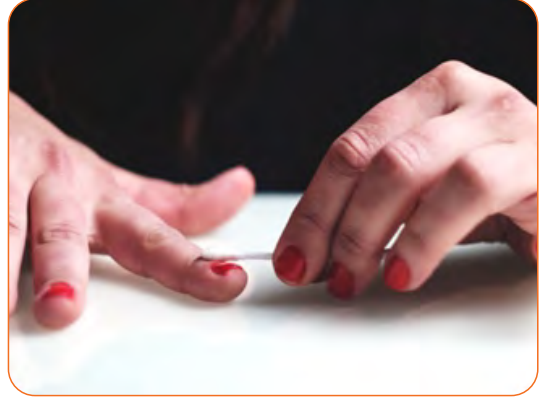
- Nail File (180 – 240 grit)
- Cuticle Pusher



- Cuticle cutter



- Cotton Buds



- Dust Brush



- Anti-bacterial Spray



- Paper Towel



- Acrylic Nail Brushes



- Applicators



- Soak Bowl



- UV Lamp



- Tip clippers



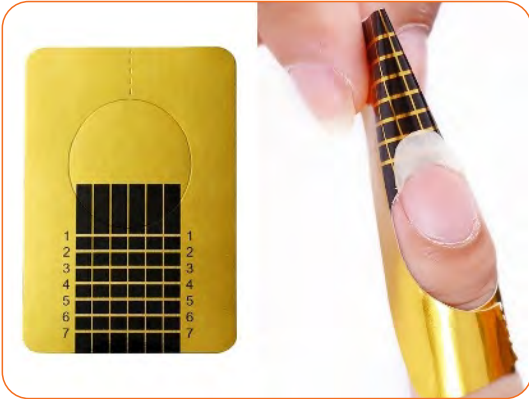
- Artificial tips



- Dappen dish and brush



- Nail Forms



- Acrylic Liquid and Powder



- Tip cutter



- Lint free nail wipes



- Nail Dehydrator



- Nail Primer



- Gels: Primer, Bonder, Basecoat gels, Builder Gels Multi-purpose, Gloss coat, Sealers White builder, Coloured gels, etc.



Fig 2.16 Tools and Materials

2.1.7 Sterilisation and disinfection methods

High standards of cleanliness and hygiene are utterly important in the work area. Cleaning, sterilisation and disinfection are the ways to prevent any kind of contamination or infection. In addition to this, clean towels, dispensing creams and lotions through spray bottles or disposable spatula, using disposable paper tissues, etc., are few other methods to avoid contamination.



Fig 2.17 Antibacterial spray



Fig 2.18 Disposable tissue for collecting the dust

- **Cleaning** just removes the dirt, dust, soil and debris. It is done before sterilisation and disinfection.



Fig 2.19 Cleaning

- Next comes the **disinfection** which kills bacteria, viruses and fungi. The liquid should be changed at regular intervals during the process of disinfection.

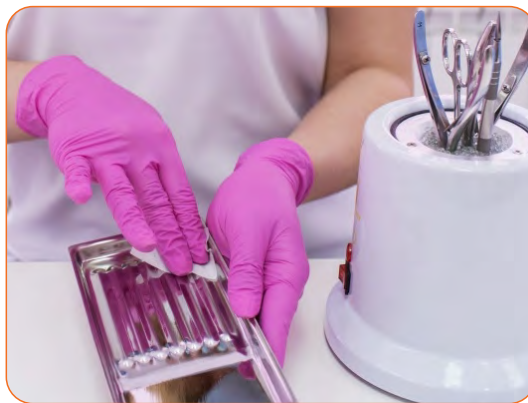


Fig 2.20 Disinfection of tools

- **Sterilisation** destroys all the microorganisms and is accomplished using an autoclave. Only the tools made up of metals like scissors and tweezers and few borosil equipment can be autoclaved. Autoclaving is the method of killing the microorganisms with the help of steam.



Fig 2.21 Sterilisation using UV light

- Sanitising also destroys the germs completely. It is done by using heat and/or chemical. Household bleach (4% chlorine), 70% alcohol solution are the examples of few chemical sanitisers.



Fig 2.22 Sanitiser for sanitising the hands

Following is the list of equipment which needs to be sterilised and disinfected:

Tweezers



Scissors



Comedone extractor



Facial sponge



Face-pack brush

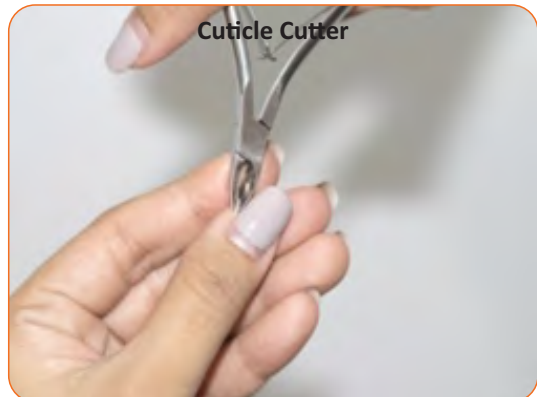


Following is the list of equipment which needs to be sterilised and disinfected:

Pumice stone



Cuticle Cutter



Cuticle Nipper



Cuticle Trimmer



2.1.8 Personal Presentation and Behaviour

The way a person present herself impacts her professional life to a great extent. The way they speak, the way they act, the way they greet a client, their looks, everything should be appropriate at all times.

- Wear salon uniform and make sure it is clean, neat and ironed.
- Maintain high level of personal hygiene because they will be working closely with clients.
- Ensure the dress fits them well. It shouldn't be too tight or too loose.
- Wear a light makeup and avoid heavy makeup.
- The breath should be fresh. Ensure it doesn't smell of food or tobacco.
- Keep the nails well maintained and clean.
- Do not wear heavy jewellery. Minimal is good.
- Wear comfortable and covered footwear. It will allow to work without any pain and protect from injuries by sharp tools.
- Do not eat or drink in the treatment area.
- Do not pick the nose or ear and don't bite the nails.
- Listen to the client patiently and try to understand.
- If there is any delay in the service, keep the client informed about how long will it take and the reason for it.
- Wash hands before starting the procedure.



Fig 2.23 Maintain good personality

- Speak politely and greet the client.



Fig 2.24 Speak politely to the client

2.1.9 Safe Disposal of waste

This is an important step as it helps in preventing any kind of contamination or infection. A client may have an allergy or an infection and the waste after the service can pose a health hazard for the personnel as well as other clients.

- Throw the disposables like cotton, tissues, wax strips, etc., in the bin immediately.
- Try to tidy up by putting things in their places after use to save time.
- Ensure all bottles have their caps on.
- Use the waiting time during the service to clean the area. For e.g., when the nail paint is drying in a manicure, dispose the dirty water and tissues.
- Clean the tools after a service and apply proper sterilisation techniques.
- This should be done quietly without causing any inconvenience to the client.



Fig 2.25 Dispose the waste hair in the designated area

- Follow the instructions mentioned on the equipment for its usage and cleaning. This increases the life of the equipment.

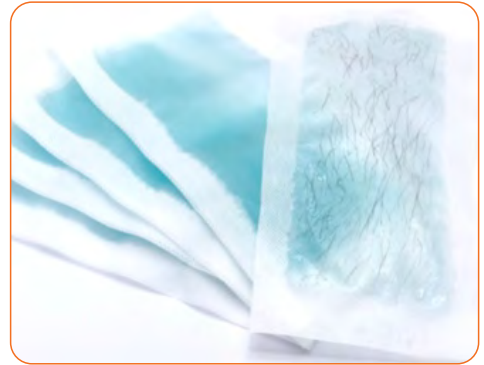


Fig 2.26 Dispose the waste strips properly in the dustbin

- Ensure the cleanliness of the workspace after the procedure. Disinfect and sterilise whatever and wherever possible.
- Change the bedding and towels in the work area.
- Keep all the material in their place.



Fig 2.27 Keep the laundry in the Designated Area For Regular Washing

2.1.10 Storage of Tools and Equipment



Fig 2.28 Store the tools properly after sterilising them

- Remember to clean, disinfect and sterilise the tools and equipment after the usage and before putting them into their place.

- Ensure safe storage of sharp tools to avoid injuries.
- Avoid putting sharp tools in uniform pockets.
- Be careful with electrical equipment. Do not leave the wires or other parts trailing on the floor, turn off the appliances when not in need.

2.1.11 Compliance and Rules

The following are rules are mandatory and cannot be compromised

- The salon should be registered and have a licence to operate
- The salon should display its business permit as well as all employee licences in a place that is visible to the public and any inspecting body



Fig 2.29 The permit and the Licences of the Salon

- The salon should have clean washroom and toilet facilities



Fig 2.30 Clean washroom and toilet facilities

- There should be appropriate waste containers available
- The floors should be kept clean and waste should be disposed off appropriately
- Single-use/Disposable items should be discarded after every client



Fig 2.31 Throw the waste in the bin

- Approved disinfectants and sanitisers should be present and must be accessible and in their original containers
- Re-usable tools should be sterilised or disinfected



Fig 2.32 Work area should be disinfected by approved disinfectant

- Proper PPE should be worn by the personnel



Fig 2.33 Wear proper PPE

- A full list of employees should be kept
- Client records should be kept up to date



Fig 2.34 Client records should be kept up to date and stored properly

- A first-aid kit should be kept in an accessible place



Fig 2.35 First aid kit should be present in the salon



Click/Scan this QR Code to access the related video

Summary



1. A salon should be clean, safe and disinfected and ambient temperature and light should be maintained.
2. A record card is an important document which is very important to be maintained because
 - it contains the past treatments taken by the client
 - the treatment the client is booked in for
 - history of client about the products to be used, skin type, any allergies
3. **Disinfection** kills bacteria, viruses and fungi.
4. **Sterilisation** destroys all the microorganisms and is accomplished using an autoclave, the method of killing the microorganisms with the help of steam.
5. **Sanitising** also destroys the germs completely. It is done by using heat and/or chemical.
6. Wear salon uniform and make sure it is clean, neat and ironed.
7. Maintain high level of personal hygiene because they will be working closely with clients.
8. Safe Disposal of waste is an important step as it helps in preventing any kind of contamination or infection.
9. Remember to clean, disinfect and sterilise the tools and equipment after the usage and before putting them into their place.

Exercise

1. Sterilisation involves:
 - a. Wiping
 - b. Baking
 - c. Steaming
 - d. All of these
2. The basic sanitation practices in a salon involve:
 - a. Ventilated rooms
 - b. Safe drinking water
 - c. Cleans towels and gowns
 - d. All of these
3. Which of the following is a disinfectant?
 - a. Lysol
 - b. Alcohol
 - c. Salt
 - d. Both a) and b)
4. A client record card is a card that contains:
 - a. Client information
 - b. Directions to the salon
 - c. Product information
 - d. All of the above
5. What is the need of maintaining record cards?

6. What is 'Disinfection', 'Sterilisation' and 'Santisation'?

7. Name 5 tools which need to be sterilised.

8. List any 5 health and safety requirements.



3. Manicure and Pedicure

UNIT 3.1 - Anatomy of The Nail, Hand and Feet

UNIT 3.2 - Manicure

UNIT 3.3 - Pedicure



Key Learning Outcomes

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

1. Explain the structure and function of the bones and muscles of arms, legs, hands and feet
2. Explain the structure of nail
3. Perform Manicure & Pedicure Services

UNIT 3.1: Anatomy of The Nail, Hand and Feet

Unit Objectives

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

1. Explain the structure and function of the bones and muscles of arms, legs, hands and feet
2. Explain the structure of nail

3.1.1 Introduction

The two common services that are provided by nearly all beauty parlours are Manicure and Pedicure. A Nail technician is expected to be competent in these 2 services and be able to perform them independently. As we have already learnt, the definition of these services is as follows:

1. Manicure

It is a treatment for improving the appearance of hands and nails. It's popular amongst both men and women and most of the salons have a separate area catering solely to this treatment.



Fig 3.1 Manicure procedure

2. Pedicure

It helps in improving the appearance of feet and toenails. It also includes removal of dead skin cells using a pumic stone, exfoliation, massage followed by painting the toenails.



Fig 3.2 Pedicure procedure

Since Manicure and Pedicure impact the nail, muscles, skin of the hand and the foot, it is very important to understand some basics about the anatomy of the hand and foot.

In particular, a Nail technician must know about the following:

- Anatomical structure, function, characteristics of nail and the process of nail growth. The structure includes:
 - Nail root-matrix
 - Mantle
 - Plate
 - Wall
 - Grooves
 - Bed
 - Lunula
 - Free edge
 - Hyponychium
 - Cuticle
- Anatomical structure and function of the skin. The structure includes:
 - The layers of the epidermis: the dermis, the subcutaneous layer;
 - The hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland and sensory nerve endings

- Names and position of bones of lower leg and foot
- Names and position of bones of the wrist, hands fingers and forearm
- Structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm
- Position of arteries and veins of lower leg, foot, hand and arm
- Location of muscles of the lower leg, foot, hand and arms
- Nail diseases and disorders
- Nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing service

Anatomy is the study of the structure of the body and what it is made of- for example bones, muscles and skin. Some systems have particular importance for Nail and Beauty Industry workers especially since they work on these systems through application of products and provision of services such as massages, etc.

3.1.2 Body Systems

Let's start by learning about the body systems, These systems are groups of organ that cooperate for a common purpose, namely the welfare of the entire body.

The human body is made up of important systems.

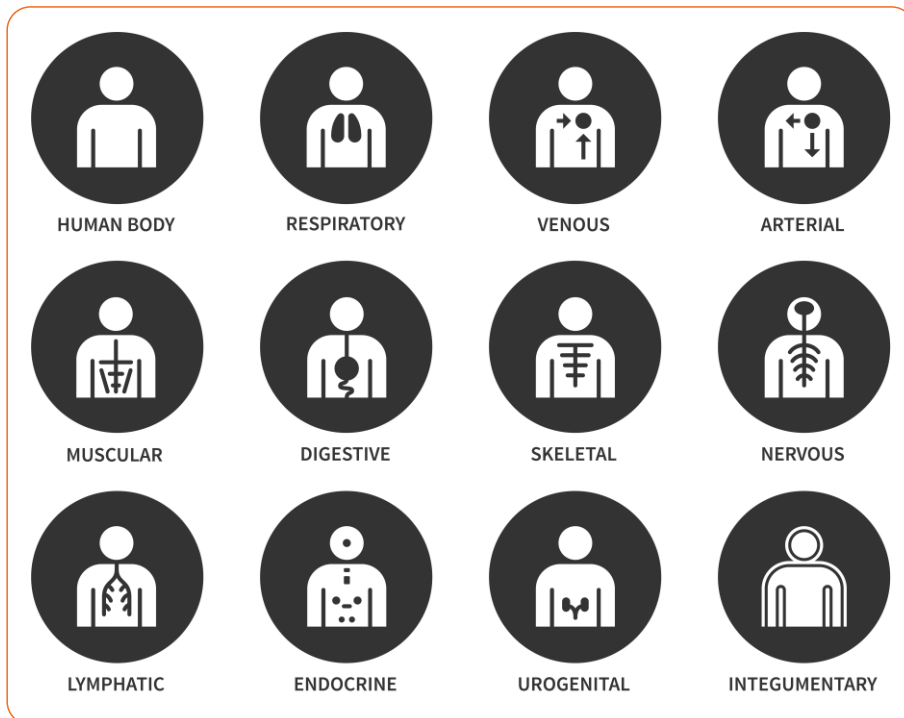


Fig 3.3 Body systems

We will study these systems in detail in next sections.

It is important to know anatomy of the arms , legs, hands and feet for manicure and pedicure services, as these parts are relevant, given that these parts are massaged and various techniques are based on the position of these internal body parts.

3.1.3 Skeletal system

Its main function is to protect the internal organs. For e.g, rib cage protects heart and lungs, skull protects the brain, vertebral column protects our spine, and so on. The skeleton works with the muscular system which provides movement and control over our body. Muscles are attached to the bones and they are collectively responsible for posture and the movements.

The skeletal system is composed of:

- Bones – the framework of the human skeleton
- Bone marrow – flexible tissue located in the interior of the bone where blood cells are produced
- Joints – the mechanical support for two or more bones to connect to allow motion
- Cartilage – connective tissue found in joints and support tissue that cannot rejuvenate and does not contain blood vessels
- Tendons – the tissue where muscle attaches to the bone
- Ligaments – the connective tissue that connects two bones

Massage assists the skeletal system in the following ways:

- Improves posture
- Improves muscle tone
- Improves stiff joints
- Increases flexibility
- Increases range of motion
- Reduces inflammation
- Improves soreness and fatigue
- Reduces the number of and intensity of muscle spasms
- Facilitates body alignment
- Facilitates mineral retention
- Relaxes tight muscles and tendons

Let's have a look at the diagrams for a deeper understanding of the bones.

Bones Of The Arm And Leg

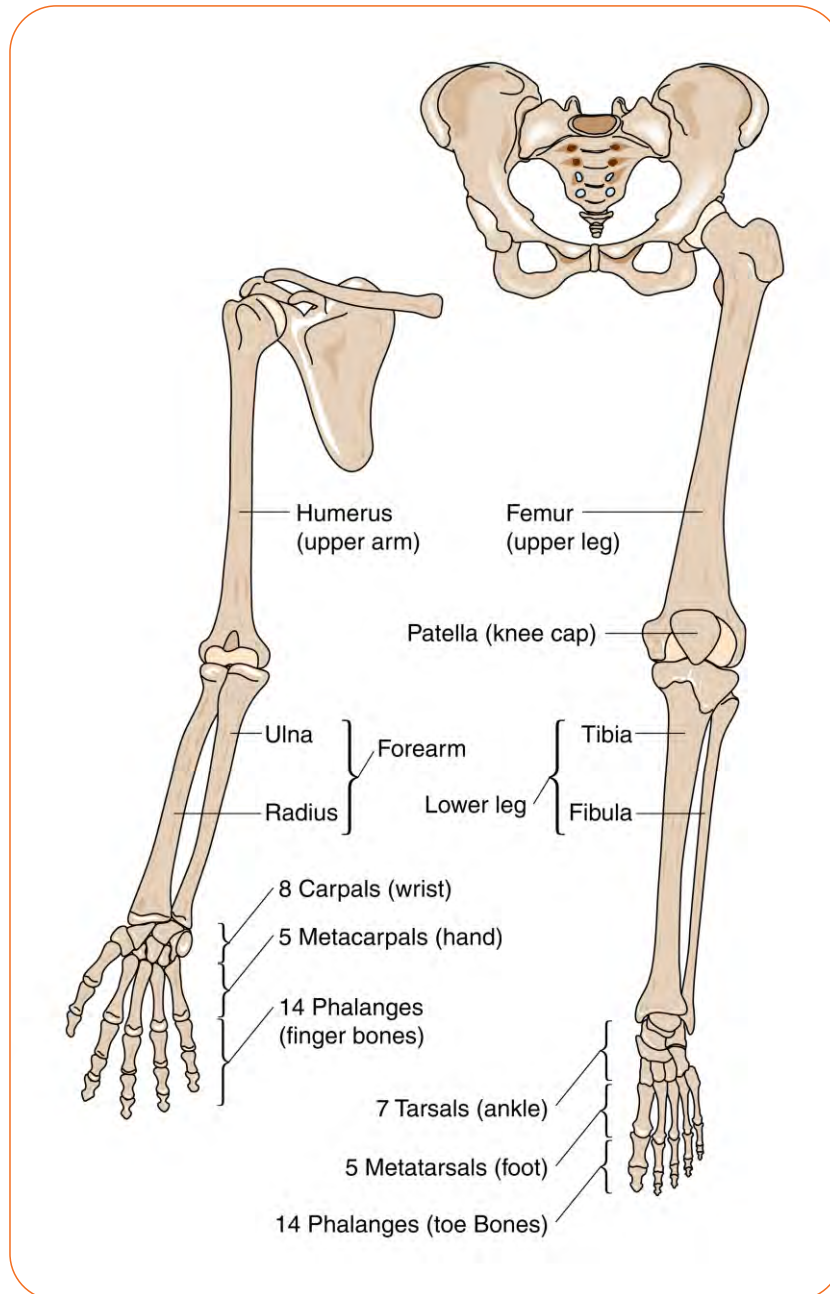


Fig 3.4 Bones of the arm and leg

Bones Of The Hand and Wrist

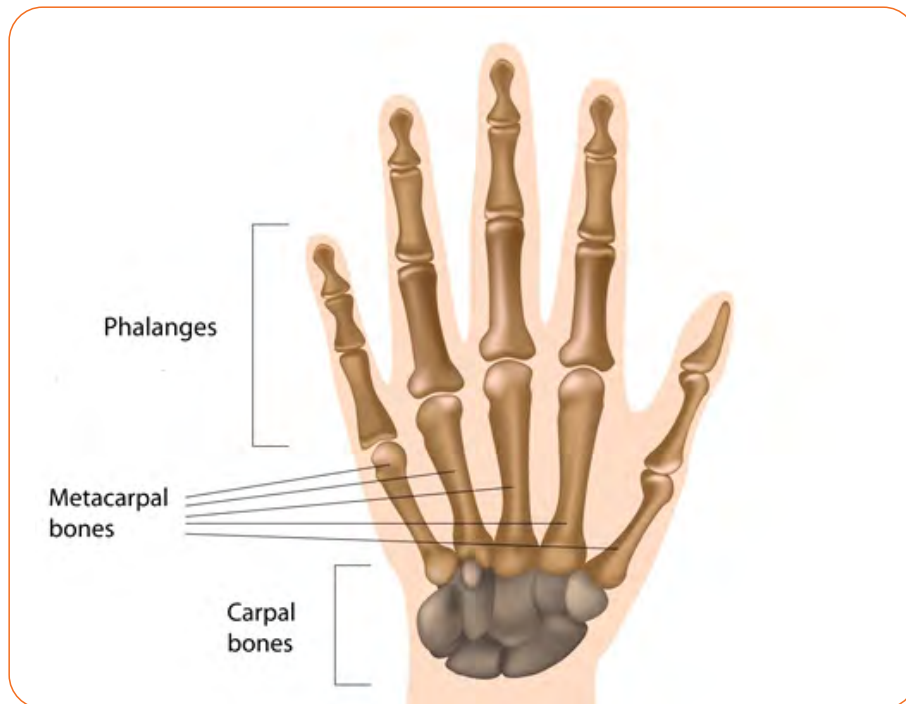


Fig 3.5 Bones of the arm and leg

Bones of the foot

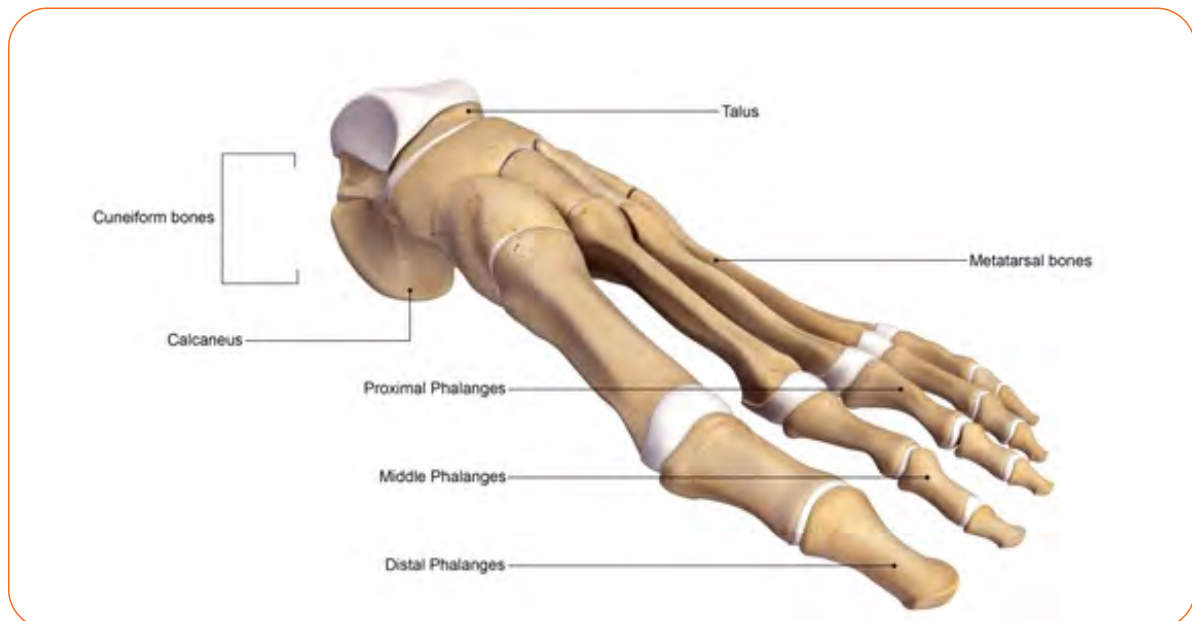


Fig 3.6 Bones of the foot

3.1.7 Muscular system

There are over 650 muscles in the body which are responsible for providing strength, movement, balance, contraction, posture, stability, muscle tone. Muscles are mainly of three types- skeletal, cardiac and smooth.

Muscles provide stability to joints such as knees and shoulders, work together to contract to provide posture and heat production.

Massage assists the muscular system in the following ways:

- Assist in reducing connective tissue thickening
- Assist muscle tone
- Decrease fibrous adhesions from muscle tissue injury or immobilization
- Enhance cell activity
- Enhance posture and balance
- Enhance range of motion
- Facilitate movement
- Help to facilitate waste removal in the lymph system
- Increase flexibility
- Increase tone
- Manage pain
- Provide flexibility
- Rehabilitate post-operatively
- Relaxation
- Release facial constrictions
- Release facial constrictions
- Stimulate the circulatory system
- Stimulate the nervous system's sensory neurons
- Warm-up or warm-down muscles exercise

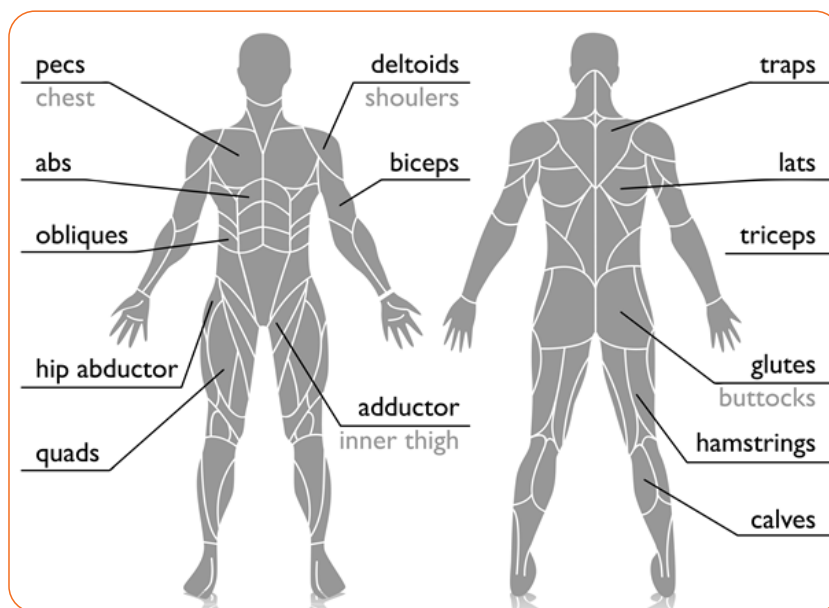


Fig 3.7 Muscles of the body

3.1.9 Structure of the Nail

To give the client professional and responsible service and care there is a need to learn about the structure and function of the nails. A Nail technician also must be able to know when it is safe to work on clients and when they need to see the dermatologist, a medical doctor who is a skin specialist.

Nails are an interesting and surprising part of human body. They are small mirrors of general health of the body. Healthy nails are smooth, shiny and translucent pink. Systematic problems in the body can show in the nails as nails disorders or poor nail growth.

Nails are made up of the protein called KERATIN. The purpose of nails is to protect the ends of fingers and toes and to help the fingers grasp small objects. Adult fingernails grow at an average rate of 1/8 inch a month; toenails grow more slowly. Ordinarily, nails replace themselves every 4 months and grow more quickly in summer than in the winter. The nail grows fastest on the middle finger and slowest on the thumb.

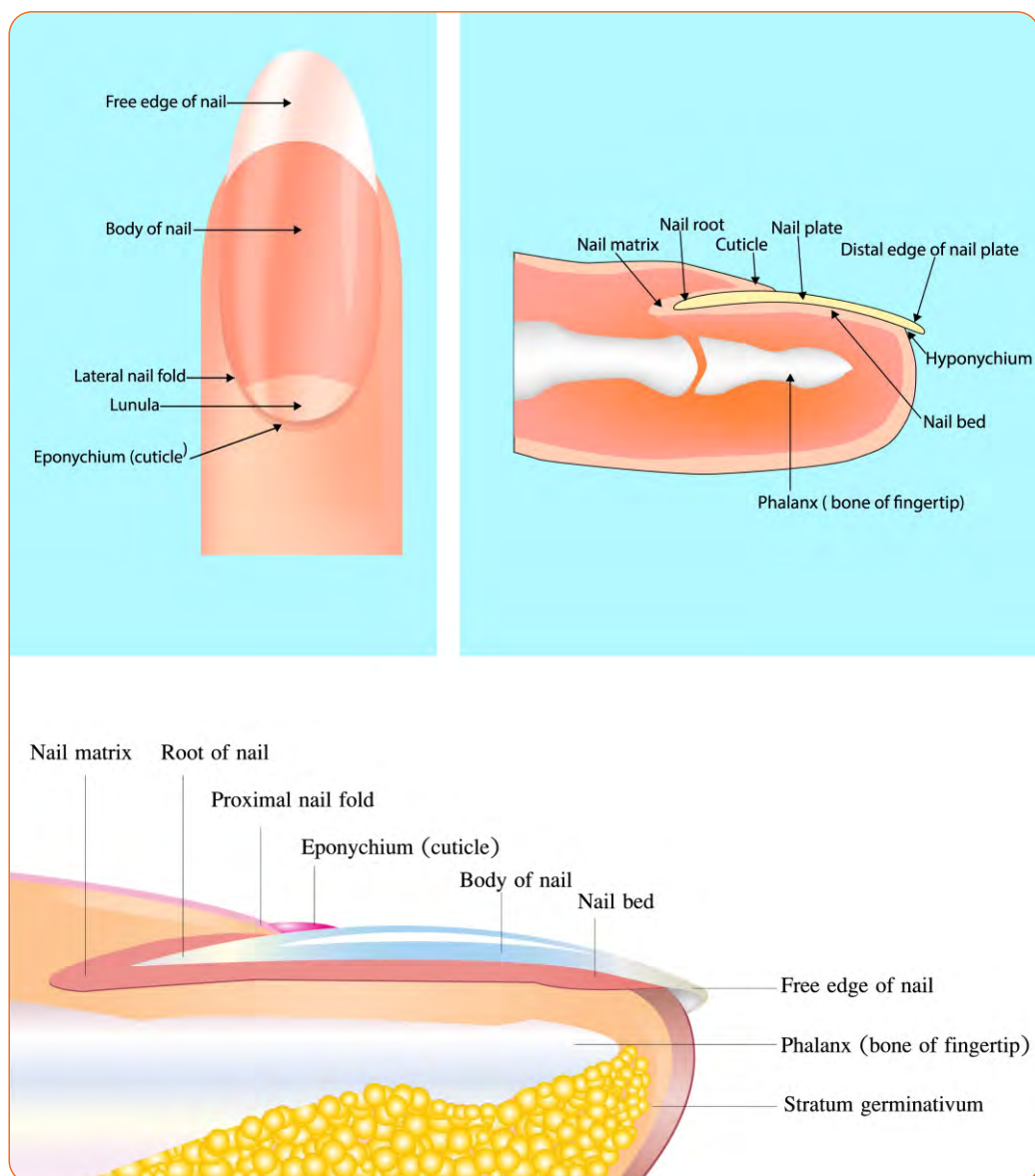


Fig 3.8 Structure of nail

3.1.11 Nail Growth and Structure

Nail Growth

Nails grow all the time, but their rate of growth slows down with age and poor circulation. Fingernails grow faster than toenails at a rate of 3mm per month. It takes 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 Structure

The structure we know of as the nail is divided into six specific parts - the root, nail bed, nail plate, eponychium (cuticle), perionychium and hyponychium. Each of these structures has a specific function and if disrupted can result in an abnormal appearing fingernail.

Nail Root

The root of the fingernail is also known as the germinal matrix. This portion of the nail is actually beneath the skin behind the fingernail and extends several millimetres into the finger.

The fingernail root produces most of the volume of the nail and the nail bed. This portion of the nail does not have any melanocytes, or melanin producing cells. The edge of the germinal matrix is seen as a white, crescent shaped structure called the lunula.

Nail Bed

The nail bed is part of the nail matrix called the sterile matrix. It extends from the edge of the germinal matrix or lunula, to the hyponychium. The nail bed contains the 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 material to the under surface of the nail making it thicker.

Nail Plate

The nail plate is the actual fingernail, made of translucent keratin. The pink appearance of the nail comes from the blood vessels underneath the nail. The underneath surface of the nail plate has grooves along the length of the nail that help anchor it to the nail bed.

Cuticle

The cuticle of the fingernail is also called the eponychium. The cuticle is situated between the skin of the finger and the nail plate fusing these structures together and providing a waterproof barrier.

Perionychium

The perionychium is the skin that overlies the nail plate on its sides. It is also known as the paronychia edge. The perionychium is the site of hangnails, ingrown nails and an infection of the skin called paronychia.

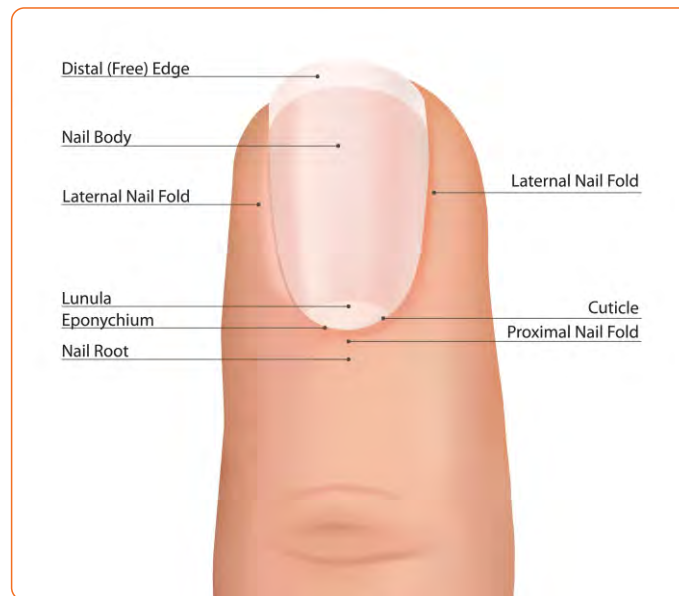


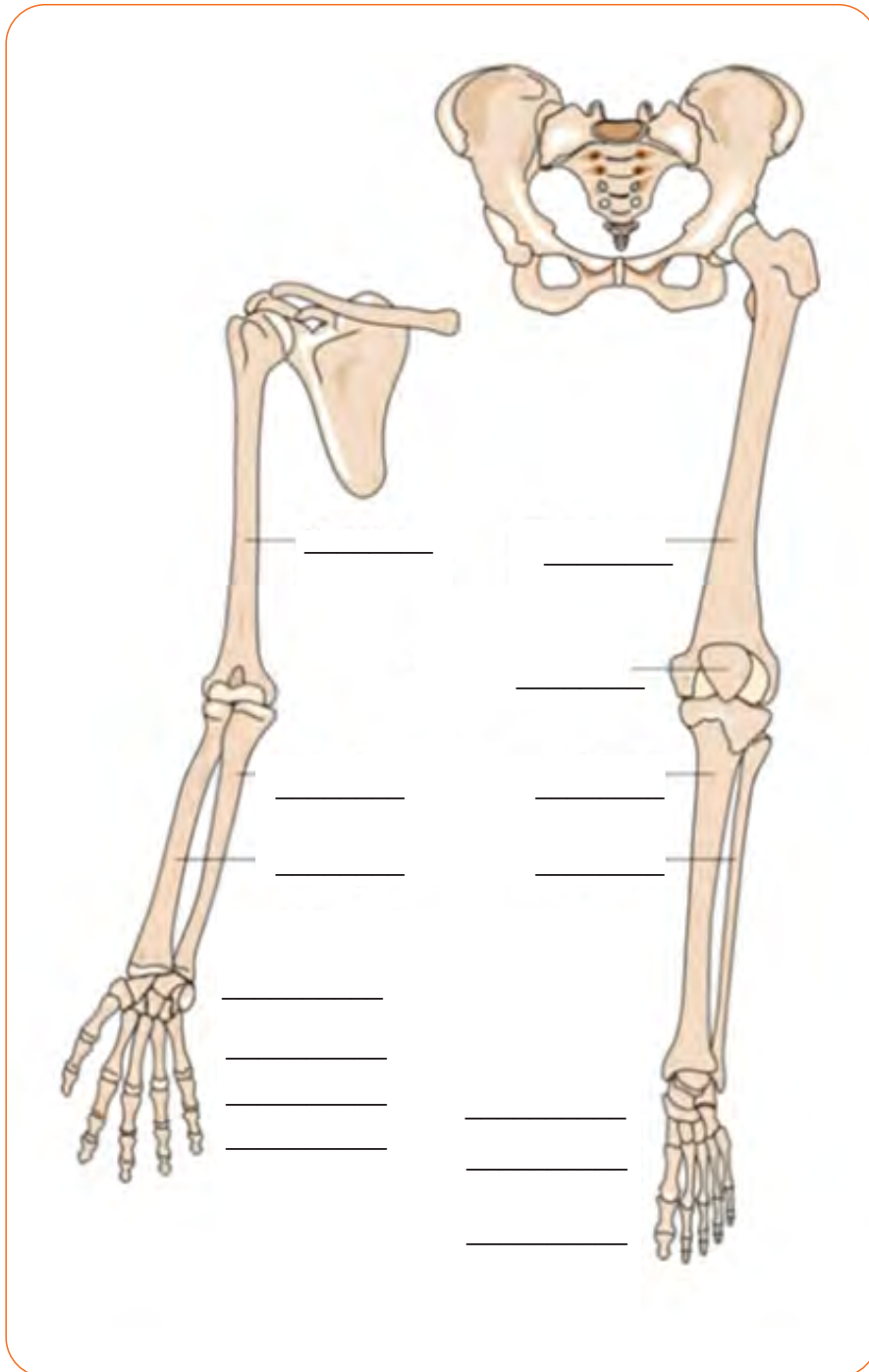
Fig 3.9 Perionychium

Hyponychium

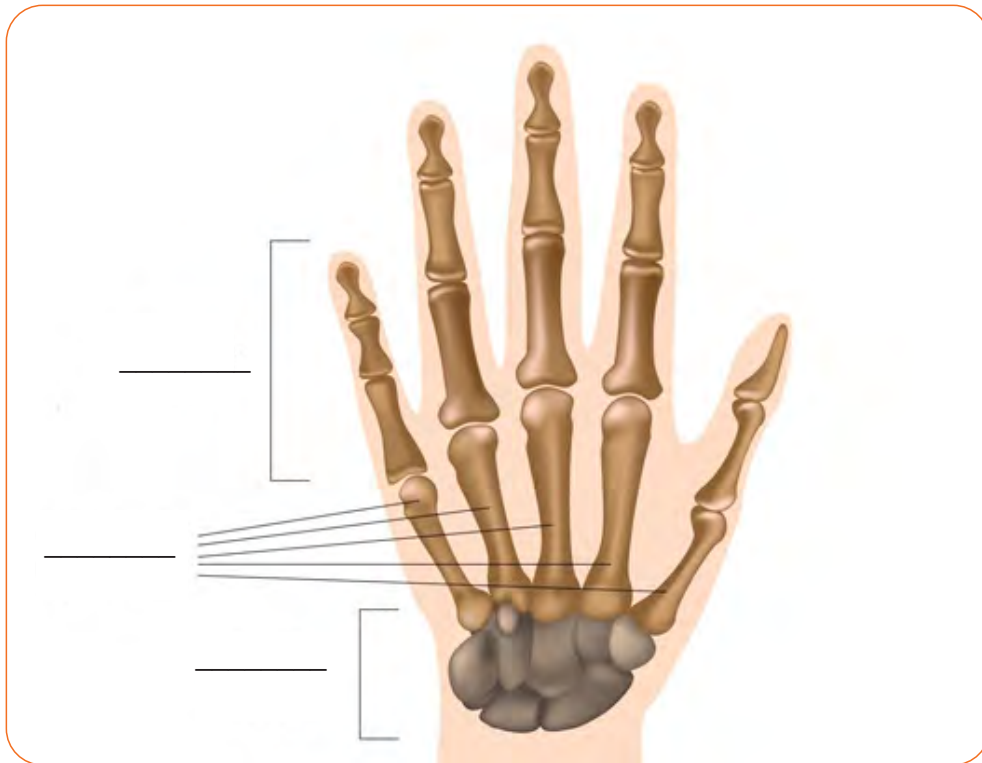
The hyponychium is the area between the nail plate and the fingertip. It is the junction between the free edge of the nail and the skin of the fingertip, also providing a waterproof barrier.

Exercise

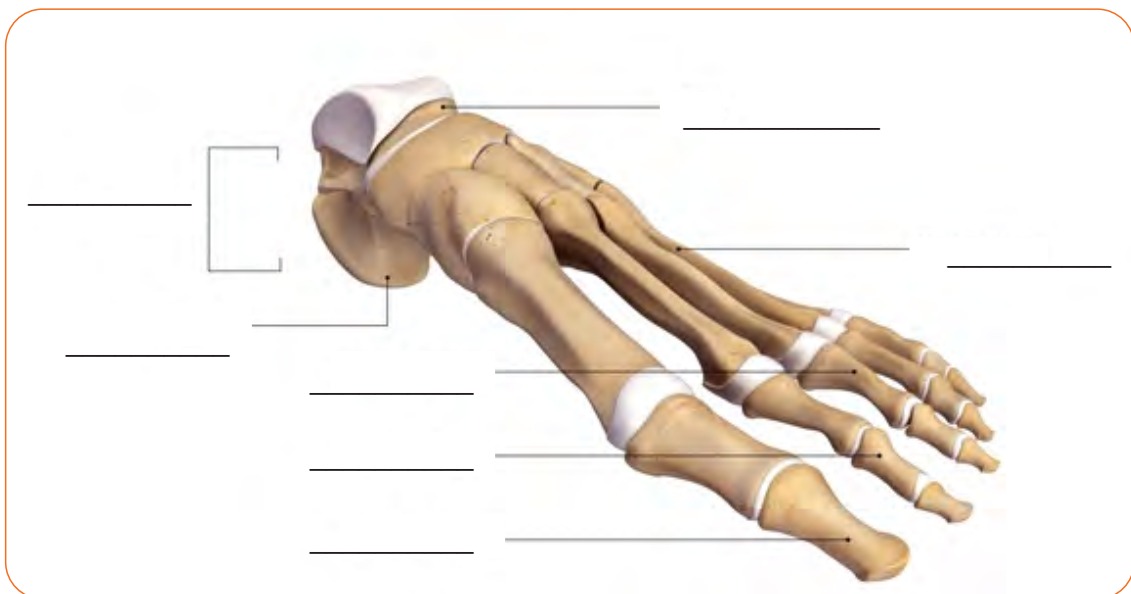
1. Fill in the Blanks
 - a. Bones Of The Arm And Leg



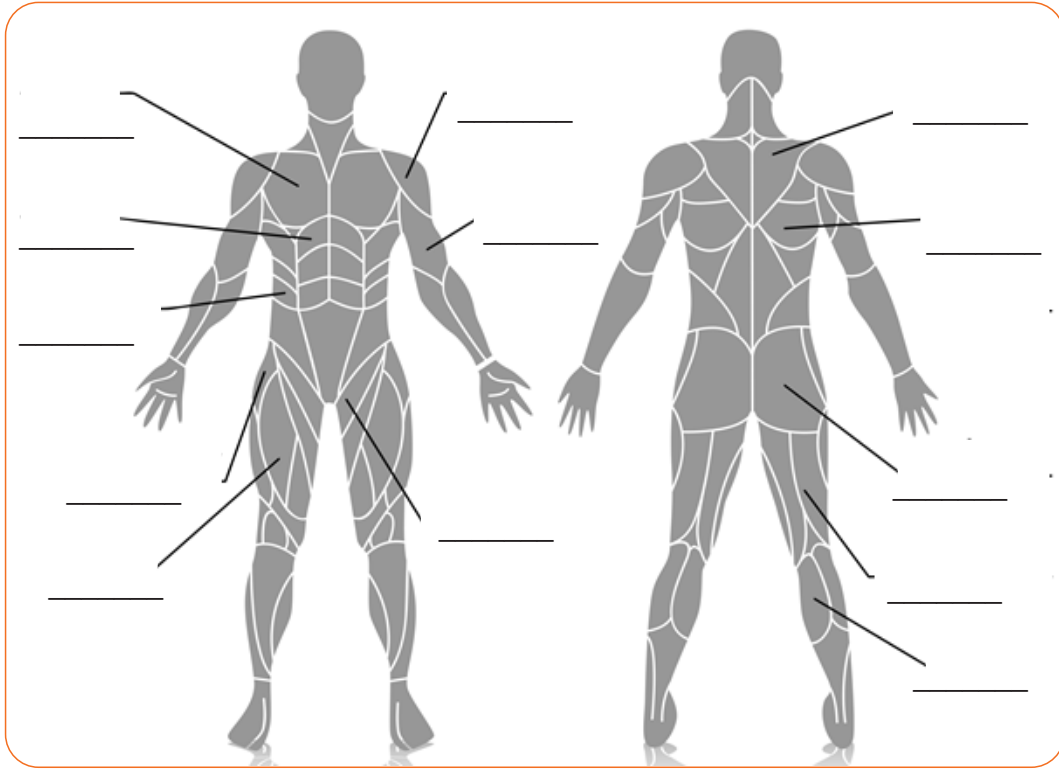
b. Bones Of The Hand and Wrist



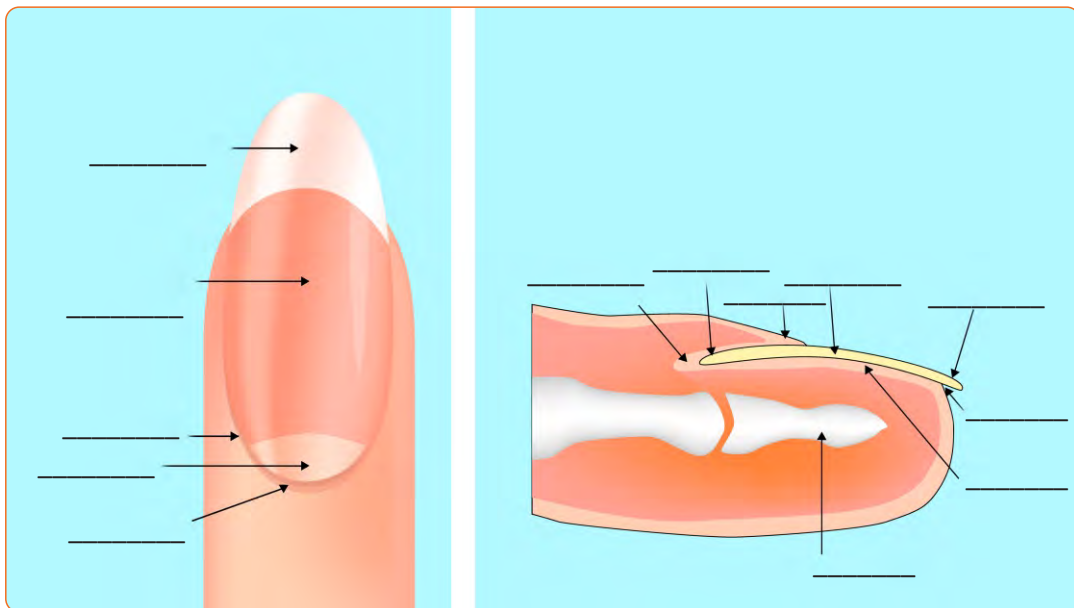
c. Bones Of The Hand and Wrist

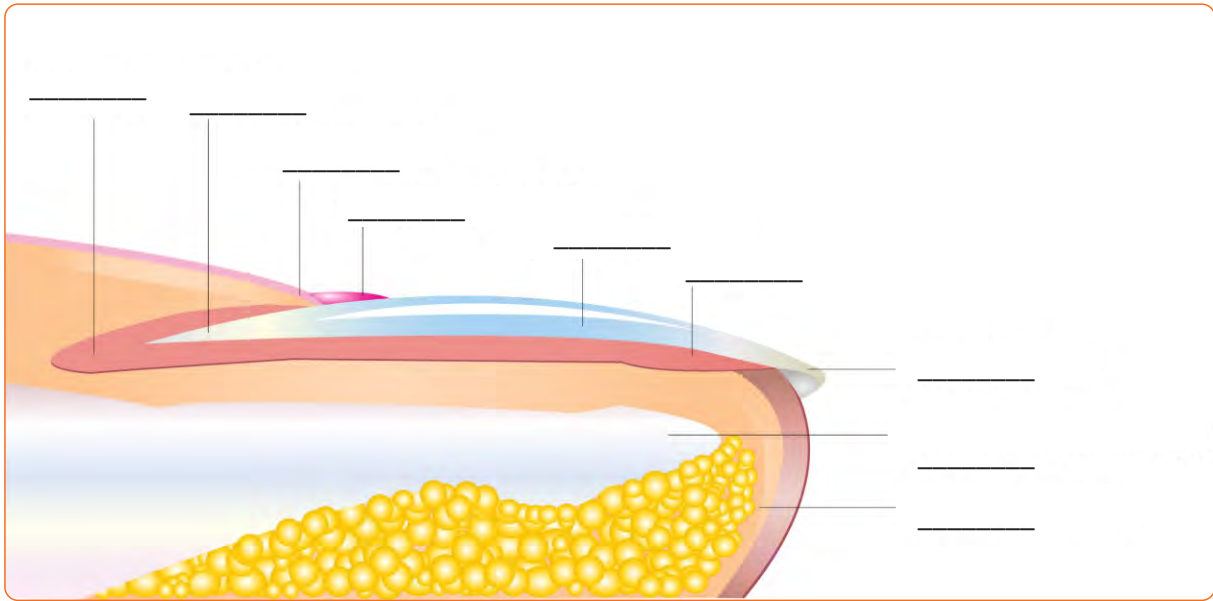


d. Muscles



e. Structure of the Nail





- f. The root of the fingernail is known as the _____.
- g. The cuticle of the fingernail is called the _____.

UNIT 3.2: Manicure

Unit Objectives

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

1. Identify the tools and materials used in Manicure
2. Perform Manicure Services

3.2.1 Introduction

The practices of improving the appearance of the natural nail and cuticle are known as manicure and pedicure. This unit focuses on the treatment of natural nails and cuticles on hands.

Manicure is a popular service in salons as smooth skin, well-shaped and varnished nails are vital in promoting a well-groomed appearance. Regular professional attention will help prevent minor nail damage.

Pedicure is the professional treatment of feet, toes and nails. This service greatly enhances the appearance of feet and toenails, which are often a neglected part of the body.

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



Fig 3.10 Manicure procedure

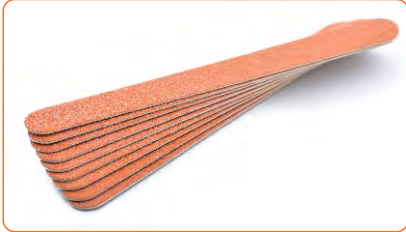


3.2.2 Preparing the Work Area and Environment

Preparation is the key to being a professional therapist regardless of the treatment being carried out. Many salons have a designated working area for manicure and pedicure treatments. Wherever a treatment is carried out, ensure all materials, equipment and products are within easy reach.

Hygiene

- Wipe trolleys/work surfaces/shelves with surgical spirit.
- Wipe down work surfaces prior to use.
- Use clean warm towels and bedroll for each client
- Use disposable products.
- Use spatula to remove products from containers.
- Clean enamel bottle neck prior to putting lid on.
- Maintain a clean lean/tidy work area.
- The therapist should wash their hands before and after each treatment.
- Sterilise all tools before and after use or dispose of them depending on type.

Manicure and Pedicure Equipment and Materials

<p>1. Emery board</p> <p>This has two sides: a coarse side for shortening 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><i>Fig 3.11 Emery board</i></p>
<p>2. Orange stick</p> <p>The two ends of the orange stick have a different purpose. The pointed side is used to apply cuticle or buffing cream. The other side, when tipped with cotton wool, can be used to clean under the free edge, remove excess enamel and ease back the cuticle.</p>	 <p><i>Fig 3.12 Orange stick</i></p>
<p>3. Cuticle knife</p> <p>This is used to mould back the cuticle and remove any excess attached to the nail plate.</p>	 <p><i>Fig 3.13 Cuticle knife</i></p>

4. Emery board

This has two sides: a coarse side for shortening 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.



Fig 3.14 Emery board

5. Orange stick

The two ends of the orange stick have a different purpose. The pointed side is used to apply cuticle or buffing cream. The other side, when tipped with cotton wool, can be used to clean under the free edge, remove excess enamel and ease back the cuticle.



Fig 3.15 Orange stick

6. Cuticle knife

This is used to mould back the cuticle and remove any excess attached to the nail plate.



Fig 3.16 Cuticle knife

7. 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.



Fig 3.17 Nail buffer

8. 3-way buffer

This is used to smooth the nail and to remove any longitudinal and horizontal lines. Wipe between uses with a suitable cleansing solution.



Fig 3.18 3-way buffer

9. Nail brush

To brush the nails and clean them effectively. Also used to clean the therapist's nails. Wash in hot soapy water or sterilise in a chemical solution. When using from nail to nail, clean with a steriliser.

On completion of treatment, sterilise in a cold sterilising solution.



Fig 3.19 Nail brush

10. 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.



Fig 3.20 Hoof stick

11. 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.



Fig 3.21 Hard skin rasp/grater

12. Pumice stone

Used to remove dead skin cells.



Fig 3.22 Pumice stone

Contra-Indications

A contra-indication is a reason, a symptom, or a situation that prevents all or part of the treatment from being safely carried out.

Classifications of contra-indications are:

- Contra-indications that prevent the treatment (Can-not treat)
- Contra-indications that restrict the treatment (Work around)

Contra-indications that prevent the treatment

- Haemophilia- is a rare bleeding disorder in which the blood doesn't clot normally
- Arthritis- is the swelling of one or more joints in the body
- Acute rheumatism
- Nervous conditions
- Recent hand operations
- Diabetes/Inflamed nerve/Undiagnosed pain
- Bruised Nail – An injury to the nail bed that causes discoloured nail
- Psoriasis of the Nail – 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
- Tinea Unguium - Ring worm (fungal infection) that causes yellow or white patches leading to peeling of the nail plate

Contra-Indications that may restrict the Service

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

- **Onychorrhexis** - Dryness and brittleness of nail that cause Vertical splitting of the nail
- **Leukonychia** - Injury to the nail that causes white spots within the nail plate
- **Furrows** - Ridges in the nail caused by Trauma, age, injury, ill health
- **Beaus Lines** - Ridges across the nail caused by Ill health or poor manicure
- **Onychophagy** - Very little free edge and sore skin around the nail caused by biting of the nail and surrounding skin
- **Nail Separation**
 - This is a condition, where the nail in part comes off or separates from the nail bed (usually only part of and not the whole nail. In some severe cases, it changes the nail colour, turning the nail plate to a dark green or black colour.
 - In feet, this occurs through wearing a tight-pinching shoe, poor general blood circulation and



Fig 3.23 Nail separation

lack of attention to foot care.

- Pedicure procedure
- Non-infectious nails can be given manicure or pedicure service, as long there is no fungal or bacterial infection.
- However, severe separation should not be treated.

- **Ingrowing Nails**

- This may affect either the finger nails or toe nails. In this condition, the nail grows into the flesh on the sides and may cause infection. Excessive filing of the nails in the corners or over-vigorous cutting is responsible for this condition. If the area is open or infection is present, nail service must not be given.

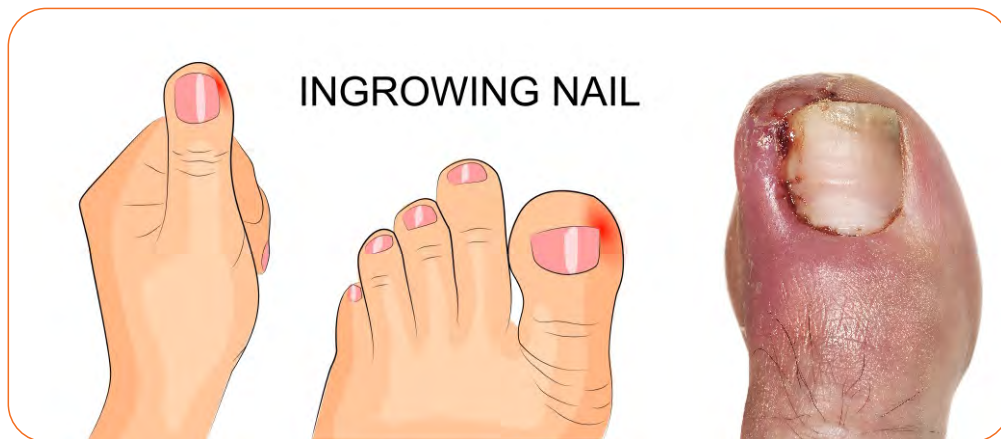


Fig 3.24 Ingrowing nails

- **Split Nails, Brittle Nails**

- Split or brittle nails are usually a result of abuse with 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.
- The benefit of manicure or pedicure service is that usually this will increase the blood circulation in these areas. This helps to bring more nutrients and oxygen to the affected area, which helps with cell regeneration and gradual softening of tissues.
- As part of service, one can use hydrating hot oil or or paraffin wax, to hydrate the nail plate and surrounding skin.

- **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 it.

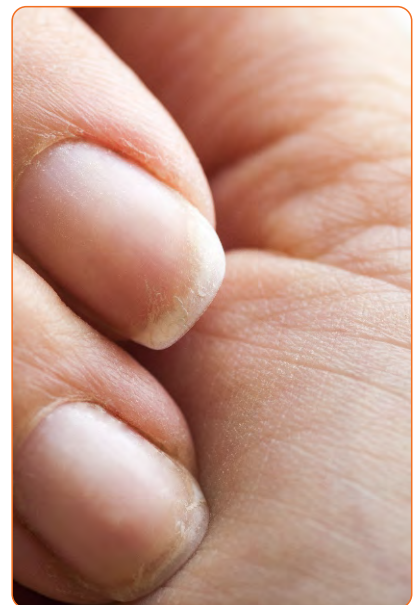


Fig 3.25 Brittle nails



Fig 3.26 Painful, red and swollen nail fold

Identification of Nail Conditions

Weak Nails - Weak nails are soft. They get split and peeled. And when they break – they tear and leave a jagged edge. This usually happens when a person does dishes or has soak in the bath. The water soaks into the nail, expanding it. When water dries out, the nail contracts. 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 brittle nails is lack of moisture in the nails as opposed to weak nails that have too much moisture.

Ridged nails – Vertical lines on one's nails are a common phenomenon that often gets more pronounced with age. It is associated with normal aging, as aging causes increasing inability to retain moisture in the nails. Horizontal ridges are more likely to signal a problem. One condition, Beau's lines, is characterised by indentations across the nail bed, is a sign of disrupted growth due to illness.



Fig 3.27 Ridged nails- Horizontal and Vertical lines

Overgrown Cuticles - Cuticles grow wildly and may cover an inappropriate surface area of the nail, setting up for bacterial infections, hangnails, split cuticles and similar issues.

The Manicure Procedure

A manicure is a cosmetic beauty service for the fingernails and hands. Manicure is derived from the French usage of the word that means "care of the hands".

A manicure consists of various procedures including filing, shaping of the free edge, certain treatments, massage of the hand and the application of polish. The basic principles and processes for manicure and pedicure service are the same.

Before starting the treatment, one must always carry out the following steps.

- Ensure equipment to be used is sterile and all materials and products are organised and placed where they are easily accessible.
- Complete a consultation form, check for contra-indications (see above), then discuss and agree with the client a service that meets their needs.
- Remove all the client's jewellery, including watches, so that these don't interfere with a treatment. These may not only cause a problem but can also cause injury. Ask the client to keep these in a safe place.

Step-by-step manicure

Step 1. During the consultation discuss the needs of the client and adapt the service to suit the conditions and expectations of the client. Agree on preferred nail length and shape and the type of polish required. If there are no contra-indications present, start the treatment.



Step 2. Request the client to pick choice of varnish dark, plain, frosted or French manicure. Recommend a nail finish that is suitable for the client, using knowledge and matching with client preferences. Dark colours will make the nails appear shorter, so generally not suitable as a colour for short or bitten nails.



Step 3. Remove the old varnish first. Check the nails for ridges and problems as that is done. Examine the nail plate in a natural condition after removing nail polish. Sanitise the hand to prevent cross infection and do a manual contra-indication check.



Step 4. Cut the nails into shape if required and as per client preference. This should be done only using sterilised scissors. Nail clippings need to be collected in a tissue and disposed off.



Step 5. File the nails using an emery board.



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



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



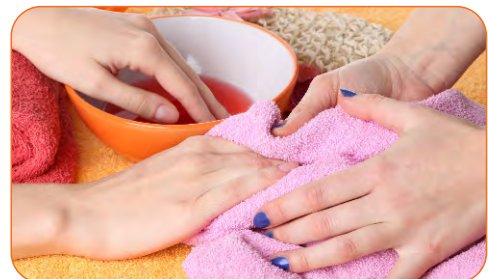
Step 8. Gently massage the cream into the cuticles using fingertips. This will help to soften the skin, making removal easier.



Step 9. Test the warmness of water placed in bowl for comfort. Now soak the hands of the client in the warm water. This will help to absorb the cuticle cream, resulting in softening of the skin.



Step 11. Remove one hand at a time, dab and dry the hands thoroughly using a clean unused towel.



Step 12. Using a cotton wool bud, apply cuticle remover. Cuticle remover is caustic, so one must take care while applying it. Using it sparingly and not spread it on to the surrounding skin.



Step 13. Ease the excess cuticle away from the nail plate. There might be a need to use the cuticle knife to do this. The nail plate should be kept flat and be damp so that the nail plate is not scratched. The knife should also be kept flat to avoid cutting the cuticle.



Step 14. Cuticle nippers may be used to trim off the excess cuticle; use a tissue to dispose of the waste. Bevel again, this will give a smooth finish to the free edge of the nail.



Step 15. Select a suitable medium for massage. Massage the hand with light effleurage movements to begin with. Support the hand and massage right up to the elbow.



Step 16. One must apply circular thumb frictions as the application helps to get rid of tension in the flexors and extensors of the forearm.



Step 17. Apply circular friction techniques over the back of the hand.



Step 18. Support the hand properly, now give gentle circular manipulations to each finger and the thumb. This will free tension in the knuckles. Do not pull on the finger or make the circles too big, as this is not only ineffective but may also cause worry to some clients.



Step 19. Grip the client's finger between first and middle fingers. Now pull and twist gently down the length of the finger to stretch the tissue.



Applying Nail Polish



Fig 3.28 Applying nail polish

- Step 1.** Base Coat: Apply the base coat starting at the cuticle. Fan out the brush over the nail as you brush it towards the tip. Always work from the left to the right direction of the nail.
- Step 2.** Choose the color
- Step 3.** Prep the Brush: Dip the brush into the bottle. Drag the brush up out of the bottle while wiping the brush on the rim of the bottle to remove excess material. Without re-dipping the brush, now wipe the other side of the brush on the opposite side of the rim letting the excess material from this side flow back in to the bottle; press firmly so the brush slightly fans and the coating is evenly distributed in the brush. Continue to pull the brush all the way 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 toward the tip on one side of the brush, resulting in a slight crescent shape.

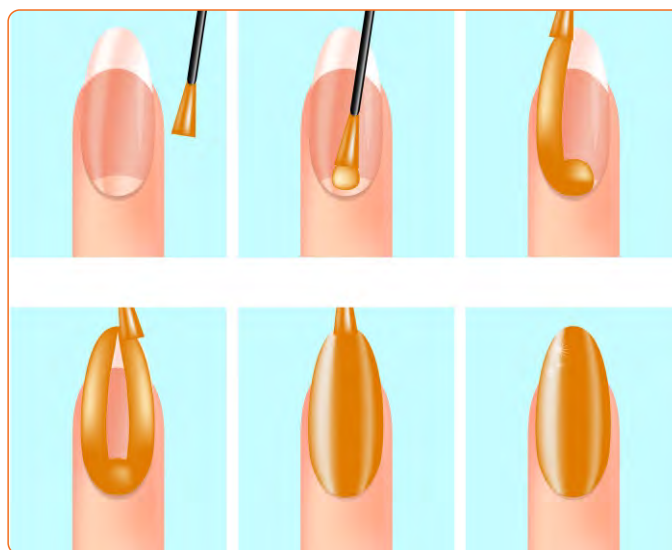


Fig 3.29 Applying nail polish step-by-step

- Step 4.** First Coat: Starting at the cuticle, apply the tip of the brush 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.
- Step 5.** Second Coat: Once the first coat is applied to the fingernails on both hands, therapist may begin with the application of the second coat.
- Step 6.** Sealing the Tips: Once the second 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 off on the tip of the nail. This will also prolong the life of the manicure.
- Step 7.** Top Coat: Do exactly what was done while applying the base coat.

Nail Shapes

Nails naturally are of a variety of shapes and sizes. Each person's nail features are unique. One will find people with long fingers with wide nail beds or short fingers with short nail beds, and every other combination possible. These are the five basic shapes that are most commonly found or preferred by customers: square, round, oval, squoval, or pointed. Though other blended combinations of these shapes exist, these five nail shapes are definitely the most common.



Fig 3.30 Various nail shapes

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

How to File

- To achieve the 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 the file.

- Work on the angles from both sides and around the free edge to smooth into the oval shape as desired.
- The finished nail should have a good balance between the free edge and the cuticle shape.
- The finished oval should have a nice balance between the cuticle shape and the free edge.

2. **The Square:** The square nail is the classic acrylic shape — straight side walls, two sharp points on the tips, and a balanced curve. 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. But for longer nail beds, the square can complement the nail and add length to the finger.

How to File

- To file into the classic square shape, a medium-grade file (150 grit) should be used to shape the free edge and side walls first.
- Turn the hand around to straighten the free edge, noting that when looking at it the file should be perpendicular to the nail to achieve the hard square.
- File the side wall straight up and then change the angle to blend.
- Repeat this on the other side.
- Once both sides are finished, use angles to lightly feather and bevel the nail and to sharpen the corners.

3. **The Squoval:** Squoval as the name suggests, combines a square with an oval. Sometimes, called a conservative square, it has the length of a square nail, but the softer edges of an oval. Squoval nails enable all types of nails including short, wide nail beds to have the length without looking oversized.

How to File

- To file the squoval nail, first begin with making the square, as would be the practice for all shapes.
- One has to first work towards a square as that ensures the sidewalls are straight.
- Once the side walls are straight, tilt the file underneath the corners. Now, file back and forth in the down to up direction. This will slowly wear the corners off.
- Important to bear in mind that the desired round part of the tip is the part that is past the free edge. This is important as this way nothing is taken away from the side walls at the stress area.

4. **The Round:** The round shape is frequently used to create a softer, less noticeable look. In case the customer has wide nail beds and large hands, then the rounded shaped nails can make the hands look a bit thinner.

How to File

- To get the round shape, file the side walls straight out to make a square.
- Now, round out the edges with moderate angles into a nice curved shape.
- Be careful not to take too much off on each side or else it will look imbalanced.
- The nail should now be slightly tapered and extend just past the tip of the finger, as it is finished.

5. **The Pointed:** The pointed nail is less common than other shapes. A pointed nail can create length and can make the hands look slender. Smaller hands with smaller nail beds can use a pointed nail to create a subtle appearance of length. If the nails have long and slender nail beds, then the pointed nails become more noticeable.

How to File

- To achieve a pointed nail, one tip to remember is that the technique is based on the letter “I”.

- The upper arch, from top to bottom, becomes the centre of the “I” shape 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.



Click/Scan this QR Code to access the related video

Exercise

1. The disorder which makes the nail plate soft with parts of nail breaking away or the nail becoming thick and irregular –
 - a. Tinea or ringworm
 - b. Infection of the cuticle
 - c. Blue nail
 - d. None of the these
2. disorder is common among hands which are constantly exposed to moisture:
 - a. Tinea or ringworm
 - b. Infection of the cuticle
 - c. Blue nail
 - d. None of the these
3. What condition would a nail have if it flaked and broke easily?
 - a. Ridges
 - b. Overgrown cuticles
 - c. Dry brittle nails
 - d. None of the above
4. The main purpose of metal nipper is to:
 - a. Remove excess cuticle
 - b. Cut nails
 - c. File nails
 - d. Massage hands
5. What is the correct way to mix the polish in the bottle?
 - a. Roll the bottle gently between palms
 - b. Shake the bottle vigorously
 - c. Throw the bottle on a cushion
 - d. Heat the bottle slightly
6. Nail polish color should be applied in:
 - a. Only 1 stroke
 - b. 3 quick strokes
 - c. 2 strokes
 - d. 5 strokes

7. Fill in the blanks:

- a. _____ are a result of using drying agents like detergents, cleaners, etc.
- b. _____ make the nails appear shorter.
- c. Cuticle remover is _____, so one must take care while applying it.
- d. It is advisable to use an _____ nail-polish remover.

8. What is an emery board?

9. What is a base coat?

10. How to file oval and square nails?

UNIT 3.3: Pedicure

Unit Objectives

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

1. Identify the tools and materials used in Pedicure
2. Perform Pedicure Services

3.2.1 Introduction

A pedicure is a service aimed at improving the appearance of the feet and toenails. It is a similar service to a manicure, except that it is for the feet. A pedicure service has many benefits including prevention of nail diseases and nail disorders, cosmetic and therapeutic benefits.

Pedicures involve working on nails, removing dead skin cells on the bottom of feet using a rough stone called a pumice stone and other implements. These days leg care below the knee is also included in the pedicure, but is a somewhat more recent development.

Leg care includes depilation (hair removal) via either shaving or waxing. This is followed by granular exfoliation, application of moisturising creams and culminating with a brief leg massage. A regular monthly treatment should keep the feet and toe nails in good condition, although excessive hard skin problems may need more frequent treatments at two or three intervals.

Purpose of the Pedicure:

- Improve the appearance of the feet and nails
- Relax aching and tired feet
- Reduce hard skin on the feet

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 positioning of the client
- The treatment of hard skin
- Foot and leg massage routine

Tools and Equipment for Pedicure

Tools

- Acetone
- Cotton balls
- Cuticle cream
- Cuticle pusher or Cuticle nipper
- Foot bath
- Lotion
- Nail file
- Nail polish
- Orangewood sticks
- Toenail clippers
- Towels
- Pedicure Spa
- Pumice stone (removes dead skin from sole of foot)
- Paper towels (rolled between toes to separate them)

Nail Cosmetics

- Base coat
- Cuticle creams
- Cuticle oil
- Cuticle remover
- Dry nail polish
- Liquid nail polish
- Nail bleach
- Nail conditioner
- Nail dryer
- Nail polish remover
- Nail polish thinner

Contra-Indications for Pedicure

This is a condition that either prevents treatment or may restrict treatment. E.g., a bruised nail may restrict treatment to that nail whilst a bacterial or fungal infection will prevent treatment completely due to the risk of 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

Suggested Pedicure Procedure



Fig 3.31 Pedicure Procedure

- Wash the hands



Fig 3.32 Wash the hands

- Check client for contra indications
- Soak both feet in Pedi antiseptic soaking solution



Fig 3.33 Soak both feet in Pedi antiseptic soaking solution

- Choose nail enamel colour and check texture
- Dry both feet thoroughly and rest on a clean towel
- Remove old enamel from both feet and examine the nails



Fig 3.34 Remove old enamel from both feet and examine

- Shorten with clippers if required (straight across to avoid ingrowing nails)



Fig 3.35 Shorten the nails with clippers

- File Foot 1 and smooth free edge with emery board



Fig 3.36 File the nails with an emery board

- Apply cuticle cream and massage and place foot to soak. Repeat steps on foot 2
- Use the callus file and or a scrub or Exfoliator on hard skin



Fig 3.37 Exfoliate and scrub the foot

- Dry foot 1, pay particular attention between the toes
- Apply cuticle remover, push back, lift and clean around the cuticle and free edge



Fig 3.38 Apply cuticle remover, push back, lift and clean around the cuticle and free edge



Fig 3.39 Push the cuticle

- Use cuticle knife or dual tool and nippers if required. Repeat on foot 2
- Scrub nails, clean, rinse and dry



Fig 3.40 Scrub the nails

- File away any rough edges on the nails
- Massage alternate legs
- Squeak and clean nail plate to ensure all grease is removed
- Separate toes with dividers or tissue



Fig 3.41 Separate toes with dividers and apply nail paint

- Apply base coat, nail enamel and top coat if required



Fig 3.42 Apply base coat, nail paint and a top coat if required

- Advise the client about products which may be purchased for home care, record details of treatment
- Give home care advice

Pedicure Massage Routine



Fig 3.43 Pedicure Massage Routine

- Support the ankle with one hand and effleurage 6 times to knee with each hand separately. Cover the front, sides and back of the lower leg
- Circular finger kneading to the knee



Fig 3.44 Massaging the leg around knee area

- Palm kneading to the calf



Fig 3.45 Massaging the leg around calf area

- Circular thumb kneading up front of the leg from ankle to knee
- Effleurage to knee three times
- Circular finger kneading around the ankle
- Knead the Achilles tendon (back of ankle) 6 times
- Thumb frictions to top of foot from toes to ankle



Fig 3.46 Massaging the foot using thumbs

- Deep palm stroking to dorsal (top) and plantar (bottom) aspect of foot (together)
- Palm kneading to toes (both hands together)



Fig 3.47 Massaging the foot using palm kneading technique

- Palm kneading to sole of foot 6 times

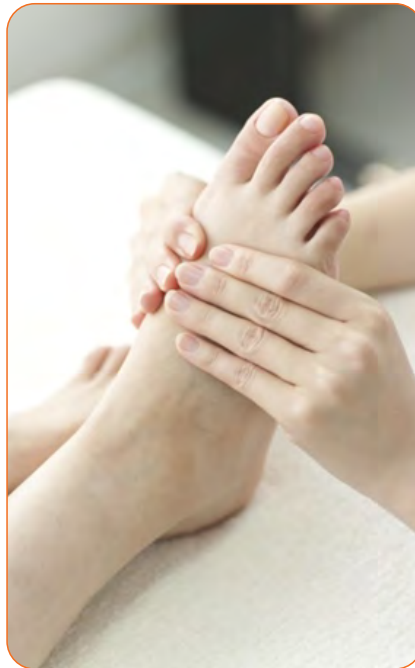


Fig 3.48 Massaging the foot

- Deep thumb frictions to sole of foot (sawing action) from toes to heel and back
- Friction circles to individual toes
- Effleurage foot to knee 6 times
- Use firm pressure on the foot area to prevent over sensitivity and tickling

After Care Advice

To ensure that manicured hands are taken care of and the benefits last longer, follow these simple guidelines:

- Ensure that enough time is given to the nails to dry, after the manicure service
- While doing household work, such as gardening or doing the dishes, wear protective gloves
- Always dry hands properly and thoroughly after washing them
- Hand creams should be used regularly to keep skin soft and protected



Fig 3.49 Apply moisturiser to hydrate the hands

- Always use a base coat under nail polish to prevent staining
- Use a good quality top coat for nail polish to prevent chipping of the nail polish
- It is advisable to use an acetone-free nail polish remover
- Never use metal files to file nails as this may damage the nail
- Keep nails a workable length, too long a nail will cause problems and might get damaged
- Use cuticle cream or oil daily to moisturise dry cuticles
- Drink plenty of water and eat well for maintaining overall good skin and nail condition



Fig 3.50 Drink plenty of water

- Do simple hand exercise to keep joints supple for smooth movements
- Avoid harsh and drying soaps for washing hands
- Avail of regular, professional manicures at least every 2 to 4 weeks for maintenance and further treatments

To ensure that pedicured feet are taken care of and the benefits last longer, follow these simple guidelines:

- Apply moisturising lotion daily to the feet after bathing

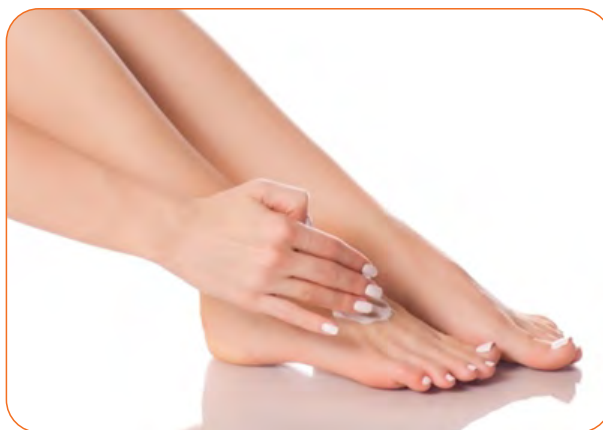


Fig 3.51 Apply moisturising lotion daily to the feet to keep them hydrated

- Dry feet thoroughly after washing, especially between toes
- Regularly apply talc or special foot powder between the toes. This helps to absorb moisture.
- Use creams, sprays and oils, to refresh the feet during the day, those with peppermint and citrus oils are particularly useful
- Use cuticle cream or oil to massage cuticles regularly
- Use non-acetone varnish remover only
- Apply creams regularly to moisturise the nails, especially after removing nail polish. This is important since most nail polish removers contain chemicals that dehydrate the nails.



Click/Scan this QR Code to access the related video

Exercise

1. What is the purpose of pedicure?
 - a. Improve the appearance of the feet and nail
 - b. Relax aching and tired feet
 - c. Reduced hard skin on the feet
 - d. All of these
2. How should you cut toenails:
 - a. Straight across to prevent ingrowing toenails
 - b. Rounded
 - c. All of the above
 - d. None of the above
3. Some of the common equipment for manicure and pedicure include:
 - a. Nail brush
 - b. Nail scissor
 - c. Cuticle cleaner
 - d. All of the above
4. Before applying nail paint, you should place _____ between the toes.
 - a. Pumice Stone
 - b. Emery Board
 - c. Toe Separator
 - d. Cuticle Cutter
5. Which of the following is not the massage manipulation?
 - a. Effleurage
 - b. Petrissage
 - c. Rotations
 - d. Buffing
6. _____ is the safest angle at which the emery board should be held.
 - a. 30 degree
 - b. 60 degree
 - c. 45 degree
 - d. 90 degree

7. Which of the following is a specialization of a pedicurist and manicurist?
 - a. Head massage
 - b. Waxing
 - c. Hand massage
 - d. Perming
8. Before starting any treatment you should _____.
 - a. Inform your colleague and friend about what you are going to do
 - b. Not inform your client about the treatment as it is a secret
 - c. Inform your client about the treatment procedure and products used
 - d. Give wrong information to the client about the treatment and products used
9. As a Pedicurist and Manicurist you should _____.
 - a. Be careless and casual at work
 - b. Work according to your own wish
 - c. Strictly follow the rules and regulations of the salon
 - d. Consult your colleague and work accordingly
10. Any item used on a client must be disinfected or discarded after _____.
 - a. Each use
 - b. Every fifth client
 - c. Alternate client
 - d. 24 hours
11. Nails naturally vary in shape, but usually classified into _____ shape.
 - a. Three
 - b. Four
 - c. Five
 - d. Two

12. Name the picture of tool.



- a. Nail Filer
 - b. Buffer
 - c. Emery board
 - d. Orange stick
13. _____ is used to smooth off the edges of the nail around the nail groove.
- a. Nail rasp
 - b. Curette
 - c. Toenail nipper
 - d. Toenail clipper
14. The cuticle of the fingernail is also called _____.
- a. Nail Bed
 - b. Perionychium
 - c. Eponychium
 - d. Nail Root
15. Which of the following is not a nail shape?
- a. Oval
 - b. Round
 - c. Squoval
 - d. Cylindrical
16. _____ cream has a base of lanolin, petroleum or bees and it is used for correcting nails.
- a. Cuticle
 - b. Massage

17. After each use the foot spas should be cleaned with _____.
- a. Soap, water, and disinfectant
 - b. Soap and water
 - c. Only water
 - d. Only disinfectant
18. Hot oil manicure is suitable for _____.
- a. Soft hands with loosen skin
 - b. Brittle nail with dry cuticle
 - c. Callus growth
 - d. Stained nails
19. Nails grow from _____.
- a. The cuticle
 - b. The matrix
 - c. Dermal tissue
 - d. The nail plate
20. Pedicure basin or tub should be _____.
- a. As small as possible
 - b. Large enough to soak client's feet
 - c. Large enough to keep all implements
 - d. Large enough to keep all products
21. Scrubs are used for exfoliation. People who have dry skin should _____.
- a. Use it frequently
 - b. Not use scrubs frequently
 - c. Use scrubs daily
 - d. Use scrubs thrice in a day
22. The below picture shows _____.



- a. Cuticle scissors
- b. Toenail scissors
- c. Cuticle nipper
- d. Toenail nipper

23. Solution of alkali, glycerin and water used to soften and remove dead cuticle from around the nail is called _____.

- a. Nail polish remover
- b. Cuticle remover

24. The nail is composed of _____

- a. Keratin
- b. Melanin
- c. Carotene
- d. Synovia

25. Which cream is used to correct the brittle nails and dry cuticles?

- a. Moisturizers
- b. Hand cream
- c. Cocoa cream
- d. Cuticle cream

26. Any injury to _____ affects nail growth.

- a. Cuticle
- b. Matrix
- c. Eponychium
- d. Nail wall

27. Base coat protect nails from _____.

- a. Staining
- b. Moisturize
- c. Shape the Nails
- d. Softness

28. Manicure means _____.

- a. Care of Face
- b. Care of Hand And Nails
- c. Care of hair
- d. Care of leg

29. A nail filer is used to _____ of the nails.

- a. Soft
- b. Shine
- c. File the edges
- d. Protect

30. Always file Nails at _____ angle.

- a. 45 degree
- b. 90 degree
- c. 60 degree
- d. 120 degree

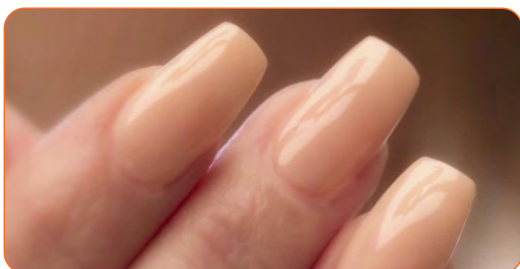
31. Identify the following tools.



- a. Orange Stick
- b. Pumice stone
- c. Nail Brush
- d. Cuticle Pusher

32. A client complains of stained nails and asks them to whitened, which product/ treatment you would suggest to him/ her? (Nail conditioner/ Nail bleach)

33. Identify the Nail Shape _____.



- a. Almond Shape
 - b. Square shape
 - c. Pointed shape
 - d. U Shape
34. During a manicure, the client's hands should be soaked in _____.
- a. Boiling water
35. Ice water
- c. Regular water
 - d. Warm water
36. Nail polish application should be completed in _____
- a. 3 strokes
 - b. 6 strokes
37. _____ is not a reusable instrument.
- a. Cuticle pusher
 - b. emery board
38. What is the use of Nail cutter?
- a. Trimming
 - b. Shinning
 - c. Buffing
 - d. Shaping
39. Foot Creams are use to _____ the feet.
- a. Filing
 - b. Moisturise
 - c. Shine
 - d. Protect
40. Scrubber are used to _____ the skin.
- a. Removes dead skin
 - b. Shine
 - c. Tightening
 - d. Protect

41. Vitiligo is a condition in which skin lose the_____.
- Dryness
 - Pigment
 - Shining
 - Softness
42. The root of the fingernail is also known_____.
- Germinal Matrix
 - Nail Bed
 - Cuticle
 - Hyponychium
43. Paraffin Pedicure is good for _____.
- Shining
 - Filing
 - Moisturising
 - Relaxing
44. Choose the correct sequence of applying Base coat.
- Apply nail color- top coat- base coat
 - Apply Base coat-nail color-top coat
 - Apply Top Coat-Base Coat-Nail Color
 - Apply Base coat Top Coat-Nail Color
45. Fill in the blanks:
- Apply_____ daily to hydrate the hands and the feet.
 - Always use a _____ under nail polish to prevent staining.
 - These days _____ below the knee is also included in the pedicure.
46. Match column 'A' with column 'B'

Column 'A'	Column 'B'
1. Cuticle knife	a. Ridges in the nail
2. Pumice stone	b. Seals the free edge layers
3. Psoriasis	c. Mould back the cuticle
4. Furrows	d. Removes dead skin
5. Bevelling	e. Causes deep pitting of the nail bed

47. How does a pedicure differs from manicure?

48. Name any 5 nail cosmetics.

49. What are the points to remember while applying mehndi?





4. Nail Enhancement and Overlay using Acrylic

- Unit 4.1 - Introduction
- Unit 4.2 - Preparation of Self, Client and Workplace
- Unit 4.3 - Nail Plate Preparation
- Unit 4.4 - Nail Plate Preparation
- Unit 4.5 - Application of Tips using Acrylic Powder
- Unit 4.6 - Sculpting with Form
- Unit 4.7 - Post Nail Enhancement Activities



Key Learning Outcomes

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

1. State nail enhancement and overlay using liquid and powder (acrylic) and it's need
2. Prepare for nail enhancement and overlay using liquid and powder (acrylic)
3. Perform nail plate preparation
4. Apply tips to natural nails
5. Apply acrylic and powder for nail enhancement and extensions
6. Buff and polish nail enhancements
7. Sculpt nail using forms and acrylic
8. Perform removal of acrylic nails
9. Perform post acrylic nail treatment activities

UNIT 4.1: Introduction

Unit Objectives

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

1. State what is nail enhancement and overlay
2. Describe liquid and powder (acrylic) used for nail enhancement and overlay
3. State the benefits of nail enhancement and overlay using liquid and powder (acrylic)

4.1.1 Nail Enhancements and Overlays



Fig 4.1 Acrylic Nail Art Work

Nail enhancement services are used for repairing damaged nails as well as for providing artificial nails and nail tips.

This is a nail services segment that is steadily growing. More and more people are using these services to repair and mask damaged nails or for beauty purposes.

Nail Enhancement and Overlay are a part of Nail Art. It is a very interesting activity and requires skill and creativity.

4.1.2 Introduction to Acrylic Nail Enhancements and Overlays

Acrylics are the oldest form of nail extension in the modern beauty industry and are considered to be very strong and durable. The acrylic is a mixture of liquid monomer and powder polymer, which forms a hard, protective layer over the natural or artificial nail. It can be shaped and designed.



Fig 4.2 Acrylic Application



Fig 4.3 Acrylic liquid and powder

There are two main approaches to Nail Enhancement and Overlay:

- 1) Tips
- 2) Forms

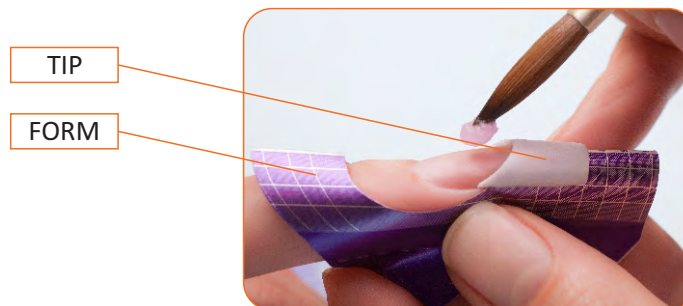


Fig 4.4 Tip and Form



Fig 4.5 Acrylic Nail Tips

Tips are made of lightweight plastic plates. These are nail-shaped. They are stuck on the end of the natural nail using glue. Liquid acrylic is then applied over the entire nail to secure it.



Fig 4.4: Acrylic Nail Forms

Forms are types of moulds that are fit over the nail. Then an artificial nail is moulded out of acrylic. Once formed, the form is removed. The new nail is shaped as per requirement

4.1.3 Some important nail enhancement terms

NAIL OVERLAYS



Fig 4.5 Nail Overlays

An overlay is when acrylic, gel, fiberglass or silk is used to just coat natural nails without adding any length and its normally used to strengthen natural nails or mask damaged nails.

NAIL EXTENSIONS



Fig 4.6 Nail Extensions

Acrylic, Gel, Fiberglass or silk nails that are applied over a nail tip or are sculpted on a form and the finished nails are longer than the natural nail length.

NAIL ART



Fig 4.7 Nail Art

Nail art is a broad term that includes different forms of decoration such as with polish, paint, patterns, stickers and appliqués.

NAIL STAMPS



Fig 4.8 Nail Stamps

Application of a particular pattern to nails: a stamp is coated in nail polish and pressed onto each nail for a uniform look.

NAIL STICKERS

Fig 4.9 Nail Stickers

Stickers and transfers are available in small and in large sizes for covering part or whole of the nail in order to decorate them.

APPLIQUÉS

Fig 4.10 Appliques

These are popular nail-art decorations and include rhinestones, flat pearls, beads, etc.

Unit 4.2: Preparation of Self, Client and Workplace

Unit Objectives

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

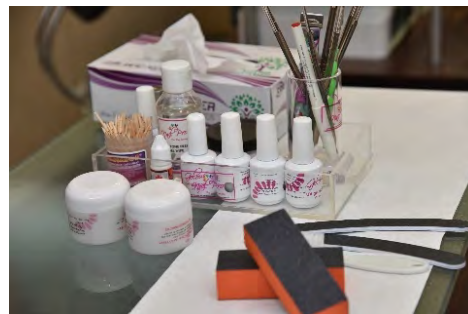
1. Adhere to the health and safety standards
2. Set-up work area, products, tools and equipment
3. Position self and client throughout treatment to ensure comfort and wellbeing
4. Prepare the client and provide suitable protective apparel
5. Carry out client consultation technique to identify the treatment plan and client needs.
6. Identify the condition of the nails and skin
7. Identify any corrective work to suit the client's natural nail shape and condition
8. Ensure the client and you have understood the treatment objective and plan.

4.2.1 Nail Enhancements and Overlays

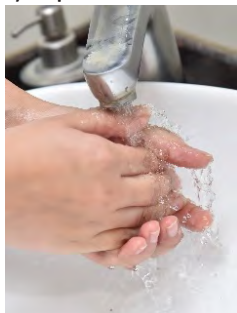
As discussed in the earlier modules, it is very important to prepare well before beginning any beauty treatment. It ensures that there will be no interruptions or delay during the work irritate the client or even be a cause of injury. Lack of proper preparation can even lead to error in work which can harm the reputation of the therapist as well as the organisation. To prepare well, one needs to do the following:



1) Prepare the Work Area



2) Prepare Tools and Equipment



3) Prepare Self



4) Prepare the Client

Fig 4.11 Preparation Activities

4.2.2 Client Consultation for Nail Enhancements

Client consultation for Nail enhancements involves the following:

- Ask the client their need and preference for nail enhancements, what service they are seeking and the look that they want.



Fig 4.12 Client Consultation

- Check for any contra-indications that may exist, that may prevent or restrict the service. Deal with it as discussed in the previous chapter.



Fig 4.13 Contraindications

Discuss the needs of the client and adapt the service to suit the conditions and expectations of the client. *Fig* Identify the condition of the nails and any corrective work to suit the client's natural nail shape and condition. This may include fill-in, backfill, overlay or adding nail tips

- Agree on preferred nail length and shape and the type of polish required. If there are no contra-indications present, start the treatment.

- Request the client to pick choice of varnish dark, plain, frosted or French manicure. Recommend a nail finish that is suitable for the client, using own knowledge and matching with client preferences. Dark colours will make the nails appear shorter, so generally not suitable as a colour for short or bitten nails.
- Before ending the consultation ensure that the client and nail technician have understood and are in agreement with the treatment objective and plan



Fig 4.14 checking the condition of the nails and identifying client preference



Fig 4.15 Client Agreement

4.2.3 Health and Safety Requirements

The following needs to be borne in mind while working to apply acrylic nail enhancements:

- Acrylic nail applications involve chemicals that give out fumes, and therefore require utmost caution on part of both technicians and clients.



Fig 4.16 Chemical Fumes

- Request the client to pick choice of varnish dark, plain, frosted or French manicure. Recommend a nail finish that is suitable for the client, using own knowledge and matching with client preferences. Dark colours will make the nails appear shorter, so generally not suitable as a colour for short or bitten nails.



Fig 4.17 Keep away from heat and sunlight

- The room should be well ventilated.



Fig 4.18 Well ventilated room

- While working with acrylic nails and its application, it is highly recommended to wear disposable masks. Skin, eyes and mouth must be protected from contact with Acrylic powder and liquid



Fig 3.19 Face mask while using Acrylics

- Pregnant women should not use acrylic nail products or be applying these



Fig 3.20 Pregnant women must not apply acrylic products

- If suffering from nail and/or skin disease/disorders, it is strongly advised to not use acrylic nail products. Any discomfort or feeling of uneasiness while applying acrylic nail enhancements requires immediate stoppage of application. If any rashes/redness or contra-action occurs, contact the doctor immediately.



Fig 4.21 Nail/skin disorder

- One should never remove acrylic nails from natural nails by force. It is important to follow the correct nail removal procedures, such as filing or sometimes acetone soaks. Remove only 80% and never 100% of Acrylic nail.
- Acrylic nail products when used incorrectly, can cause damage to both the body and the environment. One must strictly follow the manufacturers' instructions regarding their safe use, handling, storage and disposal.
- Follow manufacturer instructions for disposal of acrylic products and never drain acrylic nail products in the wash basin/sink.
- Always use pads and paper towels to absorb flowing liquids during handling acrylic nails. These should then be disposed-off safely.
- Wash your hands thoroughly after handling acrylic nail products.



Fig 4.22 Safe removal of Acrylic nails

4.2.4 Tools and Materials Required

Materials and equipment required to apply Acrylic nail enhancements and overlays are as follows:

BASIC Nail Enhancement Tools

- Nail File (180 – 240 grit)
- Cuticle Pusher



- Cuticle cutter (Only for thick cuticles)



- Cotton Buds



- Dust Brush



- Puffy Brush



- Paper Towel



- Cloth Towel



- Tip clippers



- Soak Bowl



- Anti-bacterial Spray



Fig 4.23 basic nail enhancement tools

- Lint free nail wipes



ACRYLIC NAIL ENHANCEMENT TOOLS AND MATERIALS

- Dappen dish and brush



- Acrylic Liquid and Powder



- Nail Forms



- Nail Tips



Fig 4.24 Acrylic nail enhancement tools and materials

Unit 4.3: Nail Plate Preparation

Unit Objectives

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

1. Perform cleaning of nails to ensure they are free from bacteria
2. Remove any existing nail polish or nail enhancements
3. Prepare the nail plate by doing the following:
 - a. Removing skin debris
 - b. Filing the free edge to remove shine
 - c. Dehydrate the natural nail
4. Plan and prepare for the liquid and powder nail enhancement acrylic nail extensions

4.3.1 Nail Plate Preparation

Nail plate preparation is the first step in the Acrylic Nail process:



Fig 4.25 Acrylic nail process

It has been discussed in detail in the previous chapter for manicure and pedicure. Here we will re-collect the main steps, which are cleaning the nails, removing debris, filing the free edge removing shine and dehydrating the natural nail.

Step 1: Clean the client's nails to ensure that they are free from bacteria. Use hand wash and acetone wipes or sanitiser or des-incrustation wipes or anti-septic solutions/sprays.

Follow manufacturer's instructions.



Fig 4.26 Nails cleaning process

Client consultation for Nail enhancements involves the following:

- Ask the client their need and preference for nail enhancements, what service they are seeking and the look that they want.

Step 2: Remove any existing nail varnish to restore the nails to a natural condition.



Fig 4.27 Removing nail varnish

Step 3: Cuticles need to be gently pushed back, if grown more than desirable. Only in the case of very thick and out-grown cuticles, they need to be cut.



Fig 4.28 Pushing the cuticles

Step 4: Dehydrate the nails to remove any moisture or oils by buffing or using a minimal amount of pH Bond cum dehydrator that also improves their pH balance.



Fig 4.29 Nails Buffing and Dehydration



Step 5: File the tip (or free edge) of the nails after cutting to desired length, if required.



Fig 4.30 Cutting of Nails



Fig 4.31 Filing of Nails

Step 6: Brush off the Debris and Dust



Fig 4.32 Brushing of nail debris and dust



Unit 4.4: Application of Acrylic Liquid and Powder

Unit Objectives

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

1. Adapt and combine acrylic liquid and powder colours
2. Perform the correct acrylic application technique

4.4.1 Application of Acrylic Liquid and Powder

Step 1: For the Acrylic Nail procedure, the first step is to prepare the acrylic liquid and powder mixture as per manufacturer's instructions. To prepare the acrylic mixture follow the following procedure:

Take the Acrylic liquid and the powder of the required colour. The powder and the liquid should be poured into different bowls or dappen dishes. Ensure the room is well ventilated for the fumes to disperse.



Fig 4.33 Acrylic liquid and powder

NOTE:

Read the ingredients so the monomer does NOT contain MMA (Methyl methacrylate) which is a dental acrylic. MMA is too hard for the natural nail. EMA - Ethyl Methacrylate is what is required.

Now the brush is dipped in the acrylic liquid and held until it absorbs the desirable level of liquid.



Fig 4.34 Brush dipped in the acrylic liquid

NOTE:

Remove any excess liquid by grazing against the edge of the dish. One must ensure that the brush is pressed only briefly and lightly to pick only the right amount of powder on the tip.

Now the brush is pressed on the surface of acrylic powder with one side of the brush. This is done to pick the acrylic powder.



Fig 4.35 Brush picking up acrylic powder

NOTE:

One must ensure that the brush is pressed only briefly and lightly to pick only the right amount of powder on the tip.

Form a ball and take out the brush slowly. This ball, known as the acrylic mixture, is used on the nail.



Fig 4.36 Brush picking up acrylic powder

Keep following points in minds while preparing mixture to use:

- The acrylic mixture can sometimes turn out to be too dry or too wet, based on the quantity of liquid, the brush holds.

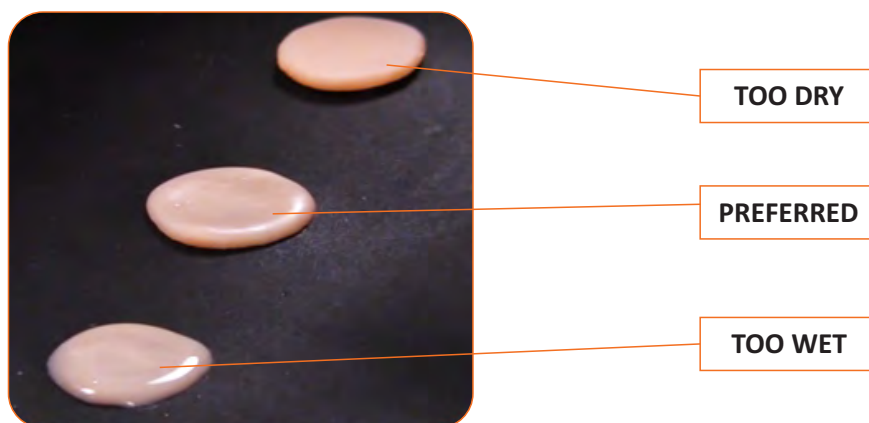


Fig 4.37 Preferred wetness or dryness of mixture

- If one notices this to be the case, then the brush should be wiped off, on a paper towel and the mixture discarded. One must start again to pick a new mixture by repeating the earlier process.
- In order to master this technique, one must practice picking up mixture balls in different sizes.



Fig 4.38 Picking up mixture balls of various sizes

- One must ensure that the brush is wiped on a paper towel, every Time, between picks to maintain both the brush and liquid in a clean state.
- The leftover liquid should never be drained in the sink as this is harmful, a paper towel piece should be used to absorb the liquid, before being disposed-off in a dustbin.



Fig 4.39 Paper towel being disposed

Unit 4.5: Application of Tips using Acrylic Powder

Unit Objectives

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

1. Select the correct tip size and customize it to suit the client's natural nail
2. Adhere tip to the natural nail and Cut, shape and position unblended tips
3. Apply tip to the natural nail using acrylic
4. Leave the nail balanced to the required shape and length
5. Perform buffing techniques correctly to create a high shine finish
6. Finish the nail enhancements to the client's satisfaction and meet the agreed service plan

4.5.1 Application of Tips using Acrylic Powder

Step 1: Select the tip of the size matching with the nail size.



Fig 4.40 Selection of tips of the correct size as per the natural nail

Step 2: Fix the artificial tips to the natural nail using nail glue.



Fig 4.41 Sticking the tip to the nail using glue

Step 4: Wipe off excess glue and follow the same process for all the nails.



Fig 4.42 Wiping the excess glue



Fig 4.43 Sticking all the tips

Step 5: Cut and shape the artificial tips to the desired length and shape.

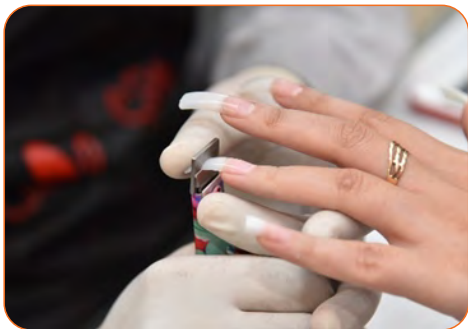


Fig 4.44 Cutting and shaping the tips



Various Nail shapes can be made as per the client's preference.

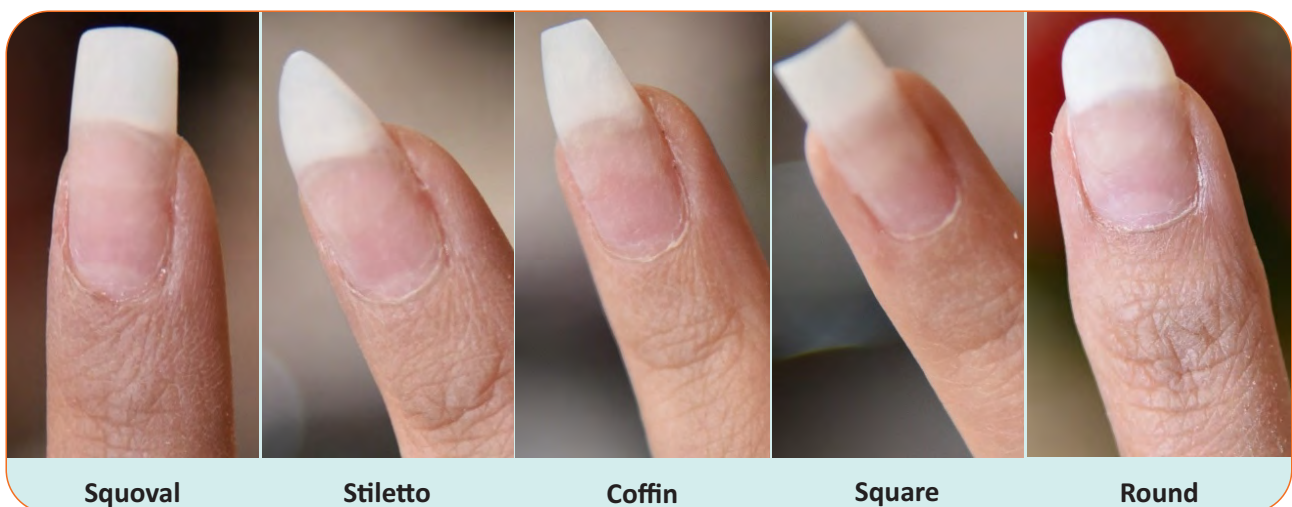


Fig 4.45 Various nail shapes

Step 5: File and buff to get a smooth finish.



Fig 4.46 Filing and buffing for a smooth finish



Step 6: Prepare and pick a ball of the acrylic mixture with the brush as discussed earlier.

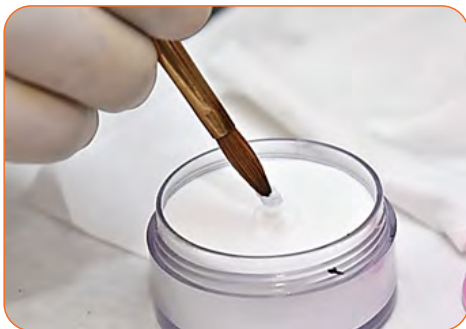


Fig 4.47 Picking up the acrylic mixture



Step 7: Once the brush with the liquid takes up the powder to make a ball of the acrylic mixture, then place this ball on the nail's base and carefully flatten it with the brush, spreading it all over the nail, moving the brush from the base towards the tip.



Fig 4.48 Applying the acrylic mixture on the nail



Step 8: Wait for the acrylic to dry, then the acrylic nails can be filed and buffed for a smooth finish.



Fig 4.49 Drying and filing acrylic coat



Step 9: Use a coat of clear nail varnish or paint them with coloured nail varnish as per client's preference.



Fig 4.50 Applying nail varnish

Unit 4.6: Sculpting with Form

Unit Objectives

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

1. Customise and fit the sculpting form to ensure correct shape
2. Apply product on form and natural nail to create enhancement to desired length and shape
3. Remove form, file, shape and buff to desired length and shape
4. Apply polish/ gel polish, if requested by client
5. Finish the nail enhancements to the client's satisfaction and meet the agreed service plan

4.6.1 Sculpting with Form

Step 1: Customise and fit the sculpting form to ensure correct shape.



Fig 4.51 Fixing the form on the nail

Step 2: Apply product on form and nail to create enhancement to desired length / shape.



Fig 4.52 Applying acrylic mixture on natural nail

Step 3: After the acrylic dries up, remove the form.

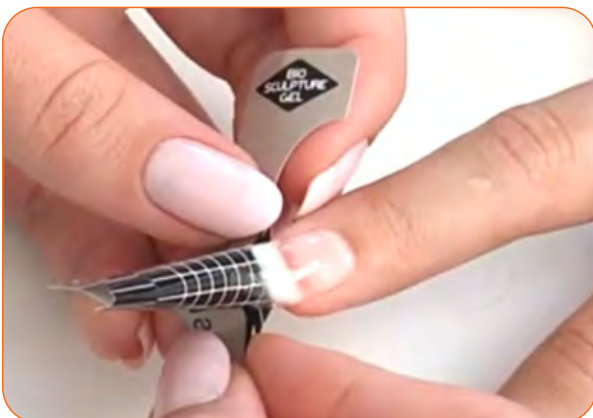


Fig 4.53 Removing the form

Step 4: File the rough edges away.

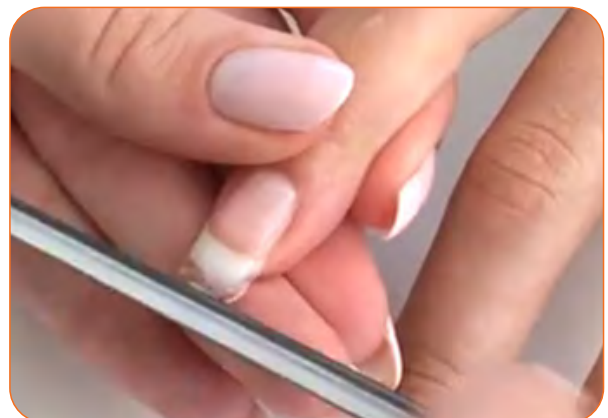


Fig 4.54 Filing the acrylic nail

Step 5: Wipe off the dust.



Fig 4.55 Wiping the dust

Step 6: Apply polish/ gel polish, if requested by client



Fig 4.56 Applying nail polish

Unit 4.7: Post Nail Enhancement Activities

Unit Objectives

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

1. Promptly refer problems that cannot be solved to the relevant person
2. Cleaning up and dispose the waste in the work area post-service to
3. Maintain the health and safety standard
4. Complete the therapy the satisfaction of the guest in a commercially acceptable time
5. Provide after care advice

4.7.1 Post procedure activities

- Complete the therapy to the satisfaction of the client, in a commercially acceptable time.



Fig 4.57 Satisfied Client

- Clean up the work area and dispose the waste after every service to maintain the health and safety standard.



Fig 4.58 Cleaning up after the procedure



Fig 4.59 Disposing waste

- Provide after care advice to customer for Acrylic nails.
 - Ask the customer to be allow themselves to wait for a few days to get used to the new nails.
 - They will have to get maintenance services done every 2-3 weeks, depending on the rate at which the nail grows.
 - They must not put pressure on, bite or lift with the nail enhancements as that could damage the nails and cause them to crack.



Fig 4.60 Do not pick with nails



Fig 4.61 Do not bite nails

- Always wear rubber gloves when performing normal household tasks



Fig 4.62 Wear gloves while doing household work

- They must not be tempted to do any home repairs.
- They must not try to remove the nail enhancements themselves.
- They must visit the Nail centre in case the nail enhancements start to lift from the nail plate or show signs of bacterial infections or allergic reactions.
- To prevent nail art from chipping and peeling, apply a UV Shield top coat every other day.
- They can also massage cuticle areas daily before bed and use a good hand cream.





5. Nail Enhancement and Overlay using UV Gel

Unit 5.1 - Introduction to UV Gel Nail Enhancement and Overlays

Unit 5.2 - Application of UV Gel Overlays



Key Learning Outcomes

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

1. State what is UV gel nail enhancement and overlay and it's need
2. Perform UV gel nail enhancement

Unit 5.1: Introduction to UV Gel Nail Enhancement and Overlays

Unit Objectives

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

1. State what is UV Gel nail enhancement and overlays
2. State the benefits of nail enhancement and overlay using UV Gel
3. Explain the broad process of UV gel application
4. Identify the tools and materials required for UV Gel application

5.1.1 Introduction to UV Gel Nail Enhancements and Overlays

Gel Nail enhancements are natural-looking, these are clear, thin, light-weight, flexible, nonporous, have numerous design capabilities, resist lifting and discoloration.

UV Gel nails are used for:

- overlays
- natural nail overlays are used to protect from cracking, peeling, splitting, chipping etc.
- sculpted onto forms for short extensions
- covering a damaged free-edge that grows out.



Fig 5.1 UV Gel Nails



Fig 5.2 Nail Overlays



Fig 5.3 Nail Extensions

Gel Nails offer dual benefits to the clients. They not only result in the look and feel of natural nails, but they offer this with the durability and ease of acrylic nails.

5.1.2 UV Gel Nail Enhancement Process

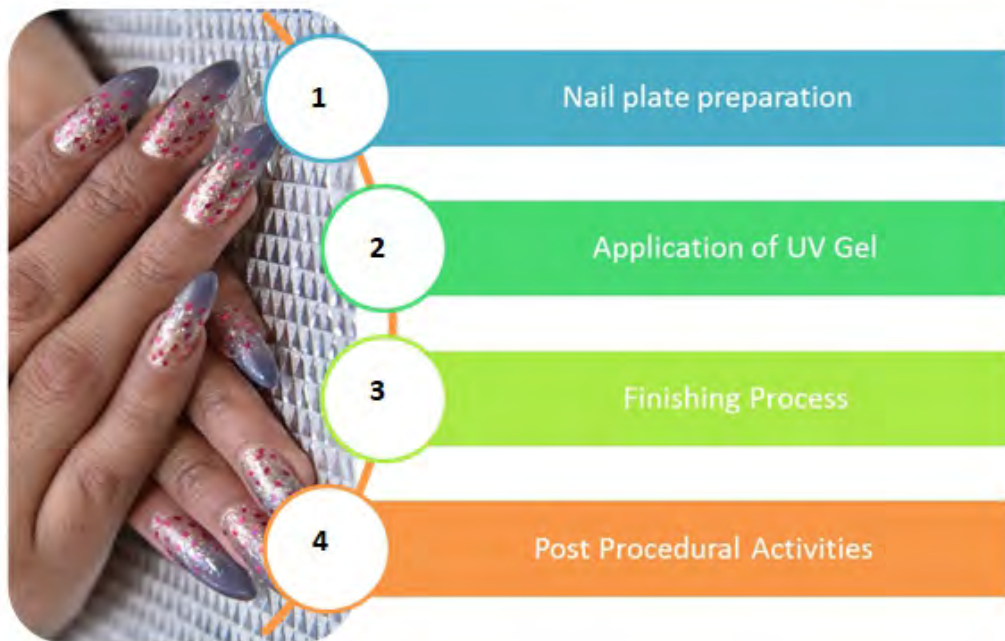


Fig 5.4 UV Gel nail enhancement process

The overall process of the UV Gel Nail enhancement process is similar to the Acrylic Nail process. However, the procedure for application of UV Gel is very different.

Gel nails are created with a layer of base gel, brushed into a mold, applied and then cured using UltraViolet Lamps.



Fig 5.5 UV Gel Solutions



Fig 5.6 UV Gel Drying

As the Nail plate preparation, finishing process and post procedural activities are the same for nail enhancement and overlays with both Acrylic as well as UV Gel, hence they can be referred to from the previous chapter.

This chapter will elaborate on the application of UV Gel for nail enhancements and overlays.

5.1.3 Tools and Materials required for UV Gel Nail Enhancement

All the basic nail spa tools will be required as stated in the previous chapter. Apart from those, the nail technician will need to ensure that the following UV Gel related tools and materials are available for use before starting the process.

UV GEL NAIL ENHANCEMENT TOOLS AND MATERIALS

- Nail Bonder/Dehydrator



- Nail Primer



- Builder Gel



- UV Gel Base Coat



- UV Dryer



- Gel Top/ Gloss coat



- Nail Forms



- Gel Polish



- Nail Tips



Unit 5.2: Application of UV Gel Overlays

Unit Objectives

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

1. Prepare nail enhancement overlay using UV Gel application technique
2. Perform the application correctly and in proper sequence

5.2.1 Application of UV Gel Overlays

The application of UV Gel nail enhancements, is a multi-step process.

Step 1. After the nail plate preparation as discussed in the earlier chapter, a dehydrater/pH bonder is applied on the nails to remove any moisture or oil.



Fig 5.7 Applying bonder

Step 2. The UV gel primer is applied after dehydrating and filing. A thin layer is applied over the natural nail. The primer will help the rest of the applications to adhere to the natural nail. This is applied only on the natural nail and not the tips.

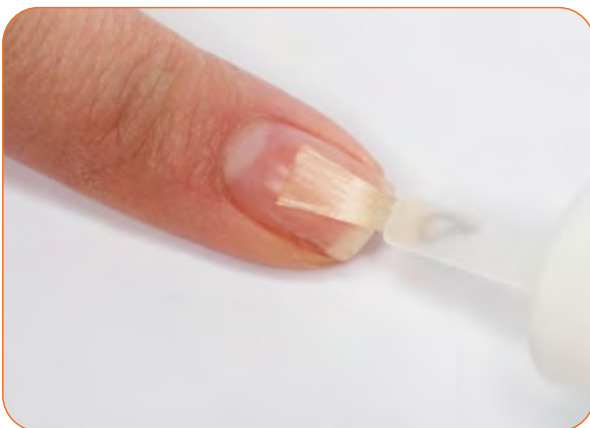


Fig 5.8 Applying Primer



Step 3. Hold under the UV lamp for 2 minutes for curing (hardening) the primer. One must monitor UV curing timing to ensure adherence to product manufacturer's instructions. The curing time will be dependent on the wattage of the lamp, therefore, it is important to follow instructions.



Fig 5.9 Drying in UV Dryer

Step 4. The base coat is applied after the primer is cured. The gel is placed in the middle of the nail and gently spread upwards to the end of the tip. Then start spreading downwards. While spreading downwards, ensure that you get it as close to the cuticle area as possible without touching any skin. Ensure the same with the side walls.



Fig 5.10 Taking base coat

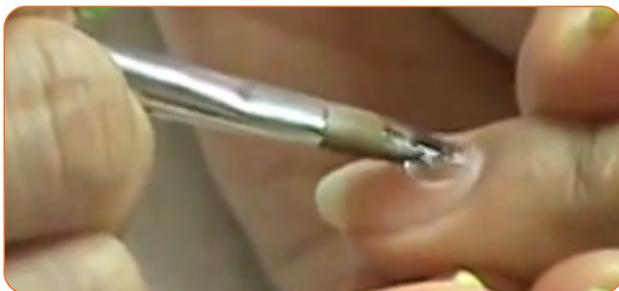


Fig 5.11 Placing the base coat in the middle of the Nail

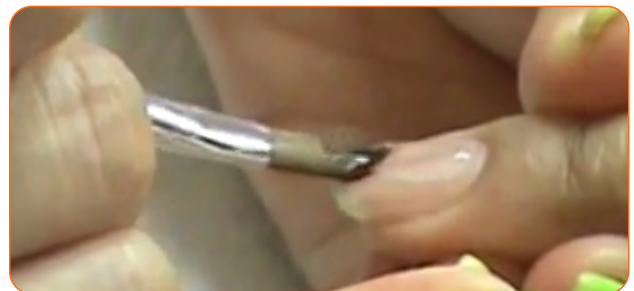


Fig 5.12 Spreading the Gel upwards

Step 5. One must ensure to use the cotton bud or toothpick to lift off any UV gel from the skin before placing the nails under the UV lamp for hardening.

Step 5. One must ensure to use the cotton bud or toothpick to lift off any UV gel from the skin before placing the nails under the UV lamp for hardening.



Fig 5.13 Lifting off UV Gel from the skin

Step 6. Place under UV lamp for hardening or curing.



Fig 5.14 Curing in a UV Lamp

Step 7. Now apply a thick coat of builder Gel after the base coat dries being careful not to spread any on the cuticles or surrounding skin. Again place under UV lamp for hardening or curing.

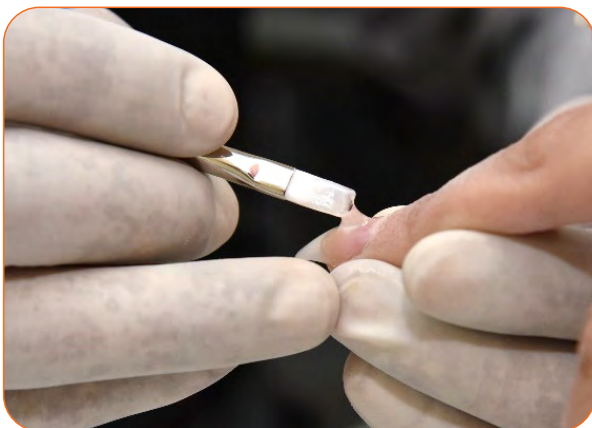


Fig 5.15 Applying another coat of Gel



Fig 5.16 Curing in a UV Lamp

Step 8. Remove any sticky residue after curing using a lint free wipe or cleanser. Then file and buff the edges to get the desired finish.



Fig 5.17 Removing sticky residue



Fig 5.18 Filing a Gel Nail

Step 9. Now apply color gel coat after the builder gel dries, being careful not to spread any on the cuticles or surrounding skin. Then place under UV lamp for curing.



Fig 5.19 Applying Colour Gel



Fig 5.20 Curing in a UV Lamp

Step 10. Now apply the top coat after the colour gel dries and cure.



Fig 5.21 Applying Colour Gel



Fig 5.22 Curing in a UV Lamp

Step 11. Finally file and buff the edges to get a smooth finished look



Fig 5.23 Filing a Gel Nail



Fig 5.24 buff

Note: One can apply single or multiple layers with curing between each layer depending on how thick a coat one wants. Each layer must be thin and cured before the next layer is applied.





6. Perform refill

Unit 6.1 - Perform refill



BWS/N0406

Key Learning Outcomes

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

1. Explain refill and its need
2. Identify tools and material used for refill and backfill procedure
3. Perform refill and backfill procedure

Unit 6.1: Perform refill

Unit Objectives

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

1. Explain refill and its need
2. Identify tools and material used for refill and backfill procedure
3. Perform refill and backfill procedure

6.1.1 Introduction

Acrylic nail enhancements require refill after two to four weeks, in which, a 'rebase' is done. The time varies depending upon the wear and tear from person to person. The purpose of refill is to make amends in the nail to make them appear as new and shiny as they were when first enhanced.

For this procedure it's important to know the following zones on a nail:

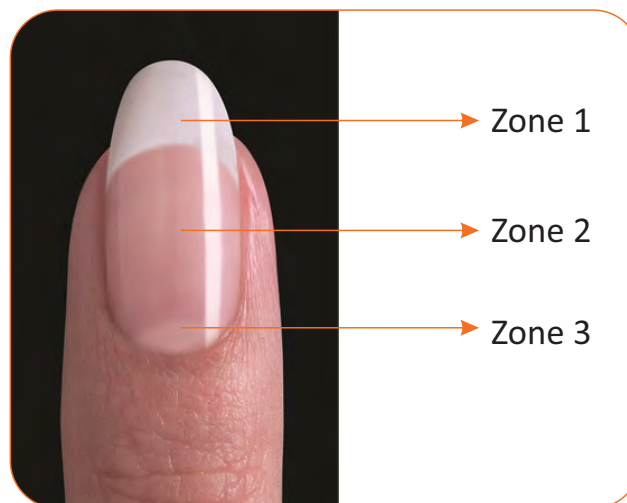


Fig 6.1 Three zones on a nail

- Zone 1: It is the free edge where the nail leaves the finger
- Zone 2: It is the middle part of the nail
- Zone 3: It is the cuticle area also known as Eponychium

Usually the refill is performed in the zone 3 and extended to the middle part.

Backfill is another procedure which is performed on French-manicured nails, where white area and pink area have moved to the original position. Backfill is performed in two parts, the white is filled in first in the zone 1 and pink is filled later in zone 3 which is extended to Zone 2.

6.1.2 Need of refill

As human nails grow at an average rate of 3mm per month, the original nail starts to show up from the cuticle area as no acrylic will be present there. The shape of the arch changes and smile line also shifts due to the nail growth. The wear and tear leads to various other problems such as cracks, breaks around the corner, chipping of nail paint, etc. So, refilling of the nails ensures to keep the nails beautiful as they were before.

6.1.3 Tools and materials

Tools and Materials required for Refill include:

- Nail File (100/180/240 grit)
- Cuticle Knife and pusher
- Nail Machine with either a French fill diamond bit or a barrel-shape Swiss carbide bit
- Acrylic Powder (White and Clear or Pink)
- Acrylic Nail Brush (Different sizes)
- Acrylic Liquid (EMA)
- Dappen Dishes
- Dust Brush
- Anti-bacterial Spray
- Paper Towel
- Shine or Sealer
- Dehydrator

6.1.4 Procedure

REFILL:

Follow these steps to correctly refill the nails.

Step 1. The first step is to sanitise own and the client's hands. Before starting the service, wash the hands using anti-bacterial soap and a sanitizer. Ask the client to do the same.



Fig 6.2 Washing hands before the procedure

Step 2. To begin with the process, push back the cuticle and trim it if needed.



Fig 6.3 Pushing the cuticle

Step 3. Make a groove with the help of an electric filer near the cuticle.



Fig 6.4 Making a groove near the cuticle

Step 4. Thin the nail using 100/180 file to about half of the initial thickness. This helps to avoid thicker acrylic layer while refilling.



Fig 6.5 Thinning the nail

Step 5. Change over to 240 grit file to make the layer smooth.



Fig 6.6 Making the layer smooth

Note: Ensure that only the thinnest layer of acrylic remains on the nail. Be careful not to file the natural nails along with the acrylic layer.

Step 6. Trim the nails if overgrown.



Fig 6.7 Trimming the tips

Step 7. Remove the dust with a brush and dehydrate the surface using a dehydrator.



Fig 6.8 Removing the dust

Step 8. Now apply the adherent or primer to exposed natural nail.

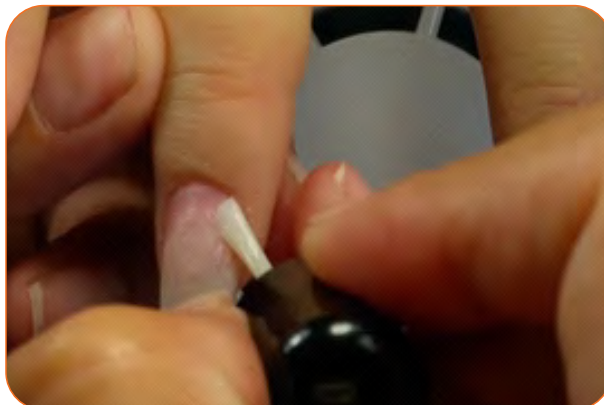
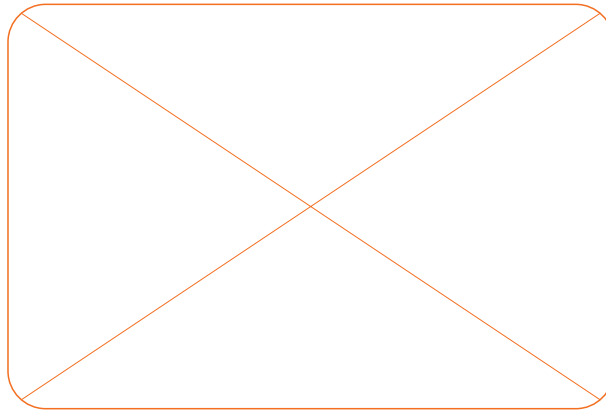


Fig 6.9 Applying primer

Step 9. Now apply the adherent or primer to exposed natural nail.



Step 10. Dip the brush in acrylic liquid and remove any excess liquid on the brush by pressing against the rim of the container.



Fig 6.11 Dipping the brush in monomer



Fig 6.12 Removing the excess liquid

Step 11. Now use the brush to pick up the acrylic powder. Lay this ball in Zone 3 and smoothen it out with the help of the brush. Let it extend to the middle part. Try to apply a very thin and smooth layer on the nail.

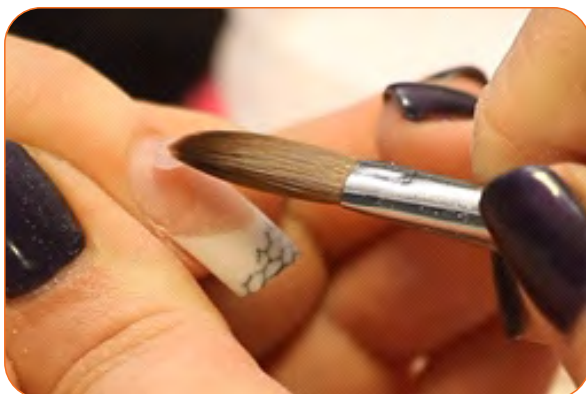


Fig 6.13 Applying the acrylic powder on the nail



Fig 6.14 smoothening out the layer with the brush

Step 12. File on the top of the nail to blend the new gel with the old one.



Fig 6.15 Filing the top to blend the layers

Step 13. Clean the dust and apply a sealer to the nail.

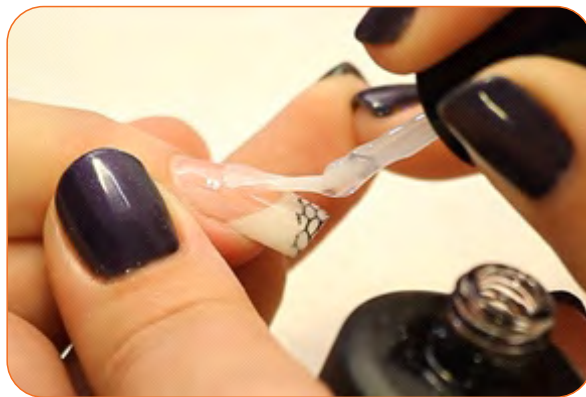


Fig 6.16 Applying sealer

Step 14. Cure the nails under a UV lamp for two minutes. It offers durability and longer-lasting protection.



Fig 6.17 Curing in UV lamp

Step 15. Apply cuticle oil and massage in well and it's done.



Fig 6.18 Applying cuticle oil

BACKFILL:

Follow these steps to correctly backfill the nails.

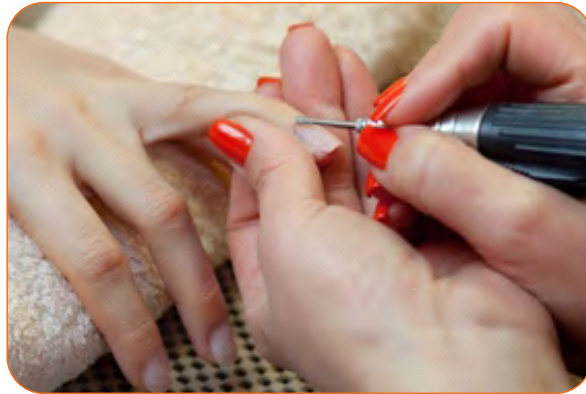
Step 1. The first step is to sanitise own and the client's hands. Before starting the service, wash the hands using anti-bacterial soap and a sanitizer. Ask the client to do the same.



Step 2. To begin with the process, push back the cuticle and trim it if needed.



Step 3. Make a groove near the cuticle as done in the previous procedure, with the help of an electric filer near the cuticle.



Step 4. Thin the nail using 100/180 file to about half of the initial thickness. This helps to avoid thicker acrylic layer while refilling.



Step 5. Change over to 240 grit file to make the layer smooth.



6. Ensure that only the thinnest layer of acrylic remains on the nail. Be careful not to file the natural nails along with the acrylic layer.

Step 6. Trim the nails if overgrown.



Step 7. Make another groove along the smile line on the pink area.



Fig 6.19 Making groove along the smile line

Step 8. Remove the dust with a brush and dehydrate the surface using a dehydrator.



Fig 6.20 Removing the dust

Step 9. Now apply the adherent or primer to exposed natural nail- near the cuticle and on the smile line.



Fig 6.21 Applying the primer

Step 10. Start with filling the white part first. Dip the brush in acrylic liquid and remove any excess liquid on the brush by pressing against the rim of the container.



Fig 6.22 Dipping the brush in monomer

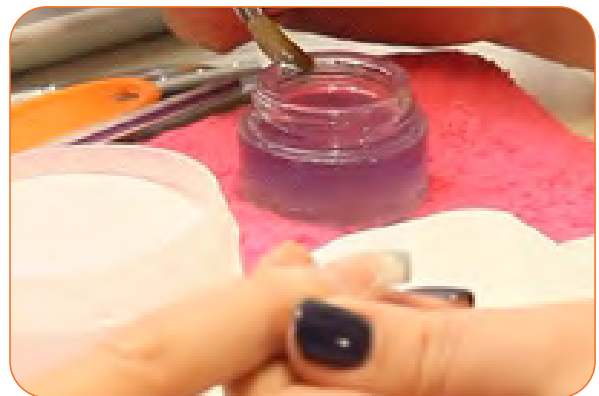


Fig 6.23 Removing the excess liquid

Step 11. Now use the brush to pick up white acrylic powder.



Fig 6.24 Picking up acrylic powder

Step 12. Lay this ball in Zone 1 and smoothen it out with the help of the brush. Use the tip of the brush to make the smile shape. Try to apply a very thin and smooth layer on the nail. The tip is filled in first in order to give the white acrylic time to set before applying the pink.



Fig 2.26 Laying the acrylic ball in zone 1



Fig 2.27 Smoothening out the layer

Step 13. Clean the brush. Dip the brush in acrylic liquid and pick up pink acrylic powder. Lay this ball in Zone 3 and smoothen it out with the help of the brush. Let it extend to the middle part and touch the smile line. Use the brush to make the layer smooth. It is important to remember to leave a product-free area (margin) around the side walls and cuticle area.

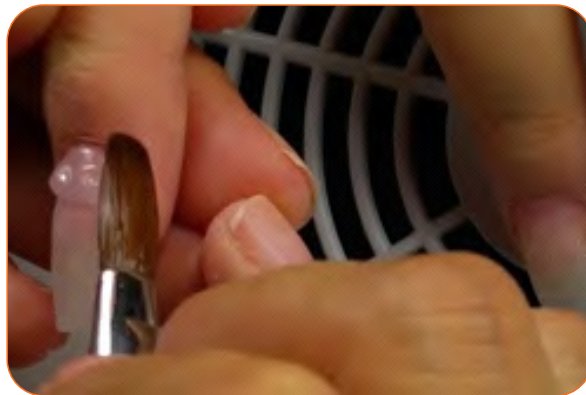


Fig 6.28 Laying the acrylic ball in zone 3 and smoothening out the layer 1

Step 14. File on the top of the nail to blend the new gel with the old one.



Fig 6.29 Filing to blend the layers

Step 15. Clean the dust and apply a sealer to the nail.



Fig 6.30 Applying the sealer

Step 16. Cure the nails under a UV lamp for two minutes. It offers durability and longer-lasting protection.



Fig 6.31 Curing under UV lamp

Step 17. Apply cuticle oil and massage in well and it's done.

Exercise



1. Match the following

Column 1	Column 2
1. Zone 1	a. the middle part of the nail
2. Zone 2	b. the Eponychium (sometimes known as the cuticle area)
3. Zone 3	c. the free edge (where the nail leaves the finger)

2. State True or False

- a. During the two-week fill procedure, the acrylic ball is first set in ZONE 3. ()
- b. During the backfill procedure the acrylic ball is first set in Zone 1. ()
- c. The Smile line is in Zone 3 and is part of the Lunula. ()
- d. Weather conditions may require modification to the acrylic powder ratio mix in certain cases. ()
- e. Inexperienced technicians often cause an increase in the thickness of their customers' acrylic nails because the technician doesn't put enough liquid before applying the new, white acrylic. ()



7. Perform Electric Filing

Unit 7.1- Perform electric filing



BWS/N0408

Key Learning Outcomes

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

1. List the benefits of electric file
2. Identify tools and material used for electric filing procedure
3. Use the correct filing techniques for different nail conditions
4. Perform electric filing

Unit 7.1: Perform Electric Filing

Unit Objectives

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

1. List the benefits of electric file
2. Identify tools and material used for electric filing procedure
3. Use the correct filing techniques for different nail conditions
4. Perform electric filing

7.1.1 Introduction



Fig. 7.1 Electric Nail File

Filing of the nail can be done manually as well as using Electric Nail Files.

The electric filing machine is generally used on Acrylic, Gel and Artificial nails. It can also be used on natural nails for some activities like filing and buffing. However, extra care and lots of prior practice is a must for using the electric filing machine on natural nails.

7.1.2 Benefits of Electric Nail Filing

Electric nail filing machines are very popular with nail technicians and nail artists for the following reasons:

1. Nail filing can be completed much faster
2. It takes much less physical effort
3. The finish is smoother and more even
4. By changing the tip (also called bit), various activities can be performed with the same Electric machine such as filing, buffing, drilling, polishing and cuticle removing

7.1.3 Features of Electric Nail Filing Machines

Parts of and Electric Filing Machine

The Electric Nail Filing Machines consists of the following parts:

- 1) **The Handpiece** – This part is held in the hand. The tip (also called bit) can be changed as per the activity to be conducted. These can be attached to the main control with a wire. There are wireless varieties also which run on battery power.
- 2) **The Main Control** - The Main control is used to adjust the speed. It also has the speed display, on/off switch and indicator as well as a button for changing the rotation from left to right (Forward) or right to left (Reverse)
- 3) **The Drill Bits** – These are various types of tips. Each bit performs a different function.
- 4) **A stand for the Handpiece**- When not in use, the handpiece must be placed in this stand.
- 5) **The Electric Plug**

Some machines also have a foot pedal for controlling the speed.

Attachments/the Drill Bits

The Drill Bits are differentiated as per their use.

- **Sanding Band** – This bit is used for shaping the nail and smoothing the edges of the nail. It is used while working on the natural nail. It is also called the Sanding mandril.



Fig. 7.2 Mandril used below the sanding band



Fig. 7.3 Sanding mandril

- **Barrel bits**– It is used to shape the top surface of the nail, reduce the length and create the 'C' curve. It is available in fine, medium and coarse types. These bits are used along with sanding band for removing the gel, acrylic or polish from the surface of the nail. It can also be used for polishing the nail and making it shine.



Fig. 7.4 Different types of barrel bits

- **Shaping Tool** – This bit is used for smoothing and flattening the nail, where the nail is thick or has ripples or curves.



Fig. 7.5 Different types of shaping bits

- **Fine shaping tool** – It is used for smoothing or polishing hard to reach areas of the nail such as the undernail.



Fig. 7.6 Fine shaping bit

- **Cuticle Pusher** – It is used for removing or smoothing the cuticle and hard skin or calluses.

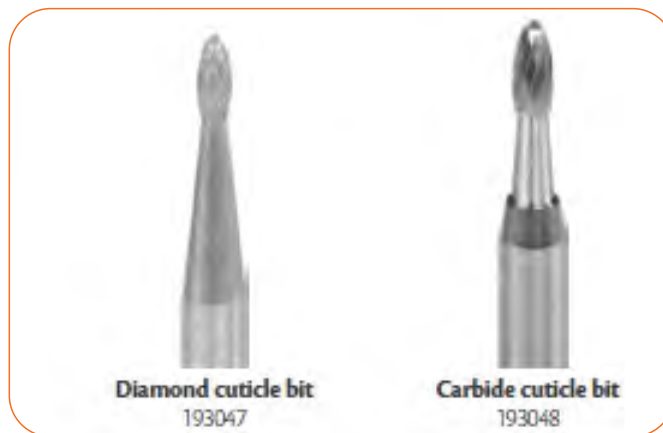


Fig. 7.7 Different types of cuticle bits

7.1.4 Operation of Electric Filing Machines

1. Set-up of machine

Following are the steps used to set-up the various parts of the machine.

Step 1 – Connect the cable between the handpiece and the main control.

Step 2 – Then connect the plug into the correct electric socket. Before doing this, ensure that the on/off switch on the main control and the switch on the electricity socket are in off mode.

Step 3 – Fix the correct drill bit as required on the stick at the mouth of the handpiece. Before doing this, ensure that the mouth of the drill as well as the drill bit is clean and sterilised.

Step 4 – Lastly, switch on the electricity as well as the on/off switch of the machine and test if the drill bit is rotating. Adjust the speed as required.

Now the Electric filing machine is ready for use.

2. Various Electric Filing Techniques

Electric files help to save a lot of time. It can be used to perform a variety of services by using different types of drill bits. Few techniques have been given below which are most common.

- Removing lifted acrylic:** It is the most common problem that arises in the nail enhancement service.

It is corrected using tapered bit. Steps are-

- Thin the area closest to the cuticle.
- Keep the bit flat and file in complete horizontal side-to-side motions.
- After refining, use one stroke method where loose and intact acrylic meet to remove the remaining product.

- Do not worry if a white shadow appears around the sealed acrylic, it is not visible under the new acrylic.
- ii. **Repairing cracks:** Cracks often appear in the acrylic nails but can be corrected with the help of an electric file.



Fig. 7.8 Repairing the crack

For repairing the cracks, use mini French filled diamond bit and follow the steps given below.

- Begin the repair work straightaway before prepping the nail because the definition of crack will be clearly visible in a shiny and smooth nail.
 - Set the speed ranging from 3500 to 6000 RPM and drill out the crack.
 - A speed below this range will cause the file to vibrate which can create air pockets into the nail.
 - Hold the bit parallel to the nail and remove the material just enough to make the repair.
- ii. **Full application:** This is an important step in this procedure. It requires proper preparation of the nail to ensure that the nails adhere longer and no lifting appears.



Fig. 7.9 Full application of acrylic layer

A bit with either a fine sanding band, medium to fine diamond or a coarse silicone will be suitable for this procedure.

- Push the cuticles away to avoid the file grabbing the skin.
- Set the speed to 2000 RPM and hold the bit flat against the nail.
- Go over the entire nail surface with a minimal pressure from left to right and back again.
- Ensure no part of the nail is left untouched.
- Lift the bit off the nail bed after few strokes to prevent the build-up of heat.
- Do not tilt the bit over the nail. File around the cuticle to remove any excess dead skin.
- Adjust the client's hand to fit your needs. Do not attempt to maneuver the electric file around the client's nails.

ii. Working on the natural nails: Electric files are safe to use on the original nails as long as it is done properly with the right tools. Extra-fine diamond, extra-fine sanding band, or silicone bit is perfect for natural nails.

- Push back the cuticle and smooth out the nail using a bit with a drill friendly oil.
- Set the speed ranging from 2500 to 6000 RPM. Keep the bit flat against the nail.
- Hold it horizontally and move from one lateral fold to the other.
- To remove any dead skin, circle over it with the bit.
- Now, take an extra-fine sanding band along with the drill oil.
- Hold it horizontally and move from one lateral fold to the other.
- Use a cotton buffer along with a buffing cream to buff the nail to a high shine using circular motions.
- Massage cuticle oil into the nail after buffing. The nail should stay smooth and shiny until it grows out.

iii. Backfills: An electric file helps in achieving faster and accurate results in the case of backfills. It should be done along natural free edge of the nail.

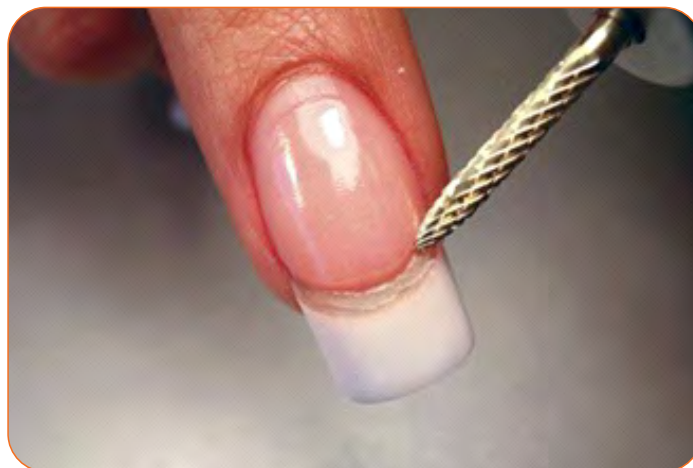


Fig. 7.10 Making groove along the smile line for backfill procedure

Use French-filled diamond, carbide straight barrel, or specialized backfill bit.

- The beginners should start by drawing a smile line with the help of a nail form and pencil. This will guide for where to drill.
- Set the speed ranging from 5000 to 9000 RPM.

- Position the file at 10° angle and cut a new smile line.
- White acrylic dulls in colour as it ages. The new white tip powder is whiter in colour and will make a strip of lighter white if the entire white tip is not removed when doing the backfill. Remove a minimum of 80%-90% pink and 60%-70% white part.
- While using a carbide straight barrel bit, start at the right side of the nail and go toward the left side, holding the bit parallel to the nail.
- Do not cut too deep in first go. Go back to the area if the cut isn't deep enough.

7.1.5 Care for Electric Filing Machine

It is important to sterilise the attachments after use and to use the clean attachment for each and every client.

Different methods of disinfecting and sterilising electric file attachments are:

1. Soak the bit in acetone or scrub the bit with a brush and soapy water to loosen the debris built up after using the bit.
2. Disinfect the bits using a disinfecting solution formulated specifically for the metal instruments.
3. After this, lay the bits out to dry thoroughly.
4. Keep the bits in a dry, covered container.
5. Other parts such as sandpaper or sanding bits, chamois, and fabric bits are one-use items and must be discarded after use.
6. Rubberised, abrasive stones and porous accessories and attachments cannot be disinfected.
7. The bits may rust on disinfecting them and it would mainly be seen with carbide bits because of their higher tendency to rust. A high-quality bit and the proper amount of time when disinfecting ensures no rusting occurs.
8. If the file is not cleaned and sanitised properly, it can lead to bacterial infections.

7.1.6 Electric Nail Filing Process Guidelines

Preparation of nails for Electric Nail Filing

1. First, clean underneath the fingernails.
2. Be careful with the bit so as not to irritate the skin of the fingertips.
3. Set the drill to its lowest speed and don't push the bit into the skin too much.

4. Use a barrel bit to file the nail down to the desired size. If you're going to use artificial nails, the natural nails should be kept as short as possible.
5. You can also use the barrel bit to shape the nails. One can use the cuticle pusher bit to gently file and shape the nails.
6. Lastly, buff the nails to smooth the surface and bring out their natural shine. It can also help artificial nails adhere to the nails better. Be careful not to over-buff them.

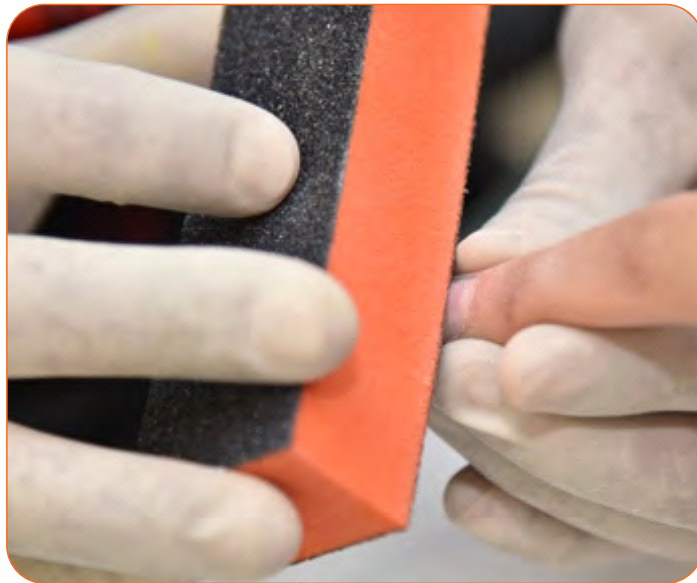


Fig. 7.11 Buffing the nails

Performing Electric Nail Filing

1. Before you start up the drill, take a quick read through the instructions.
2. Ensure that all the bits have been sanitised properly before use.
3. The safest and easiest way to hold the electric file is the same way one would hold a pencil.
4. Treat the barrel bits like they have three separate sections. The bottom of it can shape the tips, the middle can smooth and shape the nail bed and the tip of the barrel can be used near the cuticle area for shaping the bottom of the nail.

7.1.7 Positioning client and self

Make the client seated comfortably in the chair. Place a tissue over the work surface to collect the dust. Place the client's hand on a hand rest so that they don't get tired.

Take a comfortable chair to sit and try not to bend too much over the work table.

7.1.8 Important points

Following points are important to be taken care of while performing electric nail filing.

- Perform cleaning of nails to ensure they are free from bacteria



Fig. 7.12 cleaning of nails

- Disinfect the area to be treated and remove any existing nail polish
- Select the suitable speed for the filing techniques
- Move the electric file in one direction across the nail when working
- Ensure the file attachment is revolving in the appropriate direction
- Ensure that there is continuous movement of the file
- Ensure to Work on the nail plate and not the surrounding skin
- Move and position the client's finger so the rotating attachment is kept at the correct angle/ flat against the nail



Fig. 7.13 Filing the nail using electric filing

- Perform suitable filing techniques
- Create a smooth, even surface
- Leave the free edges of the nail tapered, thin and with a clean edge
- Take prompt remedial action where contra-actions occur during the course of the service and refer to the supervisor or any other senior for guidance
- Remove the attachments after the service and put them aside for cleaning and sterilising
- Store the hand-piece safely and securely
- Complete the procedure to the satisfaction of the client in a commercially acceptable time.

7.1.9 Health and Safety Guidelines

- Electric files create an extreme amount of dust which is harmful to inhale. Use a protective mask.



Fig. 7.14 Wear proper PPE while carrying out the procedure

- A proper ventilation system is important as well. Work at a ventilated table.
- One way to minimise dust is to use carbide burs, which cause less dust than diamond bits; however, they do require greater skill, since they have small teeth that cut very quickly.
- Don't bend too much.
- Tie back long hair. They can experience pull from the drill.
- Never use the drill on a diabetic or a client with blood disorder.
- Operate machine at low speeds.
- Be careful with wires. Do not operate the file if the cables are damaged.

Exercise

1. Fill in the blanks:

- a. _____ of the nail can be done manually as well as using Electric Nail Files.
- b. The Main control is used to adjust the _____.
- c. Sanding Band is also called the Sanding _____.
- d. Fine shaping tool – It is used for smoothing or polishing hard to reach areas of the nail such as the _____.
- e. _____, _____, _____, and fabric bits are one-use items and must be discarded after use.
- f. Move the electric file in _____ across the nail when working
- g. Leave the free edges of the nail _____, thin and with a _____.
- h. Do remember to apply a _____ before using coloured nail varnish. This will help prevent staining and yellowing of the nails

2. Match the following:

Column 1	Column 2
1. Removing lifted acrylic	a. French-filled diamond, carbide straight barrel
2. Repairing cracks	b. Extra-fine diamond, extra-fine sanding band, or silicone bit
3. Full application	c. mini French filled diamond bit
4. Working on the natural nails	d. fine sanding band, medium to fine diamond or a coarse silicone
5. Backfills	e. tapered bit

Summary

1. Filing of the nail can be done manually as well as using Electric Nail Files.
2. The electric filing machine is generally used on Acrylic, Gel and Artificial nails.
3. By changing the tip (also called bit), various activities can be performed with the same Electric machine such as filing, buffing, drilling, polishing and cuticle removing.
4. For repairing the cracks, use mini French filled diamond bit.
5. Extra-fine diamond, extra-fine sanding band, or silicone bit is perfect for natural nails.
6. White acrylic dulls in colour as it ages. The new white tip powder is whiter in colour and will make a strip of lighter white if the entire white tip is not removed when doing the backfill. Remove a minimum of 80%-90% pink and 60%-70% white part.
7. It is important to sterilise the attachments after use and to use the clean attachment for each and every client.
8. Rubberised, abrasive stones and porous accessories and attachments cannot be disinfected.
9. Disinfect the bits using a disinfecting solution formulated specifically for the metal instruments.
10. Keep the bits in a dry, covered container.
11. If the file is not cleaned and sanitised properly, it can lead to bacterial infections.
12. Use a barrel bit to file the nail down to the desired size. If you're going to use artificial nails, the natural nails should be kept as short as possible.
13. Treat the barrel bits like they have three separate sections. The bottom of it can shape the tips, the middle can smooth and shape the nail bed and the tip of the barrel can be used near the cuticle area for shaping the bottom of the nail.
14. Move and position the client's finger so the rotating attachment is kept at the correct angle/ flat against the nail.
15. Take prompt remedial action where contra-actions occur during the course of the service and refer to the supervisor or any other senior for guidance.
16. Complete the procedure to the satisfaction of the client in a commercially acceptable time.
17. Electric files create an extreme amount of dust which is harmful to inhale. Use a protective mask.
18. Do remember to apply a base coat before using coloured nail varnish. This will help prevent staining and yellowing of the nails.
19. Don't use any nail varnish remover other than a non-acetone one as this will ruin the nail extensions.
20. Ask the client to apply cuticle oil and hand cream daily.





8. Perform Nail Art

Unit 8.1 - Perform Nail Art



BWS/N0404

Key Learning Outcomes

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

1. Adhere to the health and safety standards laid out by the manufacturer and organisation
2. Position self and client throughout treatment to ensure comfort and wellbeing
3. Carry out client consultation technique to identify the treatment plan and client needs
4. Perform nail art application by decorating nails using various methods
5. Dispose the waste in the work area post-service to maintain the health and safety standard
6. Provide after care advice

Unit 8.1: Perform Nail Art

Unit Objectives

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

1. Adhere to the health and safety standards laid out by the manufacturer and organisation
2. Position self and client throughout treatment to ensure comfort and wellbeing
3. Carry out client consultation technique to identify the treatment plan and client needs
4. Perform nail art application by decorating nails using various methods
5. Dispose the waste in the work area post-service to maintain the health and safety standard
6. Provide after care advice

8.1.1 Introduction



Fig 8.1 Nail extensions with nail art

Nail Art is the art of decorating nails in various creative ways such as, painting, dotting, striping, embellishing or even accessorizing them with studs, beads, bow ties, rings, etc. It can be done on both fingernails and toenails. There are many techniques available which can be used in a combination to create numerous other designs. Nail Art requires practice and patience to excel. Some techniques are listed below:



Fig 8.2 Various forms of nail art

- Brush art
- Dotting
- Glitters
- Mylars
- Gemstones/Rhinestones
- Stickers
- Decal Tattoos/3D Tattoos
- Foils
- Stamping
- Sponging
- Thin Striping Tapes

Why to learn nail art?

It is fun, satisfying, relaxing and challenging- all at once. Other reasons are:

- It offers various scopes of creativity and is, thus, an interesting activity.
- It is an affordable and inexpensive way to decorate nails.
- It can be done wherever and whenever one desires.
- It never goes out of fashion (Unlike clothes!)
- It makes you happy and leads to the release of happy hormones!
- It is ageless! It doesn't matter whether you are 16 or 60. It looks good on everybody.

8.1.2 Tools and materials

Nail art is aided by many tools and it is not enough to have just one type of brush or a dotting tool to create all the designs. It is important to choose the kind of a tool as per the design chosen by the client. Various tools and materials have been discussed below:

1. Brushes: These are of following types-



Fig 8.3 Types of brushes

- i. **Liner brush:** It offers a lot of control and thus, helps in making precise strokes. It is a great tool for drawing short strokes, smile lines, outlining images and adding details. Some of the examples of designs that can be created using liner brush are- zebra stripes, leopard spots, tribal designs, flowers, etc.
- ii. **Flat brush:** This brush is used in making one stroke patterns, blending, shading, etc. and hence known as shader brush. It is helpful in gel art and long fluid strokes also.
- iii. **Striper brush:** This is used for thin striping and detailed design, as it is a long brush. Checkered nails, lines, netting, all can be drawn using this brush.
- iv. **Angular/Slant brush:** It is used in the designs which involve one thick stroke. It is suitable for blending gel nail paint colours, applying loose glitters, creating perfect petals of a flower.
- v. **Fan brush:** It is used for creating layers, gradients, ombres or feathered designs. It can also be used in making splashes or flickers of nail paint.
- vi. **Round brush:** Most versatile brush that can be used to create intricate designs as well as 3D designs using acrylic powder and monomer.

2. Nail paints: Nail art's main component is nail paint. They come in glossy, matte, blingy textures and give infinite possibilities of designs.



Fig 8.4 Nailpaints

3. Dotting tool: It consists of a bulging head on the tip which helps to create dots in designs. They usually come in different sizes and can be used to make few other designs too besides dots.



Fig 8.5 Different sized dotting tools

4. Accessories: These come in a variety of shapes, colours, sizes and forms. Some are-
- i. Rhinestones/Gemstones: These are stud like structures that add bling and glamour to nail art.



Fig 8.6 Rhinestones

- ii. Beads/bullions: Metal, glass or plastic beads which give 3D look to nail art designs.



Fig 8.7 Beads and bullions

- iii. Glitter: it comes in loose powder form and can be applied on the nails in many forms. It can be smudged over plain nail paint, sprinkled or used to create ombre designs.



Fig 8.8 Glitters of different colours

- iv. Transfer Foil: It gives shiny as well as mosaic look to the nails.

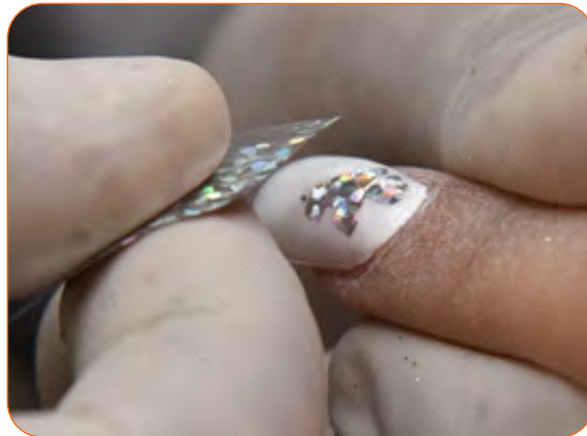


Fig 8.9 Transfer foil

- v. Stickers: They simply stick to the nail beds and can be paired up with other accessories to quirk up the designs.



Fig 8.10 Stickers

5. Striping tapes: These can be used in many ways, can be stuck up on plain shades to add stripes or checks.



Fig 8.11 Striping tape

6. Topcoat and basecoat: These are necessary to give a long lasting manicure without staining the nails. The basecoat is applied before the nailpaint and the top coat gives shine and prolongs the life of nail art.



Fig 8.12 Base coat bottle and top coat application

7. Nail filer: It is used to shape up the nails and decrease the length as required by the customer.



Fig 8.13 Nail filer being used to file the nail

8. Cuticle pusher: It pushes the cuticle away from the nail bed while preparing the nail for the nail art.



Fig 8.14 Cuticle pusher being used to push the cuticle

9. Stamping kit: It consists of scraper, stamp, stamping templates. They come in thousands of designs.

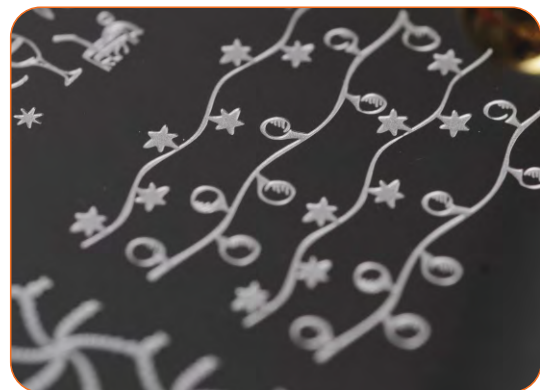


Fig 8.15 Nail stamp and the template

10. Tooth picks: they can be used to create designs and help erase mistakes from the side walls.



Fig 8.16 Toothpicks

11. Sponge: They help to create ombre or gradient designs.



Fig 8.17 Sponge

12. Nail paint remover: They are used to wipe off the nail paint.



Fig 8.18 Acetone free nail paint remover

13. Nail glue: They can be used to apply stones, beads, miniatures over the nail and to apply false tips.



Fig 8.19 Nail glue

14. Cuticle oils: They help to restore the shine and hydrate the nails. It is recommended to use it daily to have healthy and flawless nails.



Fig 8.20 Cuticle oil

15. Clear tape: It also helps to paint the nails in various shades and create designs.

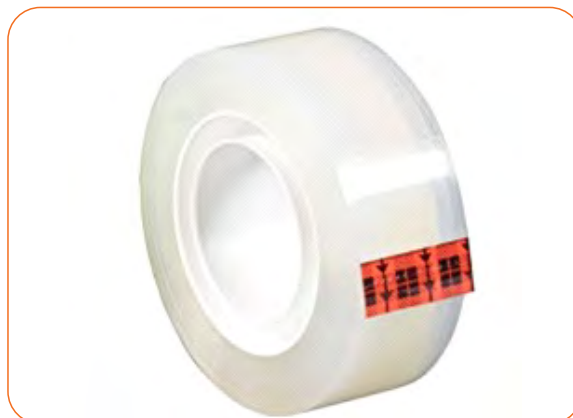


Fig 8.21 Clear Tape

16. Slanted tweezers: They are perfect for picking up the accessories from their case and apply it on the nail.



Fig 8.22 Slanted tweezers

17. UV Chamber/LED Lamp: It is the most important component which is used to cure the nails so as to harden the UV gel, acrylic gel or the overlays. LED lamps take much less time as compared to UV chambers.



Fig 8.23 LED lamp

8.1.3 Client consultation



Fig 8.24 Client consultation

Ask the client what exactly needs to be done. She must have a design in mind or might bring a picture for your reference. If she doesn't have anything in mind then suggest what all can be done and show a picture if possible. Give the client a hand-rest during the service to prevent them from getting tired.

8.1.4 Various techniques of nail art

Nail art is a vast topic to learn and allows using one's creativity to create millions of designs. It is done after applying the tips or nail extensions to make them look prettier.

Some techniques are listed below:

- **Brush art:** In this technique brushes of different types are used to paint designs. Different sizes allow painting different designs.
- **Dotting:** Just pour a little of the nail paint in a palette and dip the dotting tool in it. Put the dots over the nail to create different designs as shown in the picture.

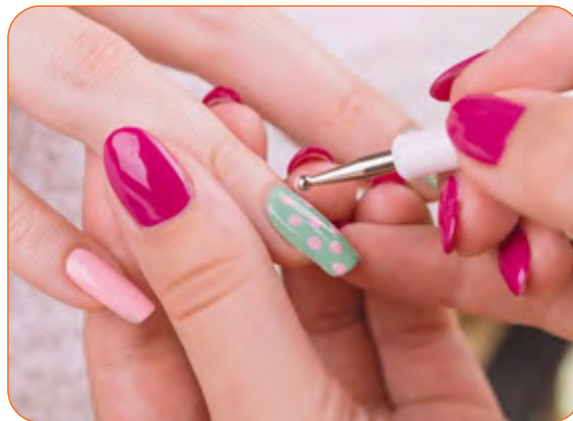


Fig 8.25 Dotting

- **Glitters/Mylars:** Glitters are applied over wet gel so as to make them stick to the nail. Same way mylars are applied. Then they are sealed with a top coat. Cure under the LED lamp for 60 seconds or as per the instructions.



Fig 8.26 Glitters



Fig 8.27 Mylars

- **Gemstones/Rhinestones:** They can be applied using glue or over a wet gel. Pick the stones one at a time and gently place over the nail. It can be paired up with stickers or any other nail art too.



Fig 8.28 Rhinestone application

- **Stickers:** They come in beautiful shapes and designs. Use a tooth pick to pick the sticker from the sheet and gently place it over the nail. It can be applied on dry polish too. Gently press it to ensure it is stuck in all the places. Seal it with a top coat. Cure under the LED lamp for 60 seconds or as per the instructions.

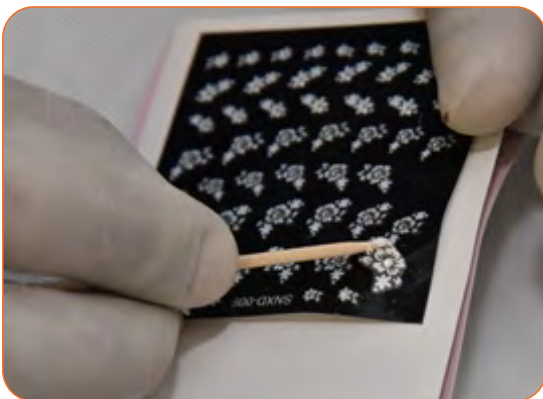


Fig 8.29 Lifting sticker from the pack



Fig 8.30 Sticker application

- **Decal Tattoos/3D Tattoos:** Decal tattoos are dipped in warm water and then slid to separate them from the paper. Pick it up and put on the nail plate. Put a top coat over the nails. For 3D tattoos, either miniatures can be used or they can be built. Pick 3D colour gel from the container and make a small ball. Place it on the nail. Put 5 similar balls to make a flower. Press these balls using a brush to make them look like the petals of the flower. Put 2 more balls and shape them into leaves. Seal it with top coat you are done. Cure under the LED lamp for 60 seconds or as per the instructions.

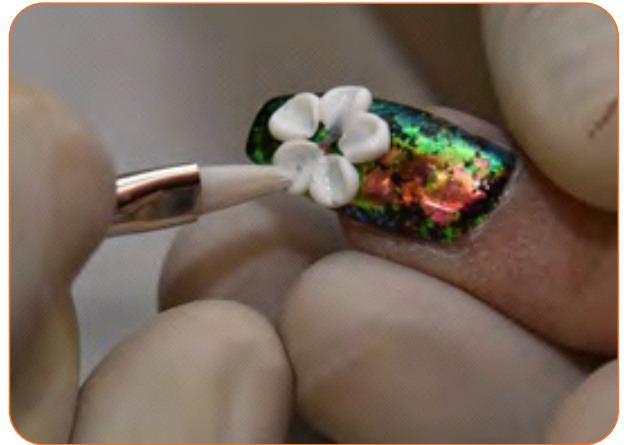


Fig 8.31 Applying 3D tattoo

- **Transfer Foils:** Cut a small piece from the roll of the foil. Press its inside over the nail and lift it up. Repeat and press it in haphazard way to create abstract like design. Apply the top coat. Cure under the LED lamp for 60 seconds or as per the instructions.

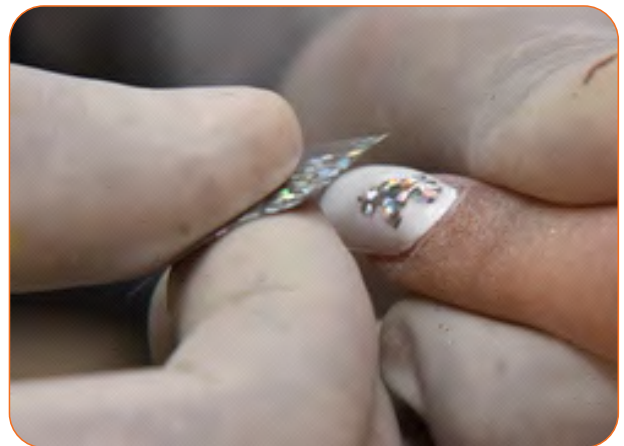


Fig 8.32 Transfer Foil

- **Stamping:** For this art, stamping kit is required. Take the design template and put a drop of nail paint over the chosen design's edge. Use a scraper and slide it over the design to spread the nail paint over the design. Press the stamp over the design to transfer the design over the stamp. Now, press the stamp over the nail to transfer the design over the nail. Let it dry and then seal with a top coat. Cure under the LED lamp for 60 seconds or as per the instructions.



Fig 8.33 Stamping

- **Sponging:** it is used to create gradient designs. Take a small piece of sponge and put a small line of nail paint over it. Put 1-2 more lines parallel to the previous line. Make sure these lines are touching each other. Line your nails with petroleum jelly or white craft glue to prevent the sides from getting painted. Press the sponge gently over the nail and lift it up. Place similar colours on the sponge and repeat for other nails. Do not forget the top coat. Cure under the LED lamp for 60 seconds or as per the instructions.

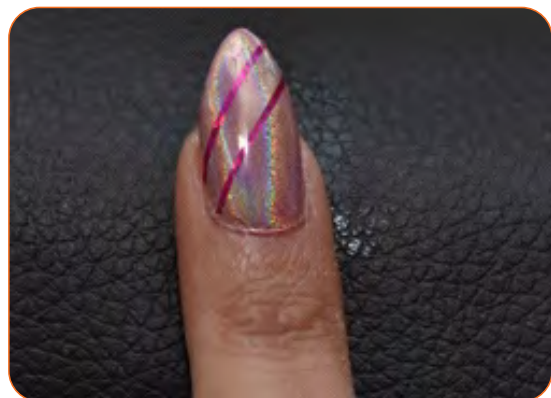


Fig 8.34 Sponging

- **Thin Striping Tapes:** These come in rolls and can be used like a normal tape. But it requires extreme care as it is very thin and can go waste if mishandled. Lift a small length of the tape and stick it as required and cut. Trim the extra bit and apply the top coat. Cure under the LED lamp for 60 seconds or as per the instructions.



Fig 8.35 Thin striping tape



The techniques mentioned above are the traditional ones used since a long time. Below are the new techniques which you must know.

- Holographic nail art: This art utilises mirror chrome powder to create a holographic look. Take the tiniest amount possible on the applicator and gently buff it over the cured gel nail bed. Wipe extra powder using the brush. Apply top coat to seal it and cure as per instructions on the gel.



Fig 8.36 Holographic nail art

- Laser chrome art: This art uses laser chrome powder. Take a little amount on the applicator and gently place it over the cured gel nail bed. Dab 2-3 times more as required. Apply top coat to seal it and cure as per instructions on the gel.



Fig 8.37 Laser chrome art

8.1.5 Health and safety tips

Nail art requires the use of chemicals which get into the air either in dust form or vapour form. It is harmful to inhale these as it can harm their respiratory and neurological systems. Keep in mind the following points:

- Wash the hands before starting the service. Get the client to wash their hands.



Fig 8.38 Washing hands

- Wear a mask to avoid inhaling the chemicals in any form.



Fig 8.39 Wear Mask

- Wear the apron to avoid the dust and products getting onto your clothes.
- Wear gloves to protect your hands from chemicals.
- Wash the hands thoroughly after the service.
- Make sure the tools used in the service are sterilised and they are put back for sterilisation after using for a client.

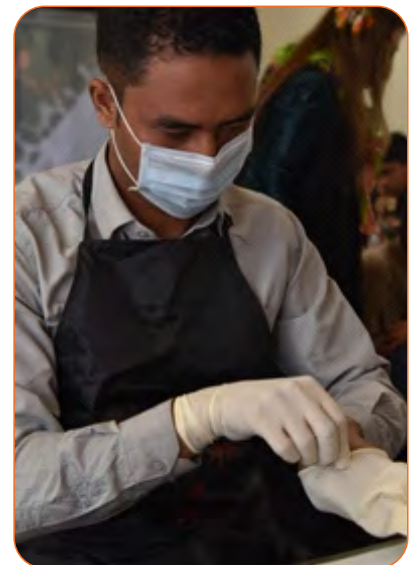


Fig 8.40 Wear Apron and gloves

8.1.6 Disposal of waste

Nail art requires the use of chemicals which get into the air either in dust form or vapour form. It is harmful to inhale these as it can harm their respiratory and neurological systems. Keep in mind the following points:

- Wash the hands before starting the service. Get the client to wash their hands.

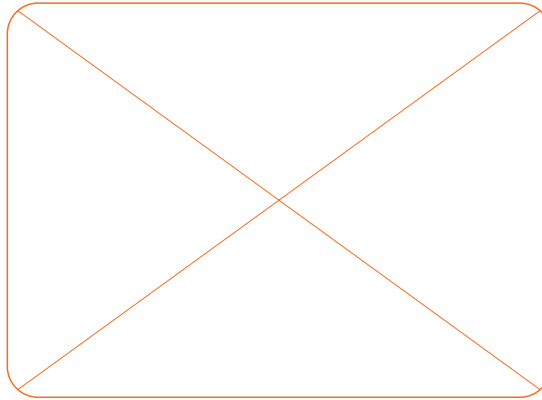


Fig 8.41 Throw waste tissue in dustbin

This is a crucial step and it should not be neglected in any case. Keep a waste bin below the service desk to throw used tissues, tooth picks and other disposable/single-use items straightaway after use. Place tissue on the work surface to collect the dust. Fold the tissue carrying the dust and throw it in the dust bin.



Fig 8.42 Place a tissue over the work surface

8.1.7 After-care advice

- Always use gloves when washing up, cleaning or gardening.
- Do not try to do home nail repairs or remove nail extensions yourself.
- Use non-acetone nail polish remover.
- If any adverse reaction occurs please contact your GP.
- If lifting can be seen please contact the technician as water and dirt can get under and cause an infection.
- It is recommended that maintenance appointments should be booked every 2-3 weeks.
- Moisturise the hands every time after washing hands.
- Never use your nails as tools.
- Please wash hands thoroughly after using fake tan/hair colour as these may discolour nails.
- Use cuticle oil every night just before going to bed.



Fig 8.43 Use acetone free nail paint remover

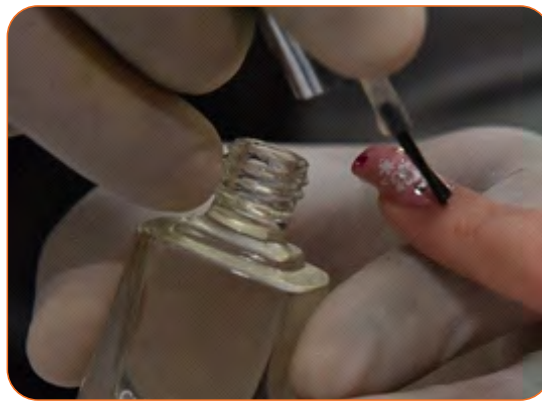


Fig 8.44 Use cuticle oil

- Re-apply the top coat on the nail every few days to maintain the design.

Exercise



1. Fill in the blanks:

- a. _____ is used for thin striping and detailed design.
- b. _____ is used for creating layers, gradients, ombres or feathered designs.
- c. Dotting tool consists of a _____ on the tip which helps to create dots in designs.
- d. Stickers simply stick to the _____.
- e. Stamping kit consists of scraper, stamp, _____.
- f. _____ help to restore the shine and hydrate the nails.
- g. Cure under the LED lamp for _____ or as per the instructions.
- h. This art utilises _____ to create a holographic look.

2. Identify the following:







3. State True or False

- a. Rhinestones/Gemstones are stud like structures that add bling and glamour to nail art. ()
- b. Cuticle pusher is used to shape up the nails. ()
- c. Stamp help to create ombre or gradient designs. ()
- d. Ask the client what exactly needs to be done. ()
- e. Transfer Foil gives shiny as well as mosaic look to the nails. ()
- f. Use acetone containing nail polish remover. ()

Summary

1. Nail Art is the art of decorating nails in various creative ways such as, painting, dotting, striping, embellishing or even accessorizing them with studs, beads, bow ties, rings, etc.
2. Some nail art techniques are listed below:
 - a. Brush art
 - b. Dotting
 - c. Glitters
 - d. Mylars
 - e. Gemstones/Rhinestones
 - f. Stickers
 - g. Decal Tattoos/3D Tattoos
 - h. Foils
 - i. Stamping
 - j. Sponging
 - k. Thin Striping Tapes
3. The basecoat is applied before the nailpaint and the top coat gives shine and prolongs the life of nail art.
4. LED lamps take much less time as compared to UV chambers.
5. Give the client a hand-rest during the service to prevent them from getting tired.
6. Cure under the LED lamp for 60 seconds or as per the instructions.
7. Wash the hands before starting the service. Get the client to wash their hands.
8. Make sure the tools used in the service are sterilised and they are put back for sterilisation after using for a client.
9. Keep a waste bin below the service desk to throw used tissues, tooth picks and other disposable/single-use items straightaway after use.
10. Moisturise the hands every time after washing hands.
11. Use cuticle oil every night just before going to bed.





9. Maintain Health & Safety At The Workplace

Unit 9.1 - Health & Safety At Work Area



BWS/N0404

Key Learning Outcomes



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

1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements
2. Adopt measures to clean and sterilise all tools and equipment before use
3. Maintain one's posture and position to minimise fatigue and the risk of injury
4. Maintain first aid kit and keep oneself updated on the first aid procedures
5. Identify and document potential risks and hazards in the workplace
6. Accurately maintain accident reports
7. Report health and safety risks/ hazards to concerned personnel
8. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions
9. Prepare for emergencies
10. Dispose waste materials in accordance to the industry accepted standards

Unit 9.1: Health & Safety At Work Area

Unit Objectives

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10. Dispose waste materials in accordance to the industry accepted standards

9.1.1 Introduction

Professional service depends on the effectiveness of the operator and also on the efficient way the salon is run. Effective salon procedures maintain consistent standards, allocate job responsibilities and help to ensure that routine jobs are not forgotten when it is busy.

Good housekeeping is very important to maintaining a good salon image as well as being essential for health and safety. These responsibilities are essential to take care of as they directly have an impact over the employees as well as the customers. One such responsibility is to take care of health and safety of everybody related to the salon. A technician has to work with various tools and equipment that are strictly to be used adhering to certain procedures in order to prevent any hazard to occur which might pose risk to the health and safety of people and personnel.

It's important to learn about the following:

- Identifying hazards and evaluating risks in the workplace
- Health and safety laws
- Workplace policies
- Maintaining hygiene in the workplace

9.1.2 Workplace threats

In order to be prepared for any mishap, it is important to identify the threats and be careful while working. These are as follows and discussed in the following sections.

1. Fire Safety
2. Electrical Safety
3. Chemical Safety
4. Posture, Lifting And Carrying
5. Parlour Hygiene

1. Fire Safety

In a salon, there are a variety of hazards that can become the reason of a fire. To be safe from these hazards, one should be aware and try to avoid a mishap. Some of them are:



Fig 9.1 Extinguishing fire

Combustible oils

Flammable liquids and gases

Fuel-fired equipment

Refrigeration equipment

Types of fires

The first thing that is of great importance while learning about fire safety is to know that all fires are not the same. The classification is based on fuels that trigger a type of fire. There are following classes:

Class A	It is triggered by ordinary combustibles like wood, paper, cloth, trash and plastics. This type of fire can be easily extinguished by water.
Class B	It is caused by flammable liquids such as oil, gasoline, petroleum pain, paint, paraffin and gases such as propane and butane. It should be extinguished by methods which cut the oxygen supply.
Class C	These fires involve energized electrical equipment like motors, transformers and other appliances. Cut the power off and use a non-conductive agent such as Carbon dioxide to put off this fire.

Class D	It involves combustible metal fires. Potassium, sodium, aluminum, magnesium and titanium cause this type of fire. Water should not be used to extinguish it rather dry powder which works by absorbing the heat and smothering it well.
Class K	They are commonly kitchen fires ignited by cooking oils, greases, animal fat, vegetable fat, etc. It 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 create different types of fires, which require different types of fire extinguishers. The extinguishers form an integral part of fire safety provision and thus, it is necessary to install and maintain them correctly. There are three important elements for the fire to ignite, heat, oxygen and fuel. The fire extinguishers work by eliminating one or two of these elements.

There are primarily following types of fire extinguishers:

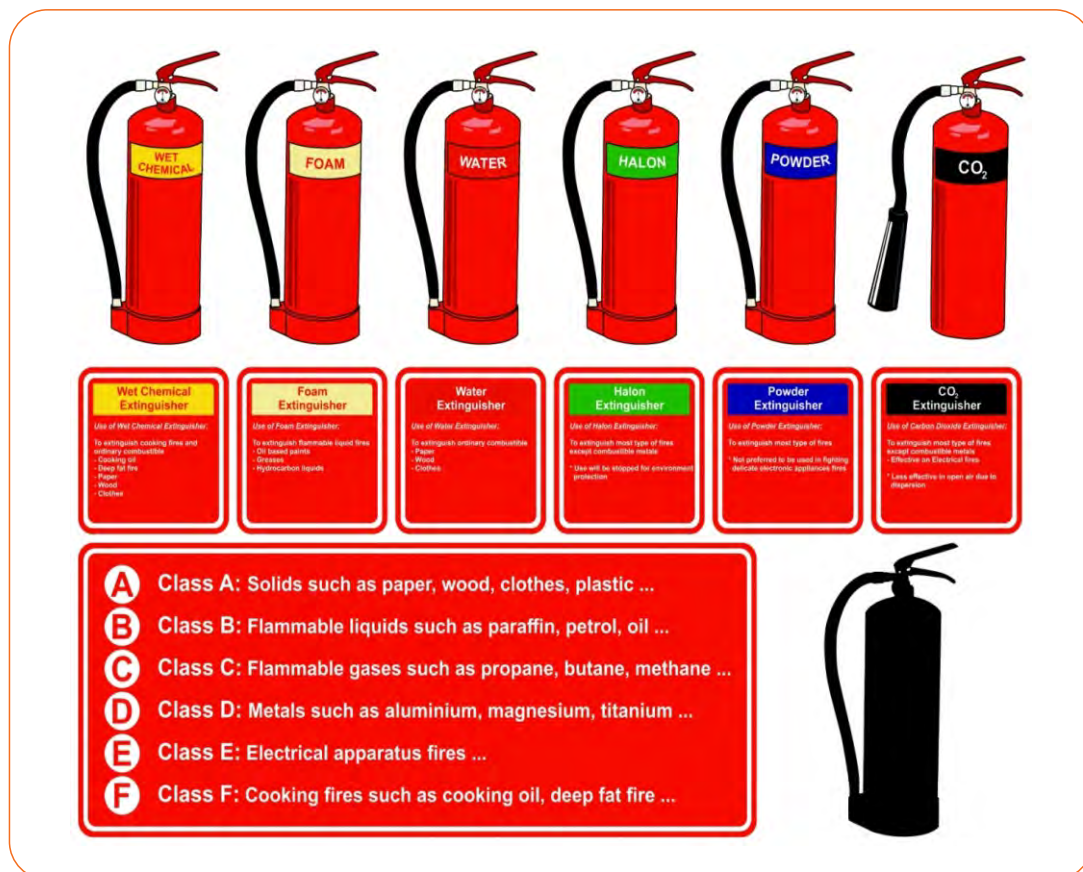


Fig 9.2 Fire extinguisher types

1. **Water and foam:** Water works by eliminating the heat element. It is better to use water only for class A fires because it can create hazards in case of other fires. If used for class B, it can spread the flammable liquid and in case of class C fire, it can lead to shock. Foam can be used for class A and B fires and not at all for class C.
2. **Carbon Dioxide:** It works by taking away two components, cutting off oxygen supply and heat by cold discharge. It is used in case of class B and C fires and is ineffective in case of class A fires.
3. **Dry Chemical:** It is effective for 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. In case of an ordinary dry chemical extinguisher, it should be used only for class B and C fires.
4. **Wet Chemical:** They work on class K fires (fires 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 on class A fires as well.
5. **Clean Agent:** It uses halon and halocarbon agents to interrupt the combustion. They are used for class B and C fires and some of the larger extinguishers of this type can be used for all three classes A, B and C.
6. **Dry Powder:** It creates a barrier between oxygen and fuel and extinguishes the fire. They are effective only for class D fires and won't work on any other type of fire.
7. **Water Mist:** They remove the heat element and can be used as an alternative to clean agent. They are mainly used for class A fires but can be used in class C fires as well.
8. **Cartridge Operated Dry Chemical:** Mainly for class A fires, it cuts off oxygen supply to the fuel and extinguishes the fire.

First action

Every mishap can be dealt if a person is ready to act and know what to do in case of a breakout. So, what should be done in case of fire at the workplace?

1. Stay calm and don't panic.
2. Alert the people around.
3. Dial to fire service immediately (101).
4. Use the common sense and decide between escaping (in case of big fire) or trying to extinguish the fire (small fire).
5. If one chooses to deal with fire, then choose the type of extinguisher carefully depending on the type of fire.
6. If one is not able to put out the fire, it is better to escape the building.
7. Make the way to nearest assembly point/designated area in case of emergency.
8. If a person is on the floor other than ground floor, he should use the stairs to evacuate the building and never the lift.
9. If someone has been trapped inside, inform the firemen and do not re-enter the building under any circumstance.



Fig 9.3 Sign mark for Assembly point



Fig 9.4 Use stairs to evacuate the building

First aid

If on fire, stop, drop, cover and roll. This is a must remember guideline to put off fire on clothes. In case of burns, adopt the following steps:

1. Put the burnt area under running cold water for at least 20 minutes.
2. Use wet cloth, if running water is unavailable.
3. Do not use ice, butter, creams, etc.
4. Remove the clothing and jewellery to protect from further heat and to prevent blood flow from stopping.
5. Do not burst any blisters, it can increase the pain and chances of infection.
6. Check for other injuries such as bleeding, fractures, head injuries, etc.
7. Do not surround the injured person and provide room for breathing.
8. Reach out for medical assistance immediately.



Fig.9.5 Wash the burn with cold water

Rescue techniques

At the time of emergency, the first line of defense is escaping. Be careful of the surroundings when making the way out and trying to save someone in a fire. Follow these steps for a safe rescue:

1. Look out for the nearest escape, be it a door or a window. Be careful the jambs aren't burning or falling.
2. While making the way through the fire, call out if anyone is trapped inside.
3. If there's a casualty along, protect him from falling debris using a blanket or a sheet.
4. Be careful how to remove the debris to make a path for escape, 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.

2. Electrical Safety

Electricity, a necessity, can be fatal at times. Shocks from faulty or damaged equipment can cause severe injuries and permanent damage. One needs to be careful while working around machinery or exposed cables. The safety depends on how one deals with the situation and how aware someone is because harm can be caused by 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 of the faults can lead to fires or explosions risking the lives. The occurrence of short circuit in a place with flammable liquids can also lead to fire.

The People at risk-

1. The maintenance staff, who look after machinery and operations
2. The workers, who are working near an equipment and those who are without any adequate or necessary training or precautions
3. People, who misuse the equipment or try to use faulty equipment

Common hazards are:

- Exposed electrical parts like cables, broken plugs and sockets, damaged appliances, etc.



Fig 9.6 Be careful with exposed cables

- Improper grounding, failure to provide proper electrical ground
- Inadequate wiring or damaged wiring as in cracks in cables leading to damaged insulation
- Overloaded circuits which may lead to short circuiting in some cases
- Faulty equipment and tools, outer cable insulation not secured into the plugs leading to exposed parts
- Occurrence of wet conditions, as water is a good conductor of electricity

Effects of electrocution

When a person comes in contact with a voltage high enough to cause a current flow, he/she experiences a shock and when it causes death, it is called electrocution. The minimum current experienced by a human body is 1mA and if it experiences a current of 100mA or more it can be fatal. Moreover, shock leads to various other complications that can be severe and damaging. Some of these are listed below:

1. **Burns:** Shocks lead to burns which may be superficial or deep depending on the voltage experienced. The shocks above 500 volts can lead to injury to internal organs and these burns can affect the heart too. In extreme cases, organ failure is followed by death.
2. **Fibrillation:** A current of 50 or 60 Hz can lead to ventricular fibrillation, which is rapid, irregular, unsynchronised contraction of cardiac muscle of ventricles. It can literally stop the heart muscles from moving.
4. **Damage to bones:** Shock leading to severe muscle contractions can lead to fractures, dislocation of joints, etc.
5. **Damage to respiratory system:** The system can get paralysed affecting the heartbeat or altogether stopping it.

Good practices for prevention

Shocks occur when human body comes in contact with a source of electricity as electricity always finds its path to the earth and the body serves this purpose. So, it is very important to be careful while working in a facility extensively using the electrical appliances. Following are some good practices which should be taken care of while working in the production unit:

1. Extension cords cause the maximum accidents as they are underestimated and often overloaded and mishandled. Keep an eye on them and replace when they are damaged or the wiring wears out. Pull the plug only after turning off the switch.
2. Electric appliances always need to be kept away from water. Do not keep or use any appliance near sinks and never spill water on them. Do not touch any device with wet hands.
3. Make sure all the circuits are grounded.
4. Do not try to repair any appliance on your own. Let the electrician handle the repair works.
5. Do not insert the fingers in the sockets or try to insert wires without a plug in the socket. Do not touch a wire with bare hands, it may be conducting current.
6. Keep the appliances unplugged when not in use and at the time of power cut.



Fig 9.7 Overloaded extension cords

Rescuing techniques and post incident steps

1. Do not touch the victim while being electrocuted. Try to separate him from the source.
2. Rescue is safe when power has been cut off and the resuer is standing on some insulating material. Know the source of electrocution and then try to rescue the victim.
3. Call emergency numbers immediately and get help.

4. Careful judgement and planning to rescue a person is very important. Do not proceed if not sure.
5. Do not try move him unless there is an immediate danger.
6. Check for injuries. There can be visible or hidden injuries as in bleeding, burns or fractures respectively.
7. Cover the victim with a blanket to regulate the body temperature. But do not cover in case of large wounds or burns.
8. Stay calm and monitor the status of the victim.

3. Chemical Safety

In the beauty industry, various products are used which directly or indirectly are chemicals in some form. When one comes in frequent contact with these, he can have some negative effects on the health. But, these products cannot be avoided. So, it becomes imperative that while using them, utmost care should be taken.

Harmful Chemicals To Be Mindful Of

The following list of chemicals is those known to be harmful to health, but which may be difficult to avoid due to a lack of safer available alternatives. Information about these chemicals is provided here to help to better identify which chemicals or products might be most responsible for symptoms one might be experiencing.

Chemical Name	Found in These Products	Symptoms of Exposure	Potential Long-Term Effects
Dibutyl Phthalate	Nail Polish	Nausea, dizziness, eye and skin irritation	Reproductive toxin, birth defects
Formaldehyde or methyleneglycol	Nail hardener, nail polish, keratin hair straighteners	Breathing problems, coughing, wheezing, skin rashes, eye nose, throat irritation	Cancer, dermatitis
Toluene	Nail polish, nail glue, hair dye, wig glue/hairpiece bonding	Dizziness, headaches, skin rashes, eye, nose, throat irritation	Liver damage, kidney damage, birth defects, pregnancy loss
Methyl Methacrylate (MMA)	Artificial nails	Breathing problems, chest tightness, eye, nose, throat irritation, headaches, confusion	Loss of smell, reproductive toxin, asthma
Cyclopentasiloxane or cyclomethicone	Flat iron sprays, thermal protection sprays	Under the high heat of a flat iron, cyclopentasiloxane creates formaldehyde. Formaldehyde leads to breathing problems, coughing, wheezing, skin rashes, eye, nose, throat irritation	Formaldehyde exposure may cause cancer, dermatitis
Styrene	Hair extension glue; lace wig glue	Vision problems, trouble concentrating, tiredness	Cancer
Trichlorethylene	Hair extension glue; lace wig glue	Dizziness, headache, confusion, nausea, eye and skin irritation	Liver damage, kidney damage, dermatitis, double vision
1,4 Dioxane	Hair extension glue; lace wig glue	Eye and nose irritation	Cancer, liver damage, kidney damage
2-butoxyethanol or Ethylene glycol monobutylether	Disinfectants, cleaners	Headache, eye and nose irritation	Reproductive toxin

Some more are given in the table below:

Chemical Name	Found in These Products	Symptoms of Exposure	
Quaternary Ammonium Compounds or “dimethyl benzyl ammonium chloride”	Disinfectants and cleaners	Skin, eye and nose irritation	Asthma
P-phenylenediamine	Hair dyes, black henna tattoos	Skin irritation	Dermatitis
Glyceryl thioglycolate	Permanent wave solutions, “acid perms”	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 concentrating, coughing, 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, face flush, chest tightness, nausea	Weakness, exhaustion
Butyl acetate, ethyl acetate or isopropyl acetate	Nail polish, nail polish remover, wig glue/hairpiece bonding	Eye, skin and throat irritation, headaches, dizziness	Eye, skin and throat irritation, dermatitis
Methacrylic acid	Nail primer, eyelash glue	Skin burns, eye, nose and throat irritation	Kidney damage, dermatitis, reproductive toxin

Chemical handling

We can cut out on harm caused by them, if we handle them properly and carefully. To do so, follow these points:

1. **PPE:** Personal Protective Equipment should be worn by all the people working in the facility to avoid any harm that can occur. This includes apron, mask, gloves and head cover.



Fig 9.8 Wear gloves before working with chemicals

1. **Work areas:** Never use bench tops as storage areas. However, chemicals for immediate use can be put on bench tops of the work areas.
2. **Carefully closed:** The bottles or jars in which products are kept should be closed tightly and properly after use and should be kept away from the edge so that they do not fall.
3. **Labels:** The chemical bottles should be properly labelled with full name, hazard pictogram and description. Make sure labels are not worn out or damaged and should be replaced if same happens.
4. **Transportation:** Do not carry chemicals loosely or in hands, use a tray or cart to avoid any mishap in case of spill or cracks.
5. **Check at regular intervals:** Examine the inventory after a regular interval so that expired chemicals can be discarded. This also helps in saving space and quickly locate the required chemicals and replace the worn-out labels.

Chemical storage

It forms an integral part of a safe facility because it has a potential to lead to various other hazards and bigger accidents. However, 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 any kind of accident. The personnel should be trained about how the chemicals are to be kept and used and what should be done in case of emergency. However, a few precautions can limit the occurrence of accidents. These are:

1. It's better to have separate storage area for chemicals to avoid any serious harm.
2. They should be properly stacked inside a shelf according to their compatibility as incompatible chemicals can aid in initiating or increasing a fire.
3. They should not be placed on shelves higher than 1.5 m from floor level.

4. Heavier or large bottles should be placed at lower shelves and flammable chemicals in the safety cabinets.
5. Every chemical should have a designated place of storage and must be returned back to it after use.
6. Ensure chemicals are not exposed to any kind of heat or sunlight.
7. Each and every chemical should be properly labelled.

First aid

Chemical exposure can prove to be fatal in severe cases and should be dealt only by trained personnel. Every reaction to an emergency counts how a first aid provider can help the victim.

Be prepared to help the victim in following ways:

1. Inform the authorities and emergency contacts.
2. Do not try to neutralise the injury with any other chemical, it can make it worse.
3. Do not touch the burn or apply any ointment or burst the blisters. Let a doctor handle them.
4. Keep a sharp eye on the victim until any help arrives.

Note the chemical that caused the injury.

4. Posture, Lifting And Carrying

A technician works by sitting for hours providing services to the clients. The posture affects the overall health leading to disorders related to bones and muscles. Elevated arms can lead to musculoskeletal disorders affecting neck and shoulders, bending can affect the backbone, etc. Next comes how one lifts and carries the stock. Sudden and heavy lifting can lead to muscle pull, ligament rupture. So, one should be extremely careful while working.

Adopt following methods to avoid problems related to posture:

- Try and avoid continual strain over a particular part of the body.
- Move and stretch the body between services or after every half an hour.
- Try to change the body posture by carrying out a variety of services.
- While sitting at the time of giving a service, it is important to have the chair at the right height.
- Do exercises to keep the body flexible.

Adopt following methods to avoid problems 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 the load, use the strength in legs to lift, hold the load near the body and stand up straight without bending at the waist.
- Glitters/Mylars: Glitters are applied over wet gel so as to make them stick to the nail. Same way mylars are applied. Then they are sealed with a top coat. Cure under the LED lamp for 60 seconds or as per the instructions.

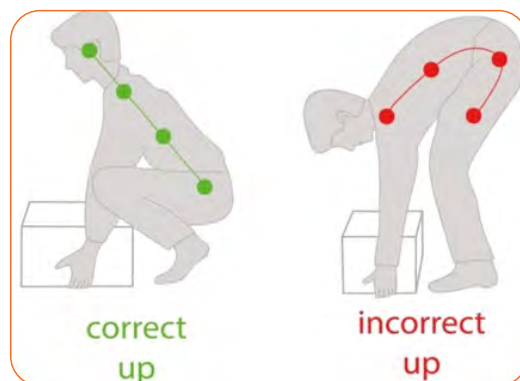


Fig 9.9 Keep this posture while lifting the weight

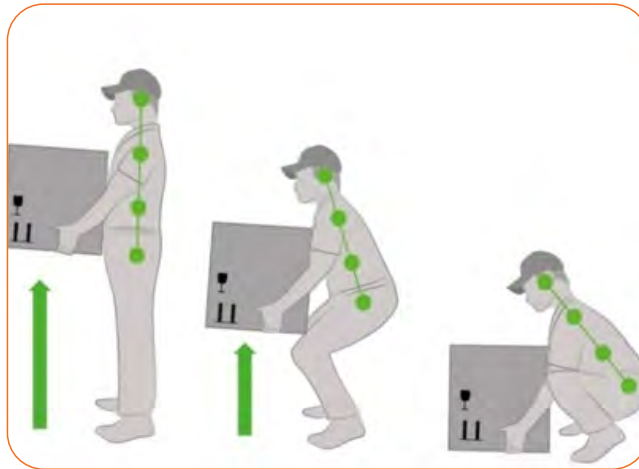


Fig 9.10 Follow these steps while lifting the weight

- While turning, move the legs and feet, avoid twisting at the waist.
- Always use the leg and buttocks muscle while lifting a load as they are very powerful. Lower back muscles are weak and thus, avoid straining them while lifting.
- Use equipment like hand trucks or forklifts as they minimise the risk of injury.

Risks at the work place

We have already studied about different hazards that we can come across in previous section.

The risks associated with these hazards are given below:

- Tripping over the wires/leads on the floor and falling.
- Tripping up over things and equipment placed in the path or overloaded over the trolley or a desk.
- Electric shock or fire due to loose or frayed cables.
- Injuries from the tools kept in the pockets from bumping into the people.
- Slipping over spills or broken things.
- Infection from unsterilised tools.
- Burns from heating rods, extremely hot water.



Fig 9.11 Hazards in a workplace

5. PARLOUR HYGIENE

A Nail Technician's role in maintaining the hygiene of the Salon is of utmost importance. Condition of the salon can make or break its image. One should be careful as to how clean and hygienic the salon is for clients as well as the staff. Following are few important areas which need the highest degree of care:

- **Own hands:** They are the most important tools helping to perform the duties. They come in contact with various things, such as, shaking hands, providing services to the client, using products for treatment, using contaminated towels or tools, chairs, etc. It is important that one washes his hands thoroughly before and after a treatment, before and after eating or drinking, before and after using a washroom, etc. Use an antibacterial soap to clean the hands. They can also use a sanitiser.
- **Work surface:** The work surface includes treatment area, desks, glasses, mirrors, etc. Ensure they are clean and disinfected prior to use to prevent any kind of cross infection. Use clean sheets for covering a surface.
-



Fig 9.12 Wash hands with an antibacterial soap before and after a treatment



Fig 9.13 Clean and disinfect work surface



Fig 9.14 Clean and disinfect tools and instruments

- **Chair and couches:** These should be cleaned daily. The couches and chairs made from the material such as PVC or vinyl are easy to clean but they can't be disinfected with ethanol containing disinfectants as they react making the material brittle. The cracks originating from brittleness become prone to microbe accumulation.

- **Floors:** Floors are to be cleaned regularly. A good quality floor disinfectant is very important. Make sure nothing spills or drops on the floor. If it does, clean it immediately.



Fig 9.15 Clean floors

9.1.3 Personal Protective Equipment (PPE)

PPE is very important for the safety of the personnel as it protects their own clothes from getting soiled and any kind of injury or infection.

It includes the following:

- **Apron:** It protects the body and clothes from any kind of damage or risk of injury.
- **Gloves:** It protects the hands from getting contaminated or infecting the client.
- **Head cover:** It stops the hair from coming in contact with any product or creating any hinderance while treatment.
- **Shoes:** It protects the feet from spills or broken things.
- **Mask:** It prevents any cross infection and inhaling of chemical fumes.

To protect the client's clothing, they should be given a gown or should be covered with the help of disposable covers.

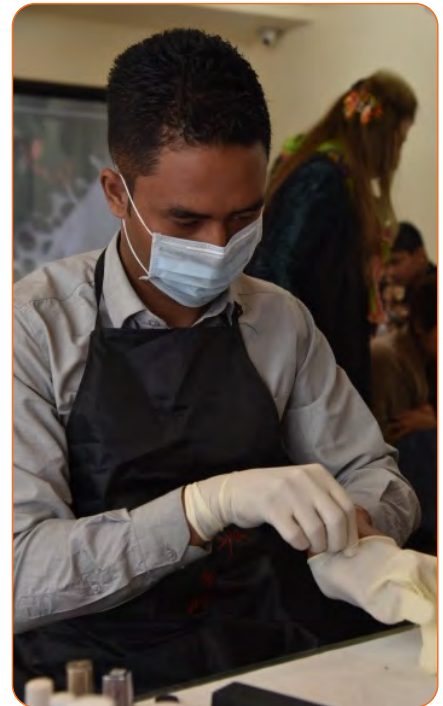


Fig 9.16 Wear PPE in the work area



Click/ Scan this QR Code to access the related PPT

Exercise



1. What precautions help prevent accidents and injury?
 - a. Keep all containers covered and labelled
 - b. Avoid excessive friction in nail buffing
 - c. Do not file a sharp pointed implement to clean under the nail
 - d. All of the above
2. Fill in the blanks:
 - a. _____ fire is caused due to oil, gasoline, paints, gases, etc.
 - b. _____ fire involves metal fires.
3. Match column 'A' with column 'B'

Column 'A'	Column 'B'
1. Dry Chemical	a. Leads to eye, skin and throat irritation
2. Clean agent	b. Protects hands from getting contaminated
3. Toluene	c. Extinguishes Class A, B and C fires
4. Methylene methacrylate	d. Contains halocarbon agents
5. Acetone	e. Leads to asthma, loss of smell
6. Gloves	f. Present in nail polish and hair dye

4. What is 'Fibrillation'?

Summary



1. Good housekeeping is very important to maintaining a good salon image as well as being essential for health and safety.
2. There are three important elements for the fire to ignite, heat, oxygen and fuel. The fire extinguishers work by eliminating one or two of these elements.
3. If on fire, stop, drop, cover and roll. This is a must remember guideline to put off fire on clothes.
4. At the time of emergency, the first line of defense is escaping. Be careful of the surroundings when making the way out and trying to save someone in a fire.
5. One needs to be careful while working around machinery or exposed cables.
6. The main risk associated here is the death of a person or severe injuries
7. When a person comes in contact with a voltage high enough to cause a current flow, he/she experiences a shock and when it causes death, it is called electrocution. The minimum current experienced by a human body is 1mA and if it experiences a current of 100mA or more it can be fatal.
8. In the beauty industry, various products are used which directly or indirectly are chemicals in some form. When one comes in frequent contact with these, he can have some negative effects on the health
9. The personnel should be trained about how the chemicals are to be kept and used and what should be done in case of emergency.
10. One should be careful as to how clean and hygienic the salon is for clients as well as the staff
11. PPE is very important for the safety of the personnel as it protects their own clothes from getting soiled and any kind of injury or infection





10. Create A Positive Impression At The Workplace

Unit 10.1 - Creating Positive Impression At Workplace

Unit 10.2 - Personal Grooming



BWS/N9003

Key Learning Outcomes

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

1. Explain the importance of providing good services at a salon
2. Communicate in a professional manner with clients
3. Handle telephone calls effectively
4. Describe code of conduct at a salon
5. Explain the importance of teamwork
6. State the importance personal grooming
7. Explain methods of skin care
8. Describe hands and feet care techniques
9. Explain the makeup requirement for a nail technician
10. Adapt hair care procedures
11. Maintain good health
12. Demonstrate professional etiquettes

Unit 10.1: Creating Positive Impression At Workpalace

Unit Objectives

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

1. Explain the importance of providing good services at a salon
2. Communicate in a professional manner with clients
3. Handle telephone calls effectively
4. Describe code of conduct at a salon
5. Explain the importance of teamwork

10.1.1 Introduction

Professional service depends on the effectiveness of the operator and also on the efficient way the salon is run. Effective salon procedures maintain consistent standards, allocate job responsibilities and help to ensure that routine jobs are not forgotten when it is busy.

Good housekeeping is very important to maintaining a good salon image as well as being essential for health and safety.

This unit discusses the following topics:

- How to maintain reception area?
- How to provide caring environment?
- How to make the client comfortable?
- How to communicate with clients?
- How to handle telephone calls?
- Code of conduct for salon staff
- How to be an effective team player?

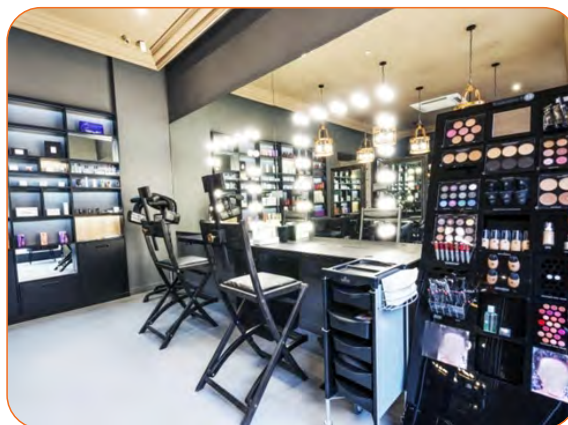


Fig 10.1 Well organised salon

A client walking into the salon will expect a salon to be clean and tidy. The reception area is the first point of contact. The well-organised reception will make the client feel happy and assured of the best services.

A client also expects a caring and comfortable environment. All efforts should be made to make the client comfortable during the service from scheduling an appointment to the payment.

Scheduling an appointment

Reception area

Service area

Interaction with the
receptionist/Service

Quality of the service

Payment process

10.1.2 Reception Area

To create a positive impression you must ensure that:

- Reception desk is always tidy.
- Flowers are replaced at least once a week.
- Current magazines are available for the customer.
- Empty cups are removed as soon as possible.

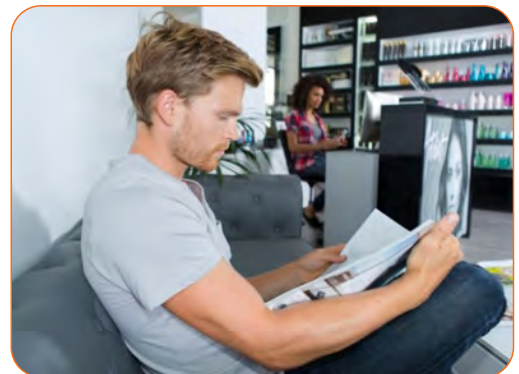


Fig 10.2 Client waiting at the reception

10.1.3 Salon Staff Room

After using the Staff Room, please ensure:

- All books, manuals and magazines have been put away in the correct places.
- Your dishes have been washed and put away.
- Your client's dishes have been washed and put away.

10.1.4 Providing a Caring Environment

Clients like to feel comfortable and relaxed while they are having their treatments done. They like to think you are relating to them and their needs. For your client to feel comfortable with you, your behaviour must be genuine and sincere. How well you communicate your care, courtesy and your competence will encourage them to become a regular client.

10.1.4.1 Caring environment

To provide a caring environment you must:

- Demonstrate a positive attitude towards work and other people.
- Have a clean and neat appearance.
- Show a friendly and courteous attitude to each other and to the clients. Always acknowledge the client, even if you are on the phone or with someone else.
- Have high personal standards of behaviour and conduct.
- Be punctual, reliable and efficient. If you are running late for work, call the salon immediately. If you are running behind schedule, explain the delay to your client; most will understand.
- Apologise for the inconvenience and do not blame anyone.
- Be reassuring to your client and put them at ease by your behaviour. This includes devoting your full attention to the client. It is rude to chat with other staff while attending to your client, however professional discussion with co-workers is permissible.

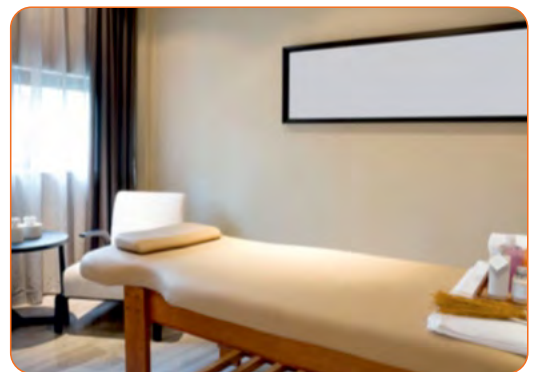


Fig 10.3 Neat service area

10.1.4.2 Making the Client Comfortable

The client's physical comfort is also an important part of customer service. As a professional you must:

- Provide current beauty and wellness, other general magazines for the clients to read.
- Offer a choice of refreshments including tea or coffee.

Ensure the heating/air conditioning is turned on each morning if required.

10.1.5 Communication

All living beings communicate with each other. Humans are the only living beings who communicate in a variety of ways. Communication is the process or activity of sharing/conveying information through the help of messages using methods like speech, writing, visuals, signals or behaviour. This process of conveying a message is considered to be complete only when the person receiving the message has fully understood the message. The process of communication has four major components as shown in figure 4.4.

Answering the Telephone

Opinions of a salon can be formed by the operator's telephone technique and customers can be lost

through poor telephone service. Therefore it is important that you use good telephone techniques to provide a high standard of customer service.

Communicating by telephone

Speaking on the telephone is a little different to communicating with a person face to face. On the phone, you can hear (tone of voice, intonation, volume), but you cannot see (facial expressions, gestures, body language).

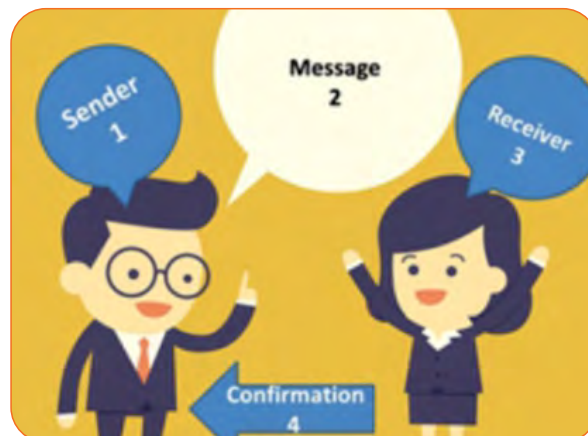


Fig 10.4 Elements of communication

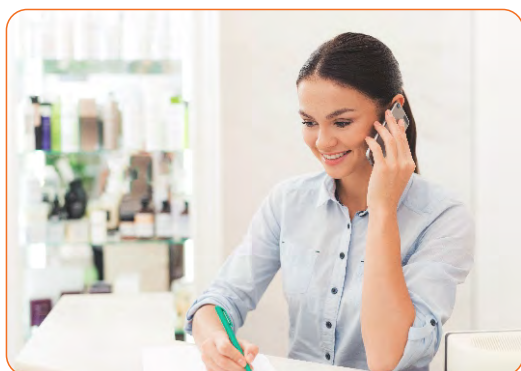


Fig 10.5 Answering a call



Telephone communication is approximately 25% words and 75% tone or the way the words are said. Therefore when you are communicating on the phone you will need to compensate for what you cannot see.

Voice

When you are speaking on the telephone:

- Speak clearly.
- Speak directly into the mouthpiece.
- If you are sitting, don't slump, your posture can affect your voice.
- Be efficient but friendly and smile.

Words

Choose your words carefully because the listener cannot see you. Repeat and check names, times, dates and phone numbers.



Fig 10.6 Importance of body language

Body language

Even when the phone is answered with Hello? You can tell if that person is happy, bored or hassled. Smiling when you announce yourself can help to make you sound pleased to receive the call.

- Use body language even though it can't be seen, otherwise your voice may sound stilted.
- Smile even though it can't be seen, it will be heard.
- Focus your eyes on something that will help you concentrate on your communication.
- Listen for body language, e.g., pauses and breathing patterns.

Telephone Communication Difficulties

Some of the telephone communication difficulties are:

- Not seeing the other person.
- Noise – in the background or on the line.
- Distractions – someone trying to attract your attention while you're on the phone.
- Language - poor enunciation or an unfamiliar accent.

Ways to reduce these difficulties

- Listen actively.
- Turn your back on any distraction.
- Keep noise around you to a minimum.
- Focus solely on the phone call.
- Speak clearly.
- Check for understanding.

Answering the phone - Announce yourself

A good greeting is: "Good morning/afternoon, this is XYZ salon, (your name) speaking. How may I help you?"

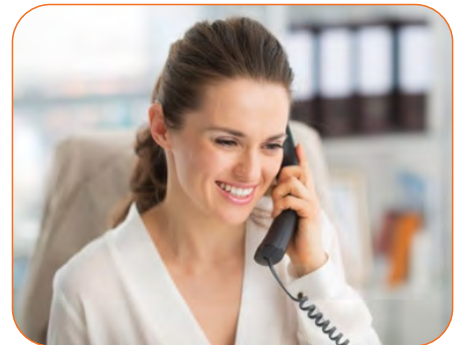


Fig 10.7 Exchanging greetings

Answer a call promptly

A good practice is to answer the phone within three rings wherever possible.

Three rings will give you time to:

- Stop what you are doing.
- Prepare to answer the phone.

Answer the phone efficiently, when answering the phone:

- Smile!
- Say "Good morning" or "Good afternoon"
- Announce yourself and the salon name clearly
- Have a pen and paper ready to take notes

- Listen carefully to the caller
- Ask questions to clarify the caller's needs
- Repeat all the relevant information to make sure that you have the correct details
- Remember, you don't know who is on the end of the phone, and first impressions count.

Responding to the Customer's Needs - Using Questions on the Telephone

Good telephone techniques include using questions to structure and control your conversation.

Type of question	When receiving a call	Example
Open	Establishing the nature of the call	"How may I help you?"
Closed	To establish or confirm Information	"Did you want an Appointment today?"
Probing	Gathering specific details of Requirements	"Exactly what do you want done to your hair today?"
Reflective	Checking for and showing Understanding	"So I am writing that Mrs Sharma you would like to take the 2.30 appointment today for a Facial and hair."
Closed	Ending the conversion	"Is there anything else I can help you with Mrs. Sharma? Thank you for calling."

A caller who:

- Is in a hurry, wants you to be brisk and efficient.
- Has a complaint, wants understanding and action.
- Is distressed, needs your empathy.

Taking Messages

Sometimes people will call the salon to speak to an operator who is unavailable or will want to leave a message. In these situations, it will be necessary to write down a message. Do not rely on your memory.

All messages must be written neatly and accurately. Accurate message taking is very simple and should include:

- Name of the person the message is for
- The caller's name
- A return phone number
- Message details
- Time of call
- Date of call
- Name of person who took the call

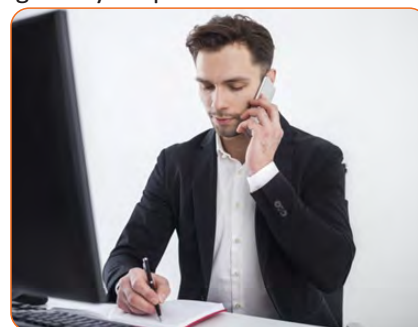


Fig 10.8 A receptionist taking messages

Personal telephone call ethics for the Staff

- Messages will be taken and left at the reception desk. It is your responsibility to check for them on your break.
- Emergency calls are accepted; however, please tell your friends and family not to call unless it is an emergency.
- Please keep your calls to a minimum so that you do not hold up the salon or inconvenience customers who may find the phone line engaged if someone is taking a personal call.
- Mobile phones should be used for any other personal calls on your lunch break. Please keep it switched off the rest of the time and keep it in the Staff Room.

10.1.6 Code of Conduct

All employees in a salon are expected to conform to standards of reasonable conduct which reflect professionalism:

- Show respect and be fair and courteous to others.
- Do not criticise other staff or salons.
- Be honest and always keep your word.
- Behave in a professional manner.
- Unlawful discrimination or harassment should not be tolerated and should be reported immediately.

It is inappropriate to speak about religion, politics, another person's sex life, gossip or to swear.

10.1.7 How to Handle Contraindications?

Once a contraindication to any treatment is diagnosed, it is important to handle the situation with tact and sensitivity. Your client may be shy and embarrassed about their condition and will appreciate if you are discrete and helpful.

You should:

- a. Avoid speaking loudly about the condition.
- b. Reassure the client and inform them of the available treatments.
- c. Maintain professional and caring behaviour, Tolerance and Respect.

As a nail technician you will come into contact with many different people, and not always will you agree and understand many of their values. However, you must learn to recognise different values and respect the rights of anyone who thinks differently to you. It is important not to show any prejudice e.g. racial or religious intolerance.

We have laws, which make it illegal to discriminate against another person on the grounds of their sex, race, disability, religion, sexual orientation or political beliefs. Confidentiality: Clients will often discuss their personal life with you. You should always be polite and listen. However, when a client confides in you, it is important to be discrete and not to repeat what the client has said. Always remember the professional nature of your relationship with the client. If possible, discourage your client from divulging extremely personal and intimate information.

Likewise, you should not burden your client with your own personal problems. Remember they are in your salon to have their massage done and to walk out feeling good.

10.1.8 Things to Avoid

There are certain habits that have severe ill-effects on one's health. Such habits should be avoided for a healthy life.

These include:

Alcoholism

It's the tendency in which one consumes alcohol to cope with difficulties or to avoid the feeling of sadness. The ill effects of alcoholism are:

- Increases risk of heart diseases, cancer, impaired immune system, liver infection (Cirrhosis) etc.
- Reduced work focus and drop in performance.
- Degradation in social and economic status.
- Induces withdrawal symptoms like anxiety, trembling, fatigue, headache, depression etc.

Tobacco

Tobacco is the second largest cause of death in the world. It claims one death in every six seconds. Its effects are:

- It is a major reason for oral cancer which affects mouth, tongue, cheek, gums and lips.
- Chewing tobacco lessens a person's sense of taste and ability to smell.
- Smokers face a greater risk of suffering from lung cancer.



Fig 10.9 Banned items

Gutkha

Each sachet contains 4000 chemicals, including 50 that cause cancer like betel nut, tobacco, and flavouring.

Impact of Gutkha on health:

- Loss of sensation in tongue
- Disfigured mouth
- Increased sensitivity to heat, cold and spices
- Inability to open the mouth
- Swelling, lumps, rough spots on gums or in other places inside the mouth
- Unexplained bleeding in mouth
- Difficulty in swallowing and finally Mouth Cancer



Fig 10.10 Effect of tobacco

10.1.9 Work effectively as part of a team

The goal of any beauty salon is to anticipate and fulfil clients' needs within a healthy and happy salon environment thereby promoting a thriving business. In order to achieve your salon's objectives, you and your colleagues need to agree on ways of working together in the salon towards a common goal.

- A salon team will always be made up of people with different strengths and weaknesses and it is important to make full use of everyone's strengths and try to improve the weaknesses.
- A team will also be made up of different personalities and it is important for everyone to get on when working together as part of a team. The team will only be effective if everyone feels they are working equally and resentment will build up if some team members are not working as hard as others. Make sure you are an effective team member by working as hard as you can.

Regular team meetings (ideally weekly) will help to maintain a good working relationship, as any problems can be sorted out in a business-like forum.

How to be an Effective Team Member?

On joining a salon you will become part of a team and will be expected to work with other team members, colleagues to ensure the smooth running of the salon.

A good team has:

- Clear objectives and a sense of direction
- Good balance of planning and action
- The right number of people
- Good communication
- Flexibility and tolerance
- Clear job roles
- A sense of humour!

- The right mix of skills
- Good listening skills and exchange of ideas
- Enthusiastic, committed team members
- A fair but decisive leader

If we act irresponsibly, it may affect the whole team.

Team spirit can be lost:

- if one member of the group works on his or her own, that is, not as part of the team
- if there is a breakdown in communications
- if team member(s) are unwilling to be flexible and tolerant of others' mistakes
- when there is too much work for too few people
- when job roles become blurred and people encroach upon areas they should not.

As a team member, it is one's responsibility to know:

- Who all the staff are in the salon
- Who is responsible for what

Who to go to for information and support.

Remember

- If you need help or information, you should ask for it politely. Stating why you require assistance will explain to other members of staff how they are helping you. Being polite and professional at all times will promote team spirit.
- When a colleague asks for your help you should respond willingly and politely to the request.
- Anticipating the needs of others and offering prompt assistance
- Being capable and competent means doing a job as well as you have been trained to do. Do not attempt to bluff your way through a job this could put a client or colleague at risk.
- Being responsible for your actions involves taking responsibility for any mistakes you may make and taking the appropriate action to minimise any further damage.
- Treat others as you wish to be treated.
- Never attempt to do a job that you have not been trained to do.
- Never try to cover up mistakes this will only make things worse.
- Never carry out a task if you are unsure.
- Always check with a colleague who has more experience or is in authority so that you get it right.
- Always make sure you understand what is being asked of you. The ability to listen carefully is an important skill.
- Show that you understand by nodding your head.

Unit 10.2: Personal Grooming

Unit Objectives

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

1. State the importance personal grooming
2. Explain methods of skin care
3. Describe hands and feet care techniques
4. Explain the makeup requirement for a nail technician
5. Adapt hair care procedures
6. Maintain good health
7. Demonstrate professional etiquettes

10.2.1 Introduction

A technician provides nail services to clients to enhance their personal appearance. A client also expects their service provider to be well groomed. This will have a positive impression on the client. Pleasing appearance reflects professionalism.



Fig 10.11 Well-groomed nail technician with pleasing personality

10.2.2 Personal grooming

In simple terms, grooming is defined as the way we take care of our body and how we present our self.

1. Basic hygiene
2. Hair
3. Nails
4. Accessories
5. Teeth
6. Clothing
7. Makeup

In this session, we will study important aspects of personal grooming.

10.2.2.1 How can we maintain our Skin?

1. Skin care techniques such as cleansing, application of toners and moisturisers keep the skin fresh and glowing.
2. Every individual must take bath at least once a day. Daily shower prevent offensive body odour.
3. Use deodorant or antiperspirant.
4. Avoid sharing towels and soaps.

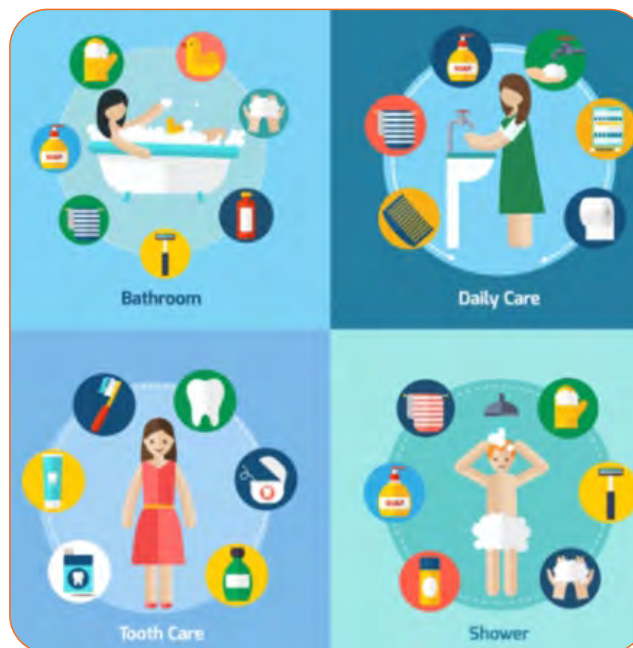


Fig 10.12 Personal hygiene tips

10.2.2.2 Hands and Feet Care

- Wash /sanitise your hands before and after the treatment using disinfectants.



Fig 10.13 Sanitiser

- Adhere to the following process to soap and rinse your hands.



Fig 10.14 Hand washing process



Click/Scan this QR Code to access the related video

Exercise



1. What precautions help prevent accidents and injury?
 - a. Keep all containers covered and labelled
 - b. Avoid excessive friction in nail buffing
 - c. Do not file a sharp pointed implement to clean under the nail
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11. PPE is very important for the safety of the personnel as it protects their own clothes from getting soiled and any kind of injury or infection



11. Employability Skills

Unit 11.1 - Employability Skills - 60 hours



Scan this QR Code to access the Employability skills module

<https://www.skillindiadigital.gov.in/content/detail/1-10d218cd-31f0-41d0-a276-b41ec3b52013>



DGT/VSQ/N0102



12. Annexures



Annexure

S. No.	Module	Unit No.	Topic Name	Page No.	URL(s)	QR Code(s)
1	1	1.2	About Beauty & Wellness Sector	8	https://youtu.be/7nDm_myL6B4	 Click/Scan this QR Code to access the related video
2	2	2.1	Maintain Workarea	22	https://www.youtube.com/watch?v=9sgp1XGESuU	 Click/Scan this QR Code to access the related video
3			Prepare & Maintain Workarea		https://youtu.be/m2vchOfkvho	 Click/Scan this QR Code to access the related video
4	3	3.1	Manicure Services	44	https://www.youtube.com/watch?v=1VHMh6XbRR0	 Click/Scan this QR Code to access the related video
5		3.2	Pedicure Services	52	https://www.youtube.com/watch?v=7bDfcqHnMPw	 Click/Scan this QR Code to access the related video
6	4	4.1	Mask or Pack Application	78	https://youtu.be/hX7xA0HNezE	 Click/Scan this QR Code to access the related video
7	9	9.1	Guidelines on Health Hygiene	193	https://youtu.be/ktAYvoSEKhM	 Click/Scan this QR Code to access the related video
8			Hand Sanitization	195	https://youtu.be/x9iM0LyqHRU	 Click/Scan this QR Code to access the related video
9	10	10.1	Creating a Positive Impression at Workplace	213	https://youtu.be/XGVwVEB8EUA	 Click/Scan this QR Code to access the related video
10		10.1	Tips For Nails Business	223	https://www.youtube.com/watch?v=B9XYjKHPuVo	 Click/Scan this QR Code to access the related video

It is recommended that all trainings include the appropriate Employability Skills Module. Content for the same is available here:

<https://www.skillindiadigital.gov.in/content/detail/1-10d218cd-31f0-41d0-a276-b41ec3b52013>



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