Assistant Beauty Therapist

(Job Role)

Qualification Pack: Ref. Id. BWS/Q0101
Sector: Beauty and Wellness

Textbook for Class IX

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Foreword

The National Curriculum Framework–2005 (NCF–2005) recommends bringing work and education into the domain of the curricular, infusing it in all areas of learning while giving it an identity of its own at relevant stages. It explains that work transforms knowledge into experience and generates important personal and social values such as self-reliance, creativity and cooperation. Through work one learns to find one's place in the society. It is an educational activity with an inherent potential for inclusion. Therefore, an experience of involvement in productive work in an educational setting will make one appreciate the worth of social life and what is valued and appreciated in society. Work involves interaction with material or other people (mostly both), thus creating a deeper comprehension and increased practical knowledge of natural substances and social relationships.

Through work and education, school knowledge can be easily linked to learners' life outside the school. This also makes a departure from the legacy of bookish learning and bridges the gap between the school, home, community and the workplace. The NCF–2005 also emphasises on Vocational Education and Training (VET) for all those children who wish to acquire additional skills and/or seek livelihood through vocational education after either discontinuing or completing their school education. VET is expected to provide a 'preferred and dignified' choice rather than a terminal or 'last-resort' option.

As a follow-up of this, NCERT has attempted to infuse work across the subject areas and also contributed in the development of the National Skill Qualification Framework (NSQF) for the country, which was notified on 27 December 2013. It is a quality assurance framework that organises all qualifications according to levels of knowledge, skills and attitude. These levels, graded from one to ten, are defined in terms of learning outcomes, which the learner must possess regardless of whether they are obtained through formal, non-formal or informal learning. The NSQF sets

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common principles and guidelines for a nationally recognised qualification system covering Schools, Vocational Education and Training Institutions, Technical Education Institutions, Colleges and Universities.

It is under this backdrop that Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Bhopal, a constituent of NCERT has developed learning outcomes based modular curricula for the vocational subjects from Classes IX to XII. This has been developed under the Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher Secondary Education of the Ministry of Human Resource Development.

This textbook has been developed as per the learning outcomes based curriculum, keeping in view the National Occupational Standards (NOS) for the job role and to promote experiential learning related to the vocation. This will enable the students to acquire necessary skills, knowledge and attitude.

I acknowledge the contribution of the development team, reviewers and all the institutions and organisations, which have supported in the development of this textbook.

NCERT would welcome suggestions from students, teachers and parents, which would help us to further improve the quality of the material in subsequent editions.

Hrushikesh Senapaty
Director
National Council of Educational
Research and Training

New Delhi
June 2018

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About the Textbook

The Beauty and Wellness sector is growing at a fast pace and is an important industry in India. The reason for this exponential growth is the rising consumerism, globalisation and changing lifestyles of consumers. The rapid growth in the beauty and wellness industry, with the entry of many small and large companies, has led to a huge demand for trained personnel to perform various job roles, such as Assistant Beauty Therapist and Beauty Therapist.

An Assistant Beauty Therapist is responsible for providing various beauty therapy services, such as manicure, pedicure, threading, waxing, mehendi and make-up. The textbook for the job role of an 'Assistant Beauty Therapist' has been developed to impart knowledge and skills through hands-on learning experience, which forms a part of experiential learning. This focuses on the learning process of an individual. Therefore, the learning activities are student-centred rather than teacher-centred.

The textbook has been developed with the contributions and expertise provided by subject and industry experts, and academicians for making it a useful and enriching teaching-learning resource material for vocational students. Adequate care has been taken to align the content of the textbook with the National Occupational Standards (NOSs) for the job role so that students acquire the necessary knowledge and skills as per the performance criteria mentioned in the respective NOSs of the Qualification Pack (QP). The textbook has been reviewed by experts to ensure that the content is not only aligned with the NOSs, but is also of high quality. The NOSs, along with their codes as mentioned in the Qualification Pack, for the job role of an Assistant Beauty Therapist have been covered in this textbook. They are as follows:

(1) BWS/N9001 — Prepare and maintain the work area
(2) BWS/N0101 — Provide basic skincare treatment
(3) BWS/N0102 — Carry out depilation services
(4) BWS/N0401 — Perform manicure and pedicure services

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(5) BWS/N0103 — Perform beauty services
(6) BWS/N9002 — Maintain health and safety standards in the work area
(7) BWS/N9003 — Create a positive impression in the work area

Unit 1 of the textbook explains the various career opportunities in the beauty sector. It also provides a detail of the various beauty therapy services available. Maintaining the work area, as well as, health and safety standards within the sector are covered in the Unit. Unit 2 will help students to learn about the detailed procedures associated with manicure, pedicure and mehendi. It also covers the anatomy of hand, feet and nail, so that the learners have an in-depth understanding of the kind of treatment or therapy to be administered. Unit 3 deals with basic hair care and common hairstyles.

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The contributions of our colleagues at the NCERT, and members of the textbook review committee — Saroj Yadav, *Professor* and *Dean* (*Academic*) and *Chairperson*; Ranjana Arora, *Professor* and *Head*, Department of Curriculum Studies; Bharti, *Associate Professor*, Department of Education in Gender and Special Needs; and Shveta Uppal, *Chief Editor*, Publication Division, NCERT, are duly acknowledged. We are also thankful to officials in the National Skill Development Agency (NSDA), National Skill Development Corporation (NSDC), and the Ministry of Skill Development and Entrepreneurship for their support.

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Gratitude is also due to the Publication Division, NCERT, for transforming the manuscript into an attractive textbook. Special thanks are due to Sweta Jha, *Editor* (Contractual), Pawan Kumar Barriar, *DTP Operator*, Publication Division, NCERT, and Nitin Kumar Gupta, *DTP Operator* (Contractual).

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"Beauty saves. Beauty heals. Beauty motivates. Beauty unites. Beauty returns us to our origins, and here lies the ultimate act of saving, of healing, of overcoming dualism."

–Matthew Fox

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Unit 1

Beauty and Wellness Industry, and Beauty Therapy

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Introduction

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

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

Beauty and Wellness Industry in India

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

millions of employment opportunities. The reason for this exponential growth is the rising consumerism, globalisation and changing lifestyles of Indian consumers. The rapid growth of the beauty and wellness industry, along with the entry of many small and large companies in the sector, has led to a huge demand for trained personnel or beauty therapists. Though the beauty and wellness industry is new in India, there has been an increasing awareness about health and well-being. The industry is booming and it is mainly due to the growing desire among both men and women to look stylish and feel good about themselves. Customers visit a salon to avail beauty treatments and therapies (Fig. 1.1). Therefore, a beauty salon has to provide a satisfied experience to its customers. A snapshot of beauty business in India is shown in Fig. 1.2.

Fig. 1.1: A customer undergoing a beauty therapy

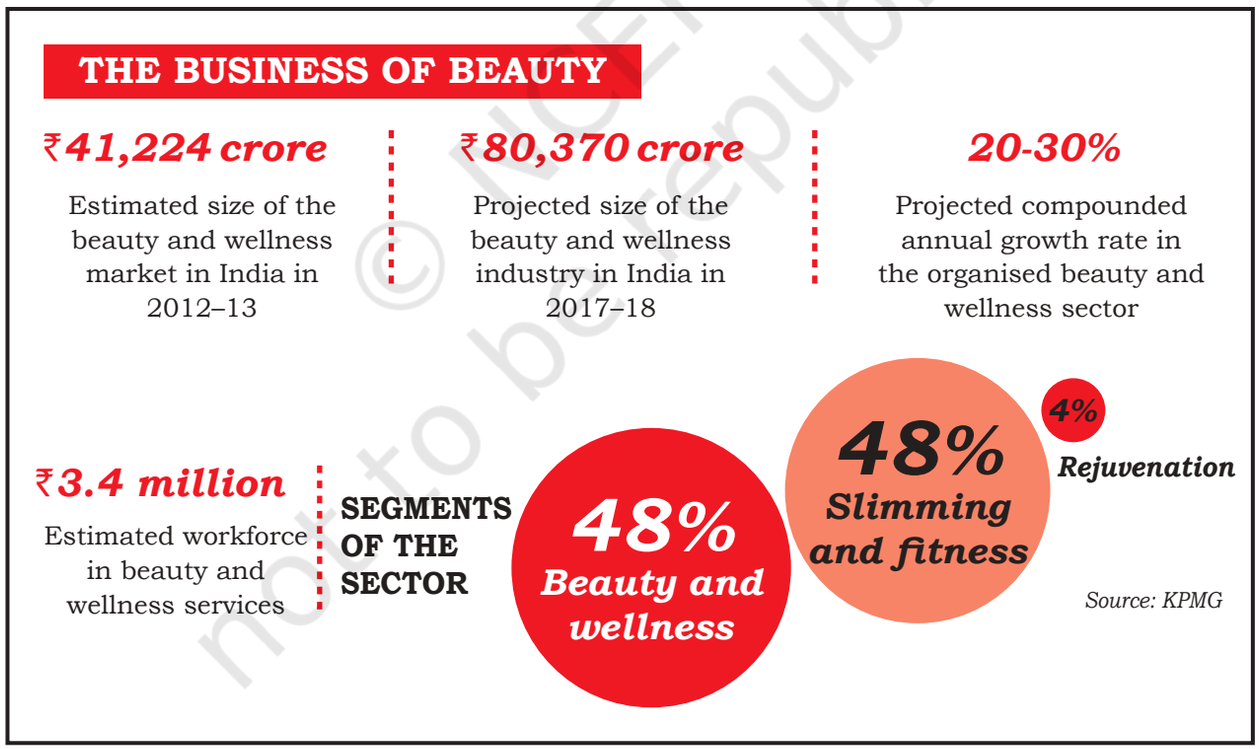
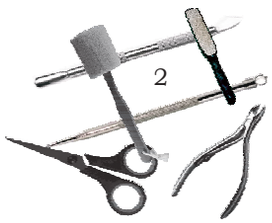


Fig. 1.2: A snapshot of the beauty business in India
(Source: https://www.businesstoday.in/magazine/features/vlcc-clsa-everstone-kpmg-ac-nielsen-report/story/209609.html)



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One segment of the beauty industry that is doing particularly well is specialised hair care. Another segment expanding rapidly is bridal make-up. Earlier, it was usually only the bride who visited a salon prior to her wedding, but these days even the bridegroom, their friends and relatives also take similar services in salons, which often offer special packages for this type of clientele.

The reasons for the growth of the Beauty and Wellness sector are as follows:

1) People are buying more beauty products.
2) People are moving to cities and spending more money to avail beauty products and services.
3) Young people are being exposed to advertisements through media, which increases their aspiration to look beautiful and presentable at all times.
4) There is an obsession with young looking skin as more and more consumers ask for cosmetic treatments and anti-ageing products.
5) More product innovation is being done for enhancing marketability.

Session 1: Career Opportunities in the Beauty and Wellness Sector

Major sub-segments in the beauty and wellness sector

The beauty and wellness sector has several sub-segments. The major sub-segments are given in Fig. 1.3.

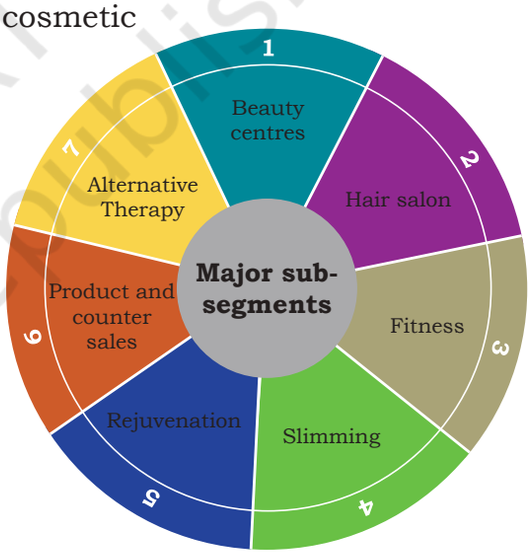

Fig. 1.3: Major sub-segments in the beauty and wellness sector

Beauty centres or salons

A beauty salon provides skin, hair, nail care and other related therapies to improve the overall look of a person. These services are provided in order to suit customers' requirements.

Hair salons

These are secialised salons, which provide services, like haircut, hairstyling, shampooing, hair colouring and

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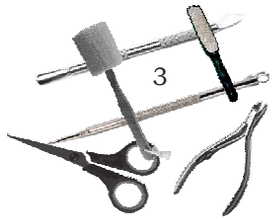

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scalp treatment. Some hairstylists even provide nail and skincare services.

Product and counter sales

This involves counter sale of beauty products, including cosmetics and toiletries, which address age-related health and appearance issues of clients by a salon.

Fitness and slimming

It includes service providers in the fields of physical exercises, yoga, aerobics, other mind and body practices, and weight loss and slimming.

Rejuvenation centres

This includes the core spa industry services, such as spa operations, spa education, spa products and events. The sector primarily offers pro-active services aimed at relaxing the body and mind.

Alternate therapy centres

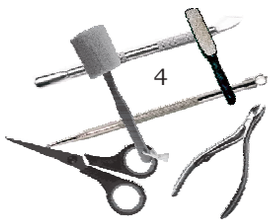
Clinical diagnosis and treatments under alternative therapy is provided in this segment. Alternative therapy relates to various kinds of natural healing methods, which are different from the regular western medical treatments or any other kind of allopathic or pharmaceutical procedures. Apart from naturopathy, this includes crystal healing, cupping and vibration therapy.

Emerging unisex service

Unisex beauty salons offer beauty and wellness services to both men and women. Many organised segments are offering such services, and unisex beauty and wellness centres are gradually gaining acceptance in the Indian society.

International beauty brands

The growing number of customers in the beauty and wellness sector has attracted a number of international brands to the Indian market. Some of the popular international cosmetic brands with a presence in India are —Maybelline New York, L'Oréal Paris, MAC, etc. Besides,



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

Career path for an Assistant Beauty Therapist

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

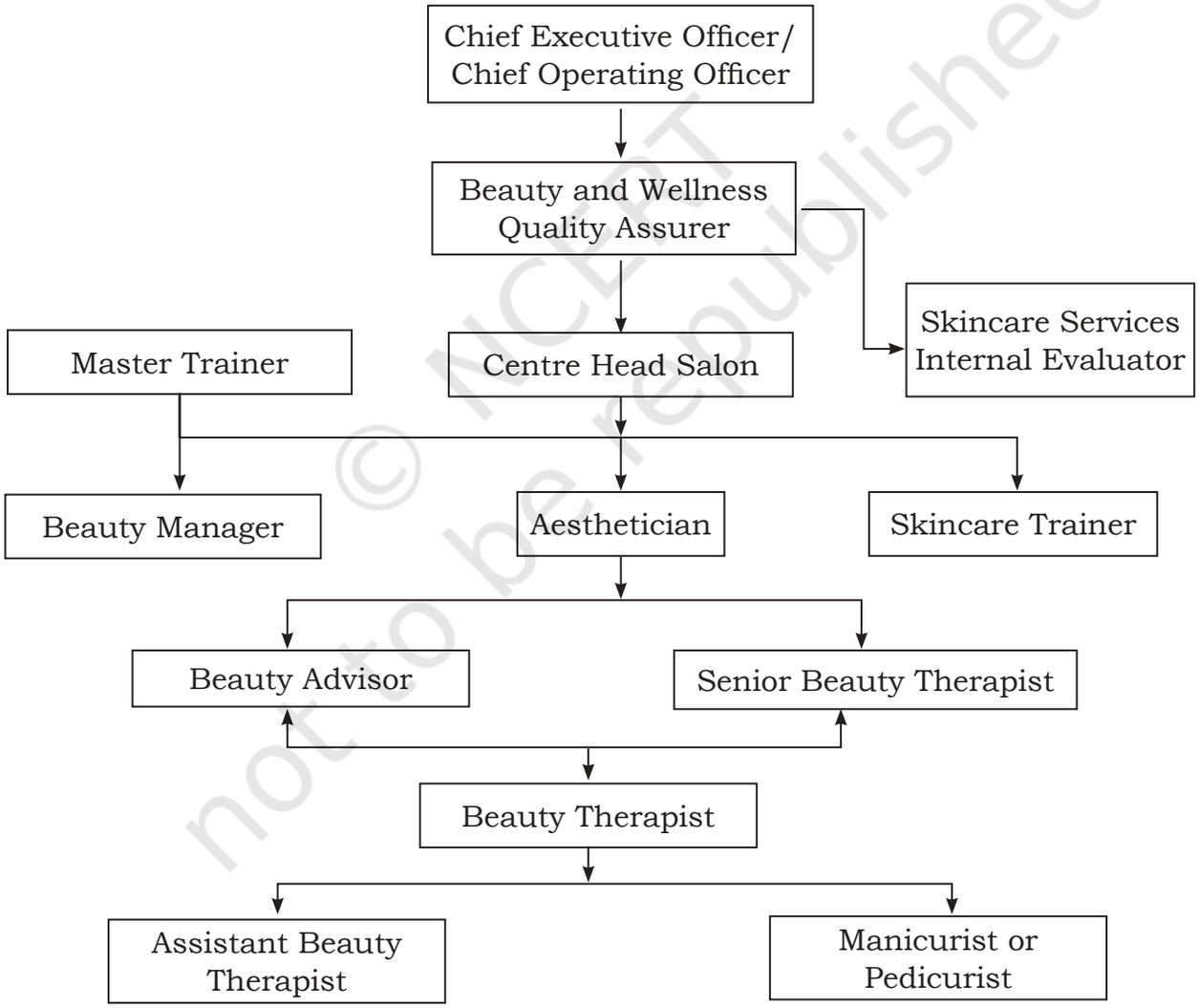

Fig. 1.4: Career path in skincare services

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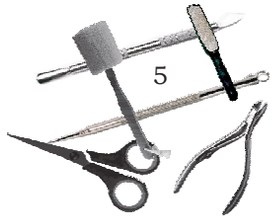

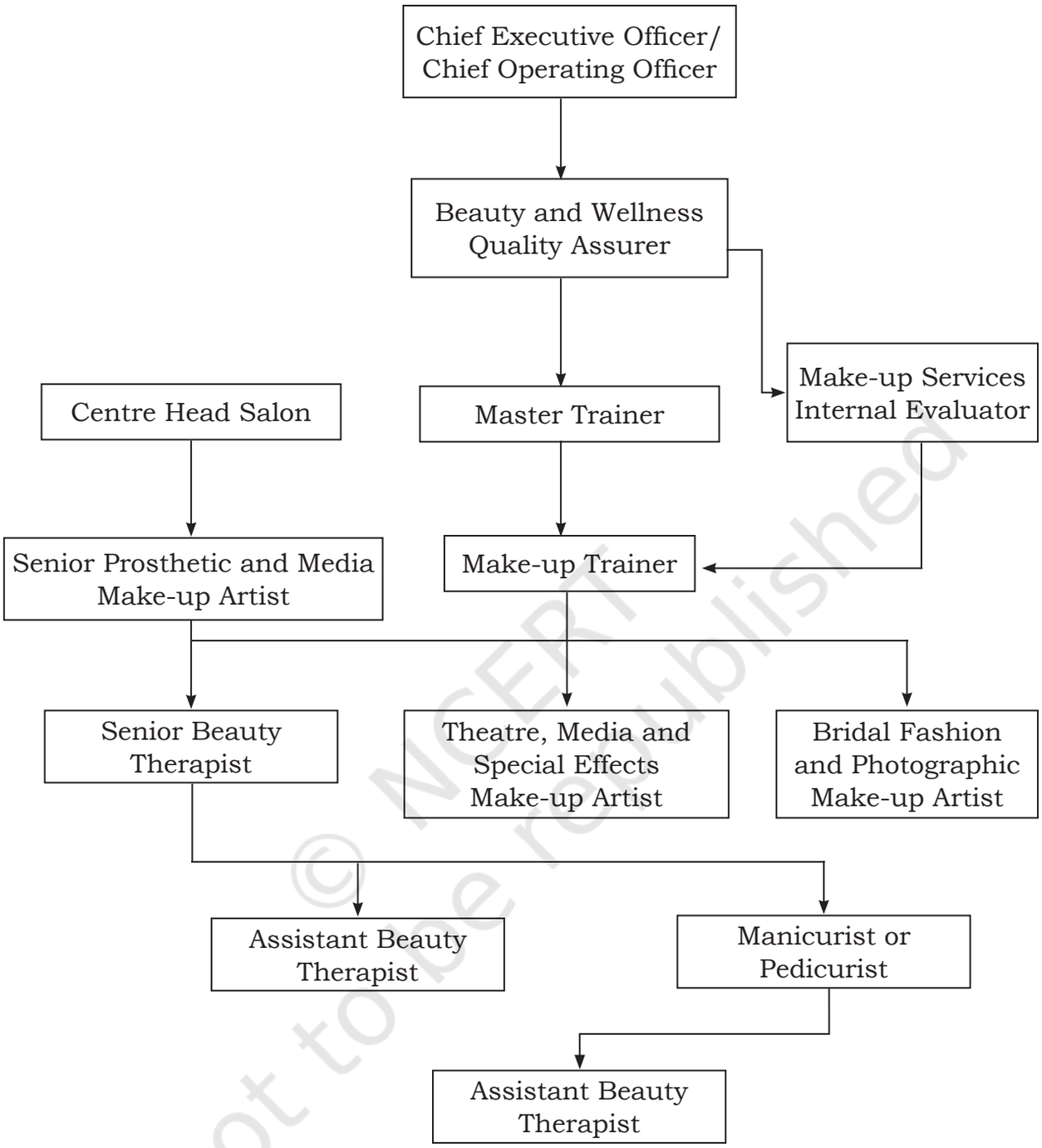

Fig. 1.5: Career path in make-up services

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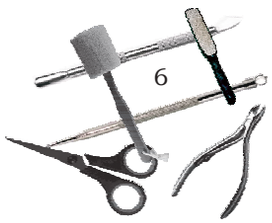

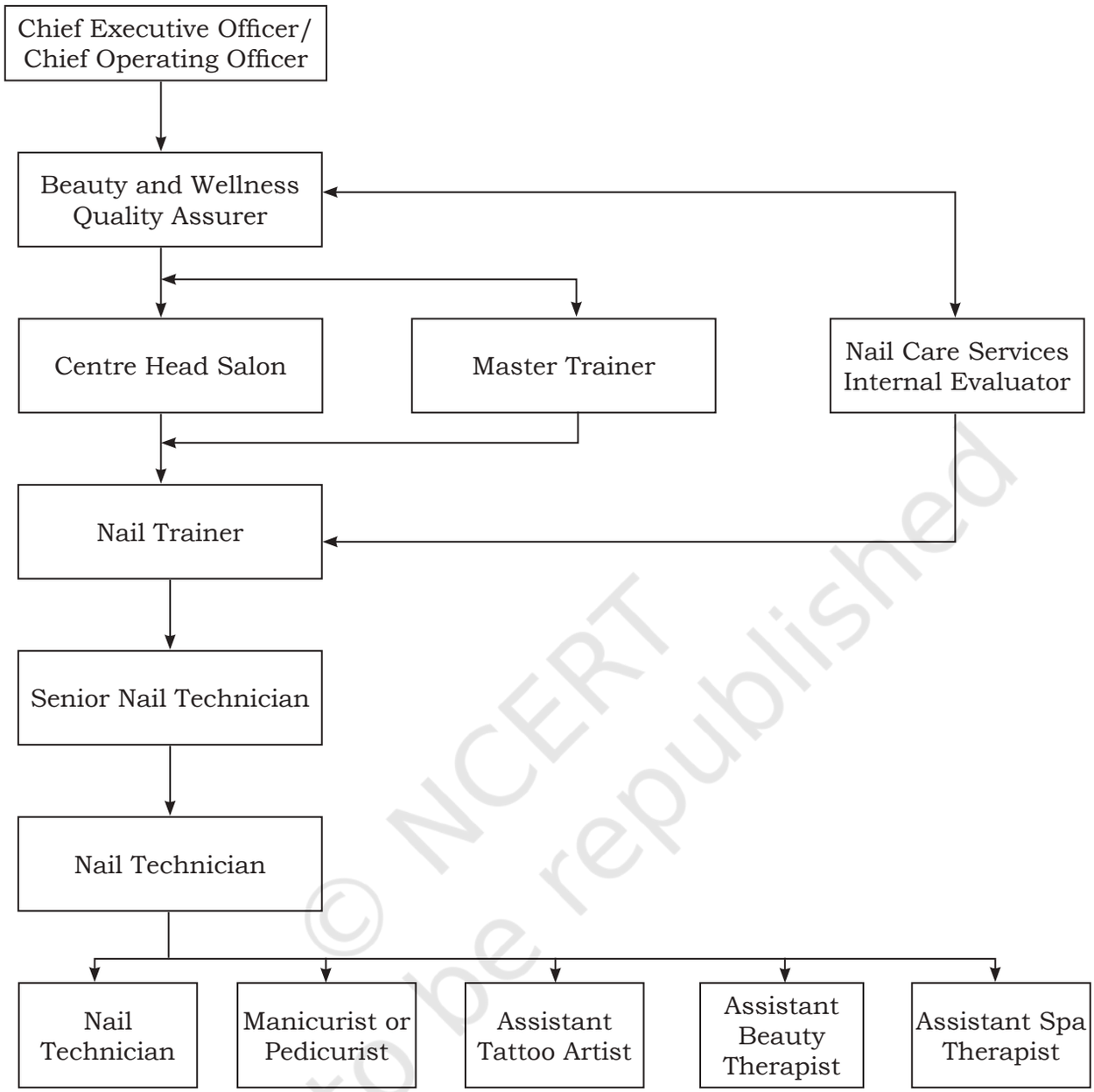

Fig. 1.6: Career path in nail care services

Check Your Progress

Multiple Choice Questions

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 the above

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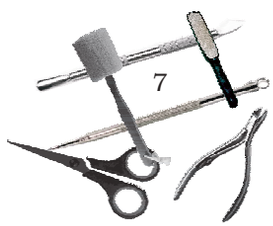


2. _____ centres offer pro-active services aimed at relaxing the body and mind.
   a) Fitness and slimming
   b) Alternate therapy
   c) Rejuvenation centres
   d) None of the above

Subjective Type Questions

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

What have you learnt?

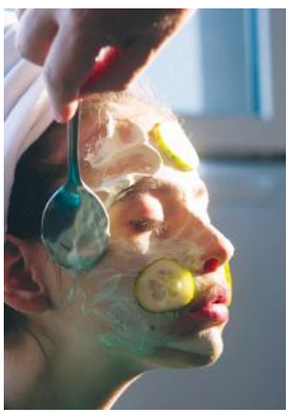
After completing this session, are you able to:

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

SESSION 2: BEAUTY THERAPY SERVICES

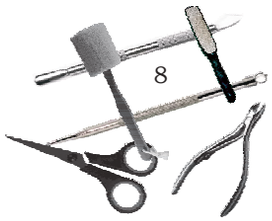
Beauty therapy is a term, which includes a wide spectrum of activities or services from head to toe (Fig. 1.7). Each service has a procedure of its own, which has to be followed step-by-step carefully, else it can create muscle and skin problems, like rashes, allergies and infections, which can lead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

(a)



(b)

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



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

Manicure and pedicure	**Threading**	**Waxing**	**Bleach**
Face clean-up	**Make-up**	**Hairdo**	**Mehendi**

Manicure

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

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

Pedicure

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

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

Fig. 1.8: Manicured hands and pedicured feet

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

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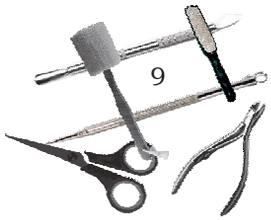

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Threading

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

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

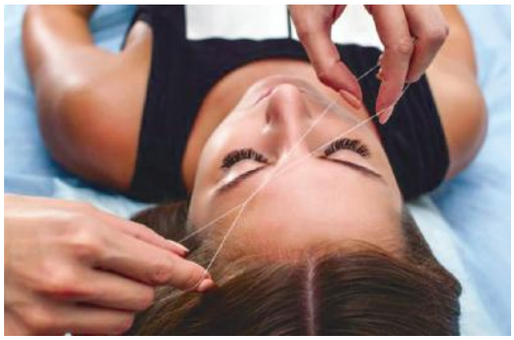


Fig. 1.9: Threading of the forehead

Waxing

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

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

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

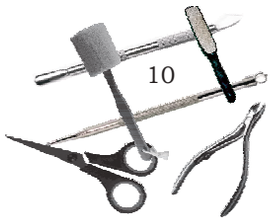
Fig. 1.10: Waxing of the hand

Bleach

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

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

Fig. 1.11: Bleaching of the face



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

Face clean-up

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

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

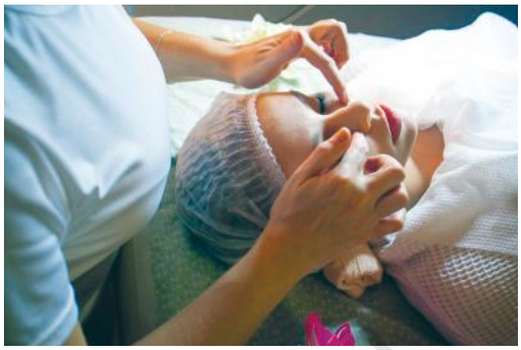

Fig. 1.12: Face clean-up

Make-up

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

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

Fig. 1.13: Applying make-up

Hairdo

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

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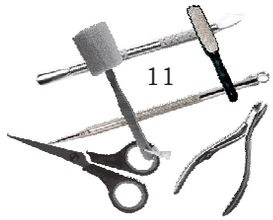

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Fig. 1.14: Making a hairstyle

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

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

Fig. 1.15: Applying mehendi

Mehendi (Henna)

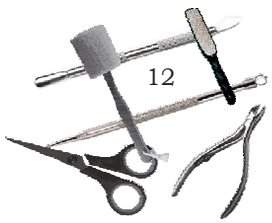
It is an art of decorating the hands (including palms) and legs (including feet) with designs using a natural plant dye that colours the skin maroon-red and gives it a cooling effect (Fig. 1.15). Mehendi stays on one's skin for a few days. It is done mostly on special occasions, such as weddings, festivals,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

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

Check Your Progress

Multiple Choice Questions

1. _____ is a treatment for improving the appearance of hands and nails.
   a) Manicure
   b) Pedicure
   c) Threading
   d) Bleaching
2. _____ is a treatment that helps in improving the appearance of eyebrows.
   a) Pedicure
   b) Threading
   c) Manicure
   d) Bleaching



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3. _____ is a method which uses chemicals for lightening the skin tone.
   a) Waxing
   b) Face clean-up
   c) Threading
   d) Bleaching

Fill in the Blanks

1. Bleach refers to a _____ that helps to lighten the tone of the skin.
2. In the process of clean-up, the skin is cleansed,_____ and _____.
3. The way of styling the hair is called _____.

What have you learnt?

After completing this session, are you able to:

- list the different services used in beauty therapy
- describe the benefits of various beauty services

Session 3: Preparing and Maintaining the Work Area

A salon must be kept clean and disinfected. A suitable temperature and adequate lighting facility must be maintained. Besides, it must follow the required safety measures. In the absence of these basic facilities, the services offered by a salon can go wrong, which might affect its reputation and clientele. In case of a mishappening or an accident, clients can even sue the salon, thus, destroying its reputation and business.

Hygiene is of utmost importance in the beauty and wellness sector. Therefore, a salon's work area must always be kept clean with adequate safety measures in place. Tools and equipment needed for a treatment may be kept in the area before a customer is seated and the process actually begins. It must be ensured that waste disposal is done immediately after each treatment. The cleaning and disinfection of tools is mandatory.

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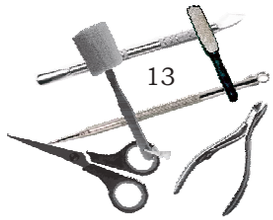

You will study about various aspects related to customers' information, maintaining clean and disinfected environment, personal presentation and behaviour to be maintained in the beauty salon in the following sections.

(a) (b)

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

Maintenance of record cards

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

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

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

Essentials of the work area

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

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

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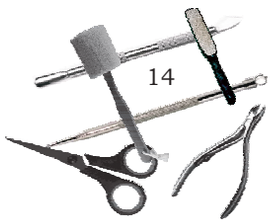

- adequate ventilation and lights
- temperature controllers
- space to allow movement and for keeping the belongings of clients
- a quiet atmosphere with soft and soothing music being played in the background as it helps in relaxation
- tools and products needed for a procedure
- tools arranged in a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

Sterilisation and disinfection methods

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

Fig. 1.17: Sterilisation of equipment

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

Equipment and material used in a beauty salon

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

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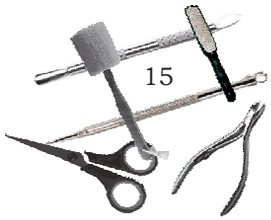

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(a) Tweezers

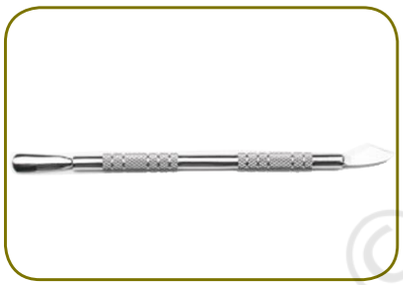
(b) Scissors

(c) Pumice stone

(d) Metal scrapper

(e) Cuticle nipper

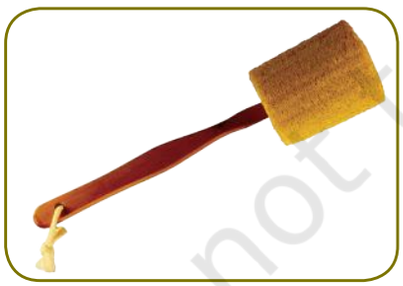
(f) Cuticle trimmer



(g) Comedone extractor

(h) Facial sponge

(k) Face pack brush



(i) Loofa

(j) Cuticle cutter

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

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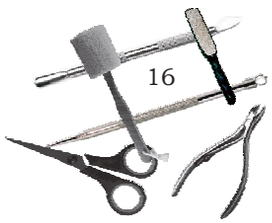

Personal presentation and behaviour

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

Tips for Assistant Beauty Therapist

An Assistant Beauty Therapist must:

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

Fig. 1.19: Be polite to clients

Safe disposal of waste

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

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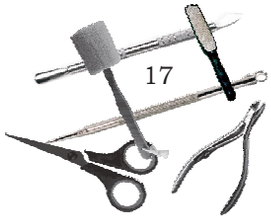

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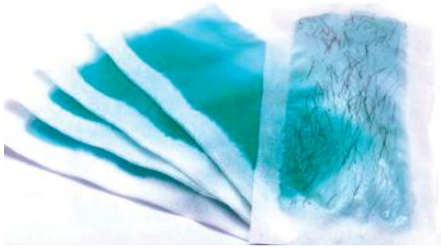


Fig. 1.20: Used wax strips need to be thrown in a covered bin

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

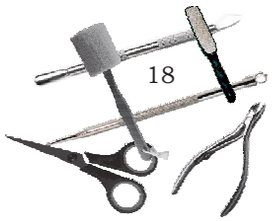
Fig. 1.22: Keep used towels and linen in a laundry basket

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

Storage of tools and equipment

Fig. 1.23: Store tools in a tray

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



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Compliance of rules and norms

The rules and regulations for setting up a beauty salon vary in different States/Union Territories of India. These are to be registered under the Shops and Establishment Act. Under this Act, it is compulsory for every shop or establishment to register itself within 30 days of the commencement of work. This Act lays down rules regarding the working hours of employees, guidelines for the opening and closing of shops and establishments, leaves for employees, rules for employment and termination of services, and maintenance of registers and records, including display of notices, licences and certificates.

There are certain generic norms that a beauty salon must follow.

- A salon needs to be registered and must have a licence to operate.
- It must display its business permit and certificates (cosmetics and beauty training) of its employees.
- It needs to maintain drinking water facility and a clean washroom.
- It must have separate bins to collect different types of waste.
- The salon must contain approved disinfectants and sanitisers, and these need to be stored and in their actual containers.
- Single-use or disposable items must be discarded after every treatment.
- Reusable tools have to be sterilised or disinfected.
- The floor must be kept clean and the waste generated in the salon must be disposed of appropriately and immediately.
- All beauty products must be labelled.
- Personnel working in the salon must wear Personal Protective Equipment (PPE).
- A full list of employees is mandatory to be maintained and their police verification must be carried out before they are hired.
- The records of clients need to be kept up-to-date.
- The first aid kit must always be kept in an accessible place.

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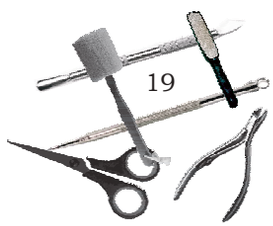

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Responsibilities of an Assistant Beauty Therapist

- Suggest suitable service plans to meet the needs of clients.
- Ask relevant questions to a client to identify contra-indications to skin and make-up products, if any.
- Inform the clients of emergency procedures, if required.
- Estimate the approximate time that will be taken to complete a procedure and inform the customer of the same.
- Periodically inform waiting customers of the time left to start their service.
- Prepare the client for a treatment and provide her/him with a suitable protective apparel.
- Organise the products and equipment or tools related to a service or treatment and keep them handy.
- Sanitise your hands prior to the commencement of a service.
- Position yourself and the client to ensure privacy and comfort throughout the procedure.
- Select and apply products to suit the client's needs and achieve the desired effect.
- Discontinue a service immediately and provide advice and recommendations to the client in case of contra-actions.
- Clean the skin after a procedure to ensure that it is free of dirt, toned and moisturised.
- Provide specific post-procedure, home care advice and recommendations for product use and further services to the client.
- Ask questions to the client to check if s/he is satisfied with the result.
- Report health and safety risks or hazards to the concerned personnel.
- Report to the supervisor in case of work issues and unruly behaviour of clients.
- Complete the routine documentation in a desired format.

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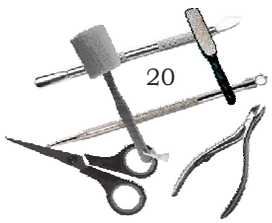

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- Minimise the wastage of products by using them economically and following the storage instructions as mentioned on the cover of the products.
- Ensure the safe disposal of waste material.
- Thank customers for post-service feedback. In case a customer is not satisfied with a service, take actions to resolve the matter to customer satisfaction or apologise for the same, and refer it to the supervisor.

Check Your Progress

Multiple Choice Questions

1. Which of the following is not a characteristic of a beauty therapist?
   a) Having knowledge about products
   b) Polite behaviour
   c) Pleasing personal appearance
   d) Being in a hurry
2. Sterilisation involves _____.
   a) wiping
   b) disinfecting
   c) steaming
   d) All of the above
3. The basic sanitation practices in a salon include _____.
   a) ventilated room
   b) safe drinking water
   c) clean towels and gowns
   d) All of the above
4. A client record card contains _____.
   a) client's information
   b) direction to the salon
   c) product information
   e) All of the above
5. After a treatment, the following things need to be done:
   a) use clean towels
   b) throw away disposables
   c) disinfect work tops and sterlise tools
   d) All of the above

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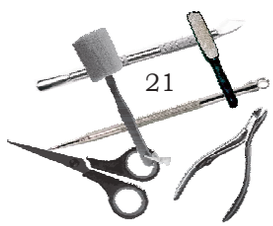

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6. Which among the following is the right way of arranging tools and other materials?
   a) Set them up as per the requirement
   b) Keep them in a far-off room
   c) Place them randomly
   d) Keep them in a bucket
7. Good hand washing protects against _____.
   a) wound
   b) illness
   c) roughness
   d) hardness

Subjective Type Questions

1. What is the difference between 'disinfection', 'sterilisation' and 'santisation'?
2. Name any six tools that are used in a beauty salon.

What have you learnt?

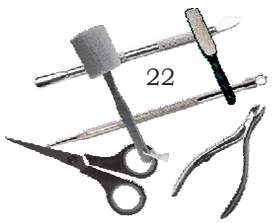
After completing this session, are you able to:

- prepare and maintain the work area
- prepare a client for treatment
- identify the equipment and tools used in various beauty services
- sterilise and disinfect equipment and tools
- segregate and dispose of the waste accordingly

SESSION 4: HEALTH AND SAFETY IN THE WORK AREA

The health and safety of people in a salon, i.e., staff and clients, are important. A beauty therapist has to work with various tools and equipment, which are to be used to carry out certain procedures. There may be situations when an equipment or a product may lead to accidents. Therefore, it is important to learn about the following in order to prevent hazards as they might pose a risk to the health and safety of clients and salon staff. The following needs to be taken care of in a salon:

- identifying hazards and evaluating risks at a workplace
- health and safety laws



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- workplace policies
- maintaining hygiene in the workplace

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

Fire safety

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

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

Types of fires

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

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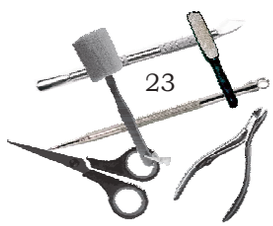

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Class A	It is triggered by ordinary combustibles, like wood, paper, cloth, trash and plastics. This type of fire can be easily extinguished by water.
Class B	It is caused by flammable liquids, such as oils, gasoline, petroleum paint, paint, paraffin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

Types of fire extinguishers

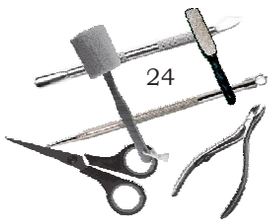
Different kinds of fuels cause different types of fires, requiring different types of extinguishers. Thus, it is necessary to install and maintain them. There are three important elements that can cause fire — heat, oxygen and fuel. Fire extinguishers work by eliminating one or two of these elements.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

Water and foam

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

Carbon dioxide

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



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Dry chemical

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

Wet chemical

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

Clean agent

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

Dry powder

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

Water mist

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

Cartridge operated dry chemical

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

Wet Chemical Extinguisher

Use of chemical extinguisher:
To extinguish cooking fires and ordinary combustibles

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

(a)

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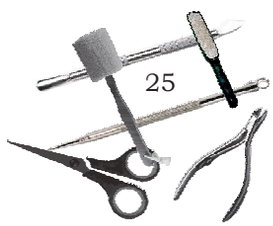

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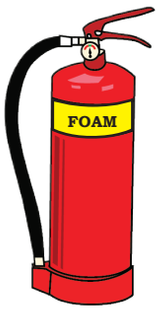


Foam Extinguisher

Use of foam extinguisher
To extinguish flammable liquid fires
- Oil-based paints
- Greases
- Hydrocarbon liquids

(b)

Water Extinguisher

Use of water extinguisher
To extinguish ordinary combustibles
- Paper
- Wood
- Clothes

(c)

Halon Extinguisher

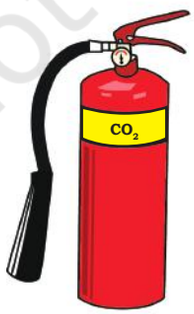
Use of halon extinguisher
To extinguish most types of fire, except those caused by combustible metals.

(d)

Powder Extinguisher

Use of powder extinguisher
To extinguish most types of fires
- Not preferred to be used in fighting celicate electronic appliances fires

(e)

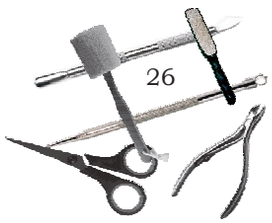


CO_2 Extinguisher

Use of Carbon dioxide extinguisher
To extinguish most types of fire, except those caused by combustible metals
- Effective in case of electrical fires
- Less effective in open air due to dispersion

(f)

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



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First action

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

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

Fig. 1.25: Signage for assembly point

Fig. 1.26: Use stairs to evacuate a building

First aid

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

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

Fig. 1.27: Wash the burn with cold water

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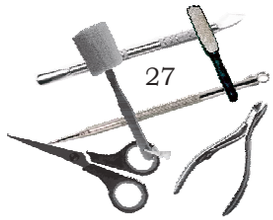

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6) Check for other injuries, such as bleeding, fractures, head injuries, etc.
7) Do not surround the injured person and provide enough breathing space to her/him.
8) Reach out for medical assistance immediately.

Rescue techniques

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

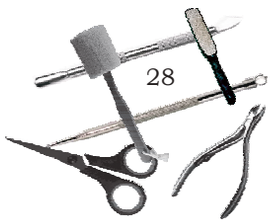
1) Look out for the nearest exit point — a door or a window.
2) While making your way out, shout out if anyone is left trapped inside.
3) If there is a casualty, protect the injured person from falling debris using a blanket.
4) Be careful while removing the debris to make way for a safe exit as it can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

Electrical safety

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

Risks

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



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explosions, risking the lives of many people around. The occurrence of a short circuit in a place having flammable liquids can also lead to a fire.

People at risk

- Maintenance staff, who look after machines and their operations
- Workers, working near an equipment and those working without taking any training or precautions
- People, who misuse an equipment or try to use faulty equipment

Fig. 1.28: Be careful of exposed cables

Causes of common hazards

- Exposed electrical parts, like cables, broken plugs and sockets, damaged appliances, etc. (Fig. 1.28)
- Improper installation of insulated grounding system or earthing
- Inadequate wiring or damaged wiring, like cracks in cables leading to damaged insulation
- Overloaded circuits, which may lead to short circuits in some cases (Fig. 1.29)
- Faulty equipment and tools, outer cable insulation not secured into plugs, leading to exposed parts
- Wet areas, as water is a good conductor of electricity

Fig. 1.29: Overloaded extension cords

Electrocution

When a person comes in contact with a voltage, high enough to cause a current flow, s/he experiences a shock, causing serious injury or even 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, electric shocks lead to various other complications that can be severe and damaging.

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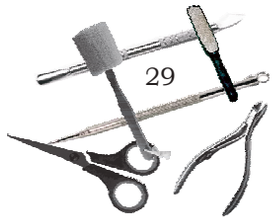

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Effects of electrocution

Burns

Electric shocks lead to burns, which may be minor or major, depending on the voltage of current experienced. Shocks above 500 volt can cause injury to internal organs and these burns can affect the heart too. In extreme cases, organ failure is followed by the death of a person.

Neurological effects

Electric shocks can lead to complications in the peripheral and the central nervous system and these may show up early or later in life. The nervous control of heart and lungs may get affected.

Fibrillation

A current of 50Hz or 60Hz can lead to ventricular fibrillation, which is rapid, irregular, unsynchronised contraction of cardiac muscles of ventricles. It can even stop the heartbeat.

Damage to bones

Electric shocks leading to severe muscle contractions can cause fractures, dislocation of joints, etc.

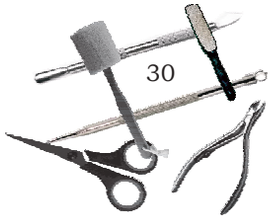
Damage to respiratory system

The respiratory system can get paralysed, affecting the heartbeat or altogether stopping it.

Preventing electric shocks

Shocks occur when a human body comes in contact with a source of electricity. Electricity finds its path to the earth through the human body. So, it is important to be careful while working in a place that extensively uses electrical appliances. Some practices that must be taken care of are as follows:

1) Keep all electrical appliances unplugged when not in use and at the time of a power cut.
2) Ensure that an extension cord is not overloaded and replace it when it gets damaged or its wiring wears out. Pull the plug only after turning off the switch.
3) Electric appliances always need to be kept away from water. Do not keep or use any appliance near wash basins and never spill water on them.



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

Rescue techniques and post-incident measures

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

Chemical safety

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

Harmful chemicals

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

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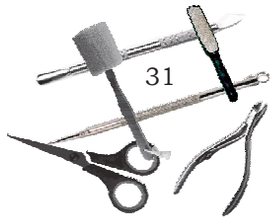

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Chemical name	Found in products	Symptoms of exposure	Potential long-term effects
Dibutyl Phthalate	Nail polish	Nausea, dizziness, eye and skin irritation	Reproductive toxicity, birth defects
Formaldehyde or Methylene Glycol	Nail hardener, nail polish,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

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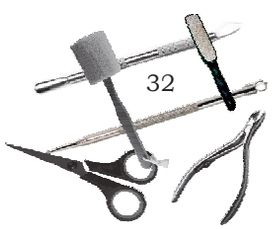

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P-phenylenediamine	Hair dye, henna tattoo	Skin irritation	Dermatitis
Glyceryl Thioglycolate	Permanent wave solution, 'acid perm'	Skin irritation	Dermatitis
Ammonium Persulfate	Hair bleach	Eye, skin and nose irritation, coughing, shortness of breath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

Chemical handling

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

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

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

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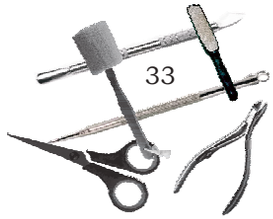

tightly after use and kept away from the edges so that they do not fall and spill on the floor.

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

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

Chemical storage

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

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

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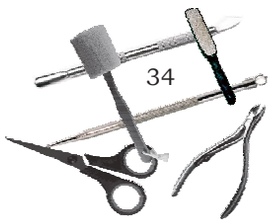

6) Ensure that chemicals are not exposed to heat or sunlight.
7) Each chemical must be labelled.

First aid

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

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

Posture, lifting and carrying

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

Methods to avoid posture-related problems

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

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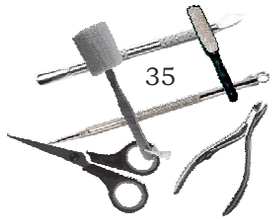

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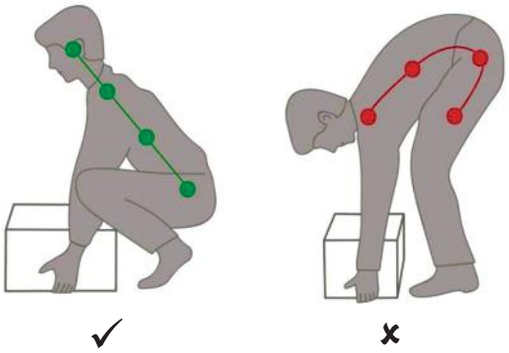

Fig. 1.32: The correct and incorrect postures while lifting a weight

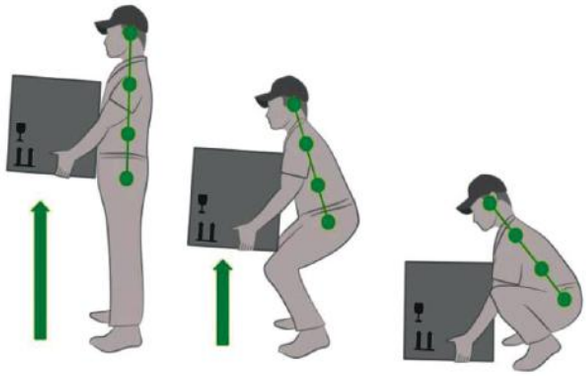

Fig. 1.33: Follow these steps while lifting a weight

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

Measures to adopt while lifting and carrying loads

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

Risks at workplace

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

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

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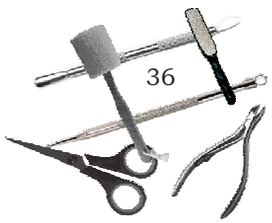

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- slipping on water or some other liquid spilled on the floor
- catch an infection from unsterilised tools
- burns from heating rods and hot water

Fig. 1.34: Hazards at a workplace

Parlour hygiene

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

Wash hands

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

Fig. 1.35: Wash hands before and after treatment

Work surface

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

Fig. 1.36: Keep the work surface clean and disinfected

Chair and couches

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

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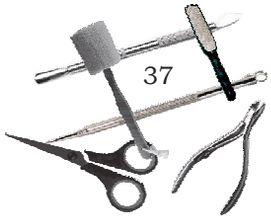

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Fig. 1.37: Keep the chairs and couches clean

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

Tools and instruments

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

Floor

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

Personal Protective Equipment (PPE)

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

Apron

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

Gloves

It protects hands from getting contaminated and catching infections.

Head cover

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

Shoes

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

Mask

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

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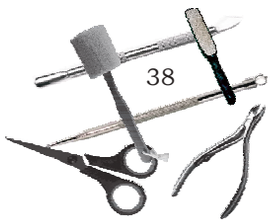

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Practical Exercise

Activity 1

Material required: Nil

Procedure

Perform the following tasks:

1) Identify and enlist various beauty and wellness service providers.
2) Prepare a project report on a beauty salon. It should include the following points:
   - service being provided
   - equipment available
   - manpower available

Activity 2

Material required: Nil

Procedure

Perform the following tasks:

1) Bring pictures of different services offered in beauty therapy.
2) Share them with the class and identify the services as given in the pictures.

Activity 3

Material required: Complete beauty parlour set-up

Procedure

Perform the following tasks:

1) Prepare and maintain a work treatment area.
2) Fill in a client's record card appropriately.
3) Prepare the client for treatment.
4) Sterilise and disinfect equipment and tools.
5) Segregate and dispose of the waste accordingly.
6) Store products, tools and equipment at a safe place.

Activity 4

Material required: Various beauty products with labels

Procedure

Perform the following tasks:

1) Read the information on the labels of beauty products.
2) Identify the contra-indications of various beauty treatments.

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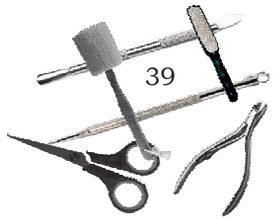

Check Your Progress

Multiple Choice Questions

1. Class A fire includes combustibles, like _____.
   a) wood
   b) paint
   c) gasoline
   d) oil
2. A water fire extinguisher is used for dousing _____ fires.
   a) Class A
   b) Class B
   c) Class C
   d) Class E
3. The first thing that people must do in case of a fire at a workplace is _____.
   a) shout at each other
   b) use the lift for exit
   c) stay calm and alert people
   d) none of the above
4. Personal Protective Equipment does not include _____.
   a) gloves
   b) normal clothes
   c) hair cap
   d) apron

Match the Columns

A	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. Methyle Methacrylate	d) Contains halocarbon agents
5. Acetone	e) Artificial nails
6. Gloves	f) Present in nail polish and hair dye

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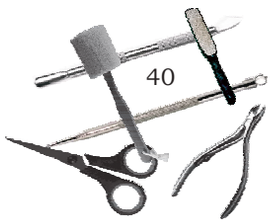

What have you learnt?

After completing this session, are you able to:

- prepare for emergencies
- identify hazards and evaluate risks at a workplace
- sterilise and disinfect equipment and tools
- segregate and dispose of the waste accordingly

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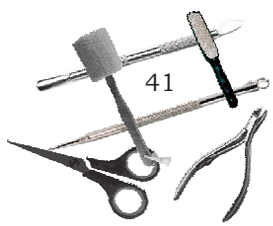

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Unit 2

Manicure, Pedicure and Mehendi

Introduction

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

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

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

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

Session 1: Anatomy of the Nail, Hand and Feet

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

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

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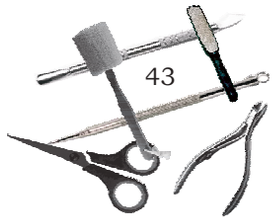

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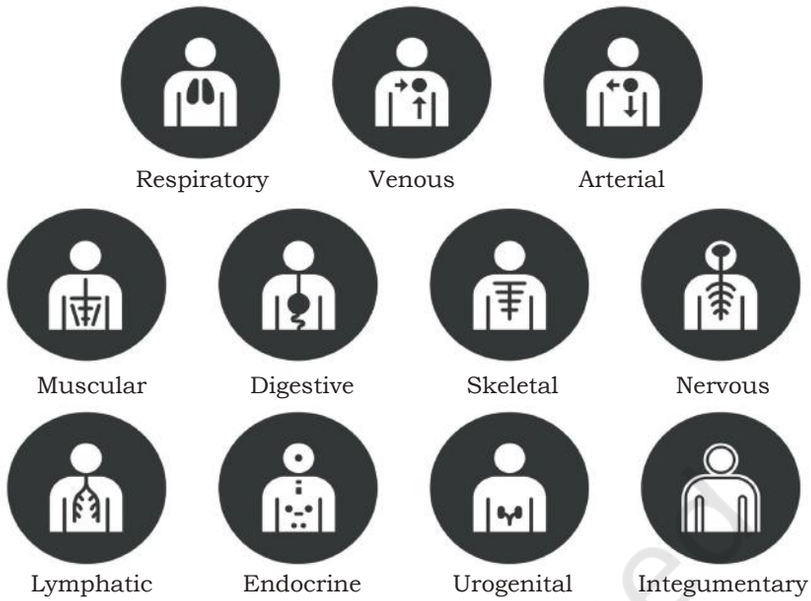

Fig. 2.1: Body systems

Skeletal system

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

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

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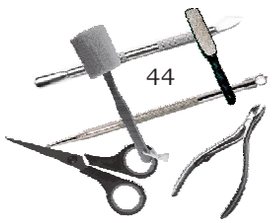

Massage assists the skeletal system in the following ways:

- improves posture
- improves muscle tone
- reduces joint stiffness and pain
- increases flexibility of muscles
- increases range of motions
- reduces inflammation
- improves soreness and fatigue
- reduces the number and intensity of muscle spasms
- facilitates body alignment
- facilitates mineral retention
- relaxes tight muscles and tendons

Let us now take a look at the following diagrams [Fig. 2.2(a), 2.2(b) and 2.3] for a better understanding of bones.

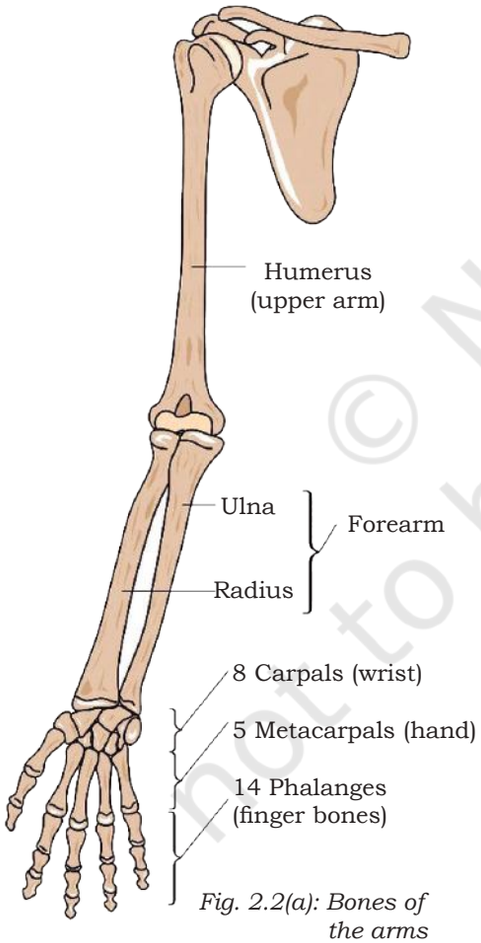

Fig. 2.2(a): Bones of the arms

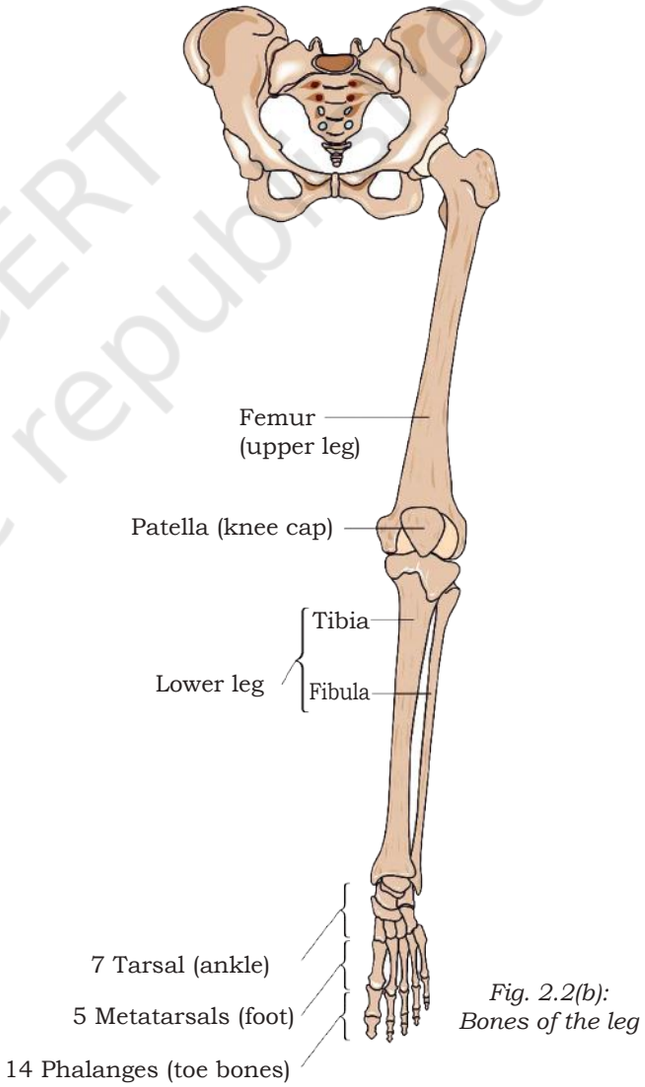

Fig. 2.2(b): Bones of the leg

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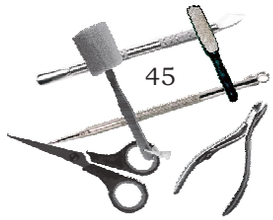

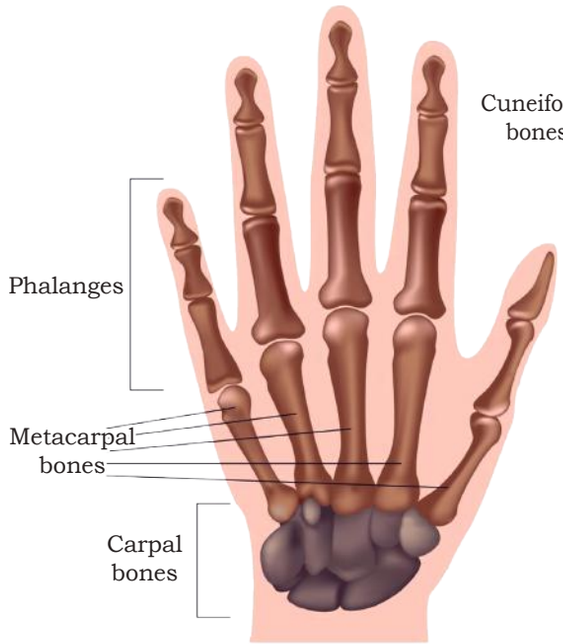

Fig. 2.3: Bones in fingers and wrist

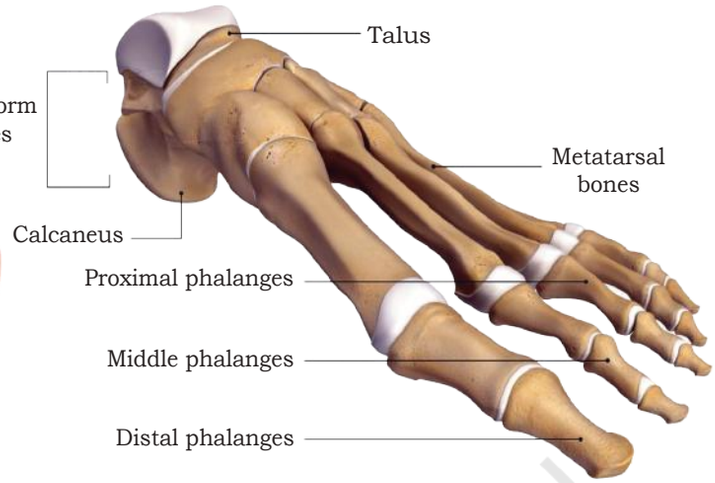

Fig. 2.4: Bones in the foot

Muscular system

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

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

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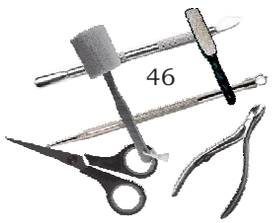

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- provides relaxation
- releases facial constrictions
- stimulates the circulatory system
- stimulates the nervous system's sensory neurons
- Warms-up or warms-down muscles during an exercise

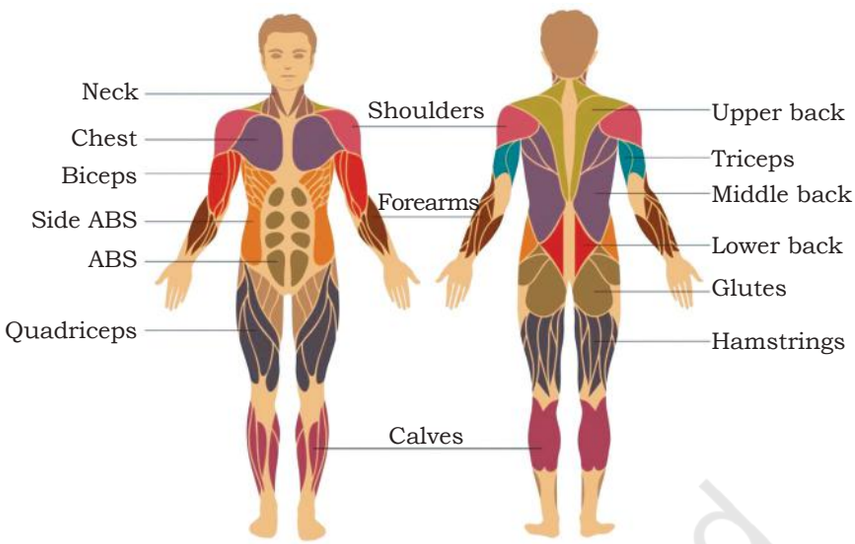

Fig. 2. 5: Muscles in the body

Structure of the nail

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

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

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

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

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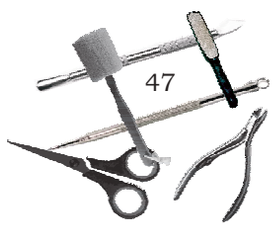
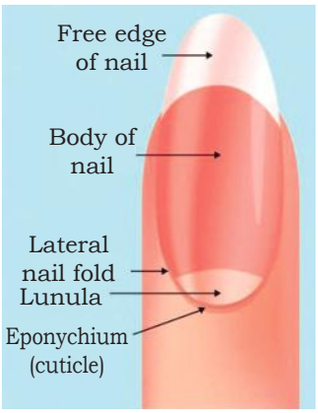
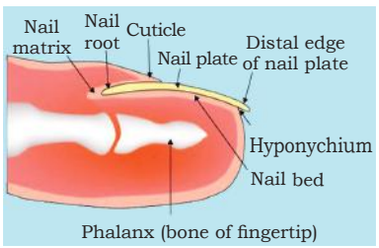




(a)



(b)

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

Nail growth and structure

Nail growth

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

Nail root

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

Nail bed

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

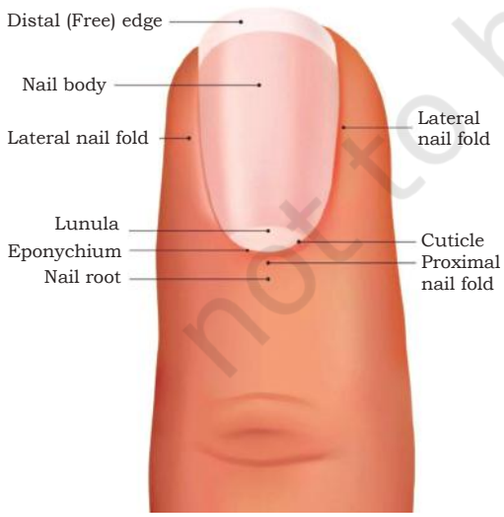


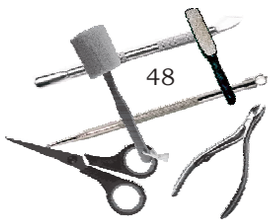
Fig. 2.7: Parts of the nail

Nail plate

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

Eponychium or cuticle

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



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Perionychium

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

Hyponychium

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

Practical Exercise

Activity 1

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

Procedure

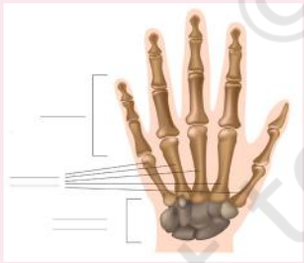
Perform the following task:

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

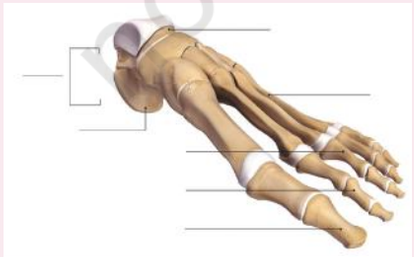
Check Your Progress

Label the following diagrams

1. Bones of the hand and wrist



2. Bones of the foot



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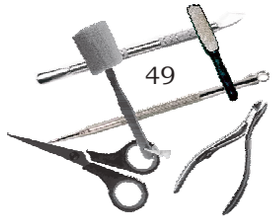

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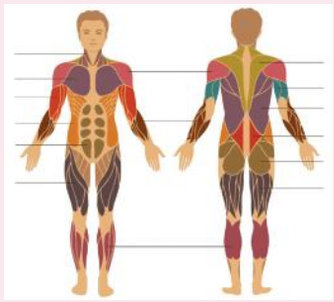
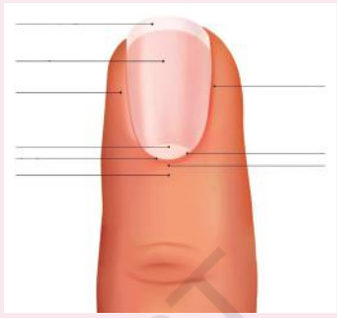
3. Muscles of the body



4. Structure of the nail



Multiple Choice Questions

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

Fill in the Blanks

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

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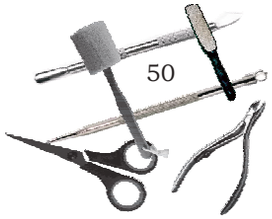

What have you learnt?

After completing this session, are you able to:

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

Session 2: Manicure

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

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

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

Fig. 2.8: Manicure procedure

Preparing the work area

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

Hygiene

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

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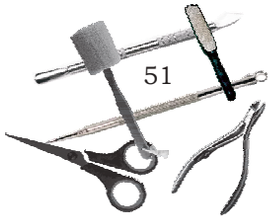
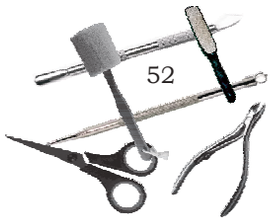


- Maintain a clean and tidy work area.
- The therapist must wash her/his hands with soap/hand wash before and after each treatment.
- Sterilise all tools before and after use or dispose them of, depending on their type.

Equipment and materials used in manicure and pedicure

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



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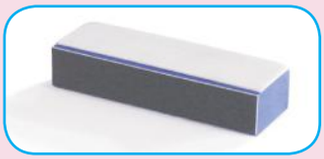
3-way buffer This is used to smoothen the nails and remove longitudinal and horizontal lines on it, if any. Wipe the 3-way buffer between uses with an appropriate cleansing solution.	
Nail brush This is used to clean the nails of clients and beauty therapists. Wash the brush in hot soapy water or sterilise it in a chemical solution before and after use. When using from nail-to-nail, clean it with a steriliser. On completion of the treatment, sterilise the brush in a cold sterilising solution.	
Hoof stick It is usually made of plastic but may be wooden too, with a rubber end to push back cuticles. It is pointed at one end and may be tipped with cotton wool to clean under free edge. When using from nail-to-nail, clean it with a steriliser. On completion of the treatment, sterilise it in a cold sterilising solution.	
Hard skin rasp or grater It is used in pedicure after the feet have been soaked in lukewarm water. It can be used in conjunction with a hard skin remover. Use it on areas of hard skin in a rubbing action with light pressure. Wash the hard skin rasp after use in hot soapy water and dispose of the waste. Now, sterilise it in a cold chemical solution.	
Pumice stone It is used in pedicure to remove dead skin cells from the feet.	

Contra-indications

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

Classification of contra-indications

- Contra-indications that prevent treatment (cannot treat)
- Contra-indications that restrict treatment (work around)

Contra-indications that prevent treatment

Haemophilia

It is a rare bleeding disorder, in which blood does not clot normally.

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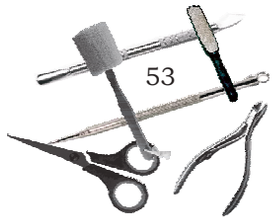

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Arthritis

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

Bruised nail

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

Psoriasis of the nail

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

Onycholysis

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

Tineaunguium

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

Contra-indications that may restrict treatment

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

Onychorrhexis

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

Leukonychia

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

Furrows

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

Beau's lines

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

Onychophagy

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

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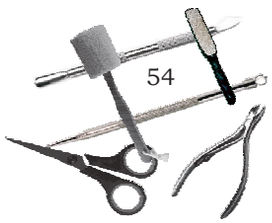

Nail separation

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

Fig. 2.9: Nail separation

Ingrowing nails

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

Fig. 2.10: Ingrowing nail

Split and brittle nails

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

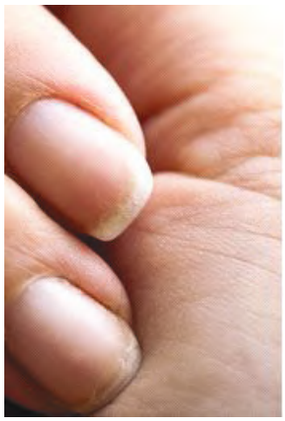

Fig. 2.11: Brittle nails

Painful, red and swollen nail fold (paronychia)

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

Fig. 2.12: Painful, red and swollen nails

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Identification of nail conditions

Weak nails

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

Brittle nails

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

Ridged nails

Fig. 2.13: Ridged nails — horizontal and vertical

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

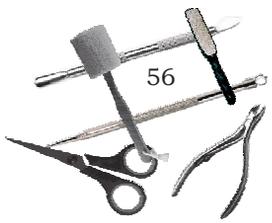
Overgrown cuticles

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

Manicure procedure

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

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



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

Manicure steps

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

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

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

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

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

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

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

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

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

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Fig. 2.14 (a–p): Manicure steps

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

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

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

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

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

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

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

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

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

Applying nail polish

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

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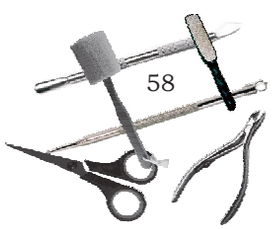

- **Base coat application:** Apply the base coat starting at the cuticle. Fan out the brush over the nail as you brush towards the tip. Always work from the left to the right direction of the nail.
- **Choose the colour:** The nail polish colour must be chosen, keeping in view the client's taste. However,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

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

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

Nail shapes

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

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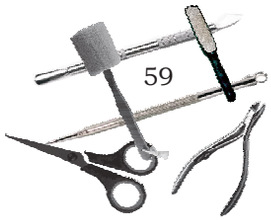


Fig. 2.17: Various nail shapes

Oval

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

How to file

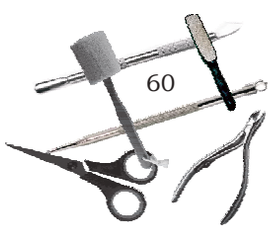
- To achieve an oval shape, straighten the sidewalls first and make sure they are even. This can be done through filing.
- File in smooth, arching motions, starting at the side of the nail moving towards the top, using a nail file.
- Work on the angles from both the sides and around the free edge to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

Square

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

How to file

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



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- 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 shape.
- File a side wall straight up, and then, change the angle to blend.
- Repeat this on the other side as well.
- Once both the sides are done, bevel the nail and sharpen the corners.

Squoval

- Squoval, as the name suggests, is a combination of square and oval. Sometimes, called a conservative square, it has the length of a square nail, but softer edges of an oval. Squoval shape suits all nail types.

How to file

- To file a squoval nail, begin with making a square, as is the practice for all shapes.
- This ensures that the side walls are straight.
- Once the side walls are straight, tilt the file underneath the corners. Now, file back and forth from downward to upward direction. This will slowly wear the corners off.

Round

The round shape is frequently used to create a softer, less noticeable look. In case, a customer has wide nail beds and large hands, then round nails can give a slender look to the hands.

How to file

- To get a 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, else it will look imbalanced.
- The nail should now be slightly tapered and extend just past the tip of the finger.

Pointed

Pointed nails are less common than other shapes. A pointed nail can create length and make the hands look slender. Smaller hands with smaller nail beds

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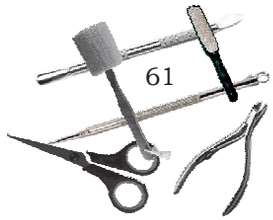

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can use pointed nails to create length. If the nails have long and slender nail beds, then pointed nails are more noticeable.

How to file

- To achieve pointed nails, 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.

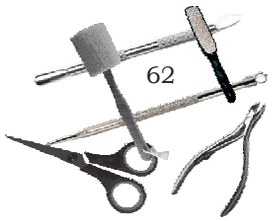
After care advice

To ensure that the effect of manicure lasts longer, follow these guidelines:

- Give enough time to the nails to dry after manicure.
- While doing household works, such as gardening or cleaning the dishes, wear waterproof gloves.
- Always dry the hands after washing them.
- Hand creams must be used regularly to keep the skin soft and protected.
- Always apply base coat under nail polish to prevent staining.
- Apply top coat over the nail polish to prevent chipping of the nail paint.
- Use an acetone-free nail polish remover.
- Never use metal files as these may damage the nails.
- Keep workable length of the nails as very long nails cause problems and might get damaged.
- Use cuticle cream or oil the hands regularly to moisturise dry cuticles (Fig. 2.18).
- Drink plenty of water and eat well to maintain a good skin and nail condition (Fig. 2.19).
- Do simple hand exercises to keep the joints supple for smooth movements.
- Avoid harsh soaps and detergents for washing hands.
- Avail manicure every 2 to 4 weeks for soft and shiny hands.

Fig. 2.18: Apply moisturiser to keep the hands hydrated

Fig. 2.19: Drink plenty of water



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Practical Exercise

Activity 1

Material required: Notebook, pen

Procedure

- Identify nail shape and nail condition (texture, disease, etc.,) in a volunteer's hand.
- Identify contra-indications and contra-actions that affect or restrict manicure and pedicure services.
- Identify and name important bones and muscles of the hand and feet.
- Take note of your observations.

Activity 2

Material required: Entire manicure setup

Procedure

- Prepare a client for manicure and pedicure.
- Identify products and tools needed to carry out manicure — exfoliant, enamel remover, nail enamel, cuticle cream, clipper, scrapper, nail brush, nail file, cuticle nippers, cuticle knife, emery board and nail scissors.
- Observe the various techniques used in manicure, such as filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing, polishing, etc.

Check Your Progress

Multiple Choice Questions

1. The main purpose of metal nipper is to_____.
   (a) remove excess cuticle (b) cut nails
   (c) file nails (d) massage hands
2. Nail polish colour should be applied in _____.
   (a) only 1 stroke (b) 3 quick strokes
   (c) 2 strokes (d) 5 strokes
3. _____ is used to cut and shorten the nails prior to filing.
   (a) Nail rasp (b) Curette
   (c) Toenail nipper (d) Toenail clipper
4. Which of the following is not a nail shape?
   (a) Oval (b) Round
   (c) Squoval (d) Cylindrical
5. The picture below shows _____.
   (a) cuticle scissors (b) nail scissors
   (c) cuticle nipper (d) toenail nipper

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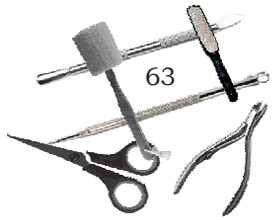


6. Which cream is used to correct the brittle nails and dry cuticles?
   (a) Moisturiser (b) Hand cream
   (c) Cocoa cream (d) Cuticle cream
7. Identify the following tool.
   (a) Orange stick (b) Pumice stone
   (c) Nail brush (d) Cuticle pusher

8. Identify the nail shape.
   (a) Almond (b) Square
   (c) Pointed (d) U

Fill in the Blanks

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

Subjective Type Questions

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

What have you learnt?

After completing this session, are you able to:

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

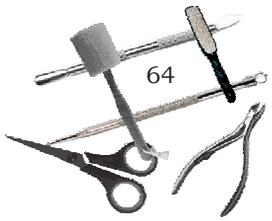
Session 3: Pedicure

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

Fig. 2.20: Pedicure procedure

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

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



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

Purpose of pedicure

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

Pedicure includes

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

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

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

Contra-indications for pedicure

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

Contra-indications that prevent treatment

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

Contra-indications that restrict treatment

- Bruised nail
- Cut and aberration on hand or fingers

Pedicure procedure

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

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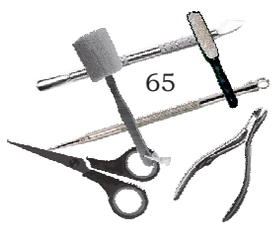

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Fig. 2.21: Wash the hands

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

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

Fig. 2.24: Shorten or cut the nails using clippers

Fig. 2.25: File the nails using an emery board

Fig. 2.26: Exfoliate and scrub the foot

- Soak both feet of the client in a pedi antiseptic soaking solution (Fig. 2.22).
- Dry both the feet and rest them on a clean towel.
- Remove old enamel from the toenails and examine them for infection(s) (Fig. 2.23).
- Shorten or cut the nails using clippers, if required. The nails must be cut straight across to avoid ingrowing nails (Fig. 2.24).
- File the nails of each foot using an emery board (Fig. 2.25).
- Apply cuticle cream and massage the nails, and place the foot back into the soak. Repeat the steps on the other foot as well.
- Use callus file or a scrub or an exfoliator on hard skin on the sole of the foot (Fig. 2.26).
- Dry the foot, pay attention to the area between the toes.
- Apply a cuticle remover, spread around the cuticles and gently push back and lift the cuticle off nails (Fig. 2.27). Light pressure should be applied to avoid damaging the rest of the nail and the nail plate (Fig. 2.28 a and b).

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

(a) *(b)*

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

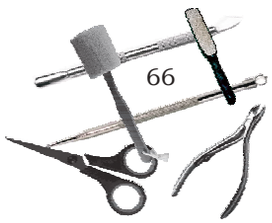

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Fig. 2.29: Scrub the nails

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

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

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

Pedicure massage

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

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

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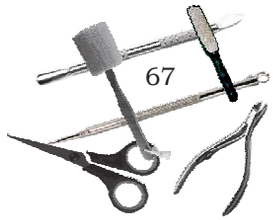

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Fig. 2.32: Pedicure massage

Fig. 2.33: Massage the leg around the knee area

Fig. 2.34: Massage the leg around the calf area

- Effleurage the knee three times.
- Do circular finger movements kneading around the ankle.
- Knead the Achilles tendon (back of the ankle) six times.
- Give thumb frictions to the top of the foot from toe to ankle.

(a)

(b)

Fig. 2.35 (a and b): Massage the foot using palm kneading technique

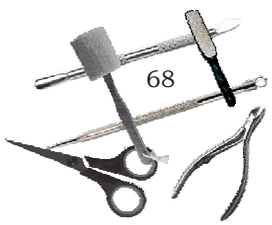
Fig. 2.36: Give thumb frictions to the foot

Fig. 2.37: Apply moisturising lotion daily on the feet to keep them hydrated

- Also, give deep palm stroking to dorsal (top) and plantar (bottom) aspect of foot (together).
- Give palm kneading to toes using both the hands at the same time.
- Palm knead the sole six times.
- Give deep thumb frictions to the sole of the foot (sawing action) from toe to heel and back.
- Give friction circles to each toe.
- Effleurage six times from foot to knee.
- Use firm pressure on the foot to prevent over-sensitivity and ticklish sensation.

After care advice

To ensure that the benefits of pedicure last longer, the customer may be advised the following:



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

Practical Exercise

Activity 1

Material required: Entire pedicure setup

Procedure

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

Check Your Progress

Multiple Choice Questions

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

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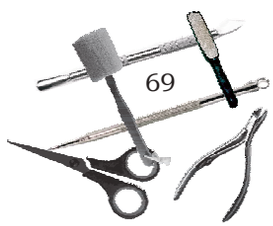

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3. Before applying nail paint, you should place _____ between the toes.
   (a) pumice stone (b) emery board
   (c) toe separators (d) cuticle cutter
4. Which of the following is a specialisation of a pedicurist?
   (a) Head massage (b) Waxing
   (c)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

What have you learnt?

After completing this session, are you able to:

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

Session 4: Henna or Mehendi

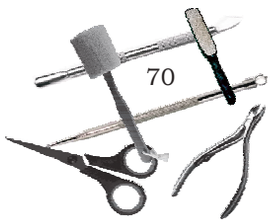
Fig. 2.38: Mehendi design

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

Mehendi art on hands and legs

Adequate care must be taken while applying mehendi on hands.

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



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

Tools and material required

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

Preparation

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

Mehendi mixture preparation

Material required

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

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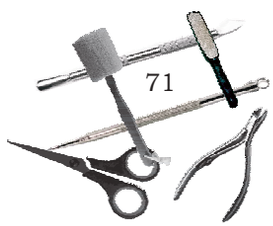

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- **Essential oils (lavender/ tea tree/eucalyptus):** These oils contain monoterpene alcohol, which aid in the release of dye molecules and give a scent to the paste. These are very strong, so use a small quantity, for example 30 ml oil in 100 gram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

Method

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

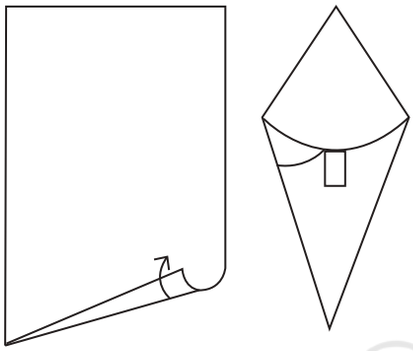


Fig. 2.39: Hold one corner of the sheet and start rolling it

Cone formation

Material required

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

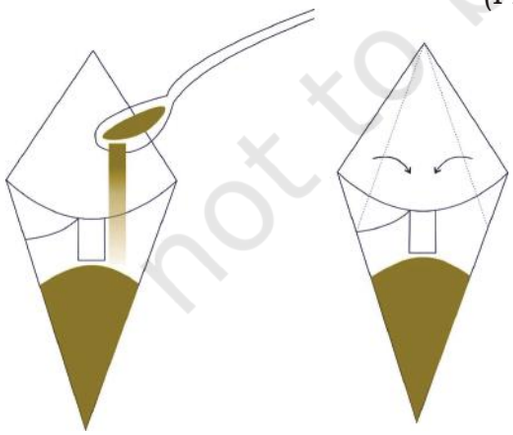


Fig. 2.40: Put 2–3 spoons of henna paste in the cone and fold its edges inwards

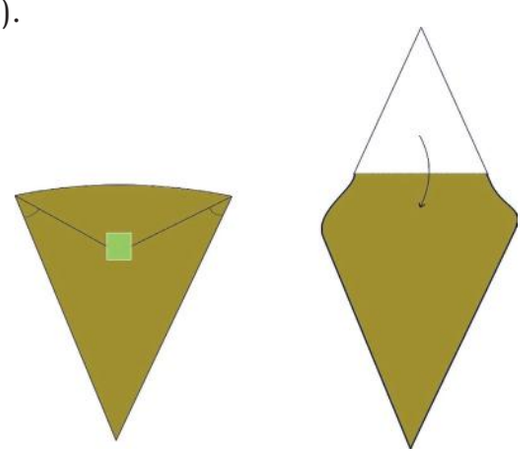
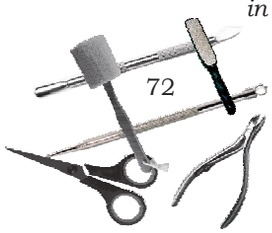


Fig. 2.41: Fold the free corner at the top of the cone downwards and tape it



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

Procedure

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

Sparkle mehendi

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

Fig. 2.42: Sparkle mehendi designs

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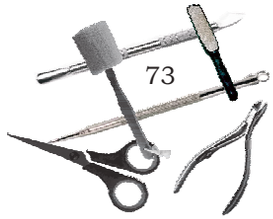


Fig. 2.43: Wooden block mehendi designs

Wooden block mehendi

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

After care advice

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

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

Practical Exercise

Activity 1

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

Procedure

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

Activity 2

Material required: Mehendi powder, plastic sheet and oil

Procedure

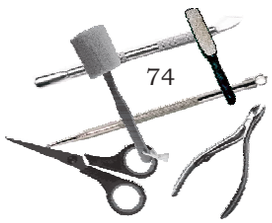
- Prepare tools and products needed for mehendi application, such as mehendi cones, oils, etc.

Activity 3

Material required: Mehendi paste and cone

Procedure

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



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Multiple Choice Questions

1. What material(s) is required for applying henna?
   (a) Cone (b) Tissue paper
   (c) Mehendi (d) All of the above
2. To make a henna design one must_____.
   (a) know how to hold the cone
   (b) squeeze the cone as per the requirement
   (c) keep cleaning the tip of the cone from time-to-time
   (d) all of the above
3. The mixture of lemon juice and sugar is applied_____.
   (a) on dried mehendi
   (b) on semi-dried mehendi
   (c) after removing mehendi
   (d) before applying mehendi
4. The tip of mehendi cone is cleaned repeatedly_____.
   (a) to ensure smooth flow
   (b) to ease pressing of cone
   (c) to bring consistency in design
   (d) all of the above

Fill in the blanks

1. The two types of henna are _____ and _____.
2. Henna is a _____.
3. A _____ is used to make mehendi designs.
4. Generally, _____ spoons of mehendi paste is used to fill three-fourth of a cone.

What have You Learnt ?

After completing this session, are you able to:

- prepare a mehendi cone
- make simple mehendi designs

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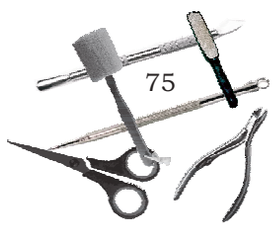

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Unit 3

Hair Care

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Fig. 3.1: Damaged hair

Fig. 3.2: A client getting a headwash

Introduction

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

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

The lack of care and poor quality products also affect the health of the hair. Regular hair care with protectants can make the hair healthy, and help in regaining its shine and strength. Salons can provide hair care service. For this, a salon should be clean and disinfected, maintain a suitable temperature and lighting facility. It should follow the required safety standards.

Session 1: Basics of Hair Care

Effects of environmental factors and use of hair dryer

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

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

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

Types of hair

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

Straight

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

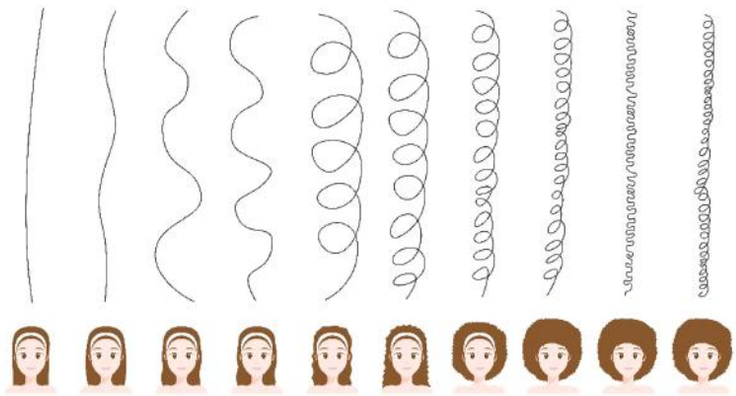

Fig. 3.3: Types of hair

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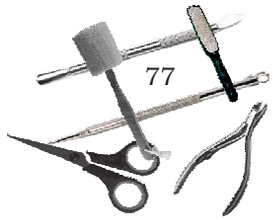


Wavy

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

Curly

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

Coily

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

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

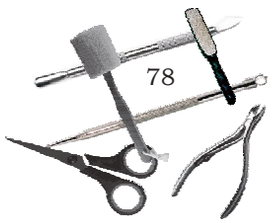
Fig. 3.4: Different hairstyles

Features affecting hairstyling

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

Head shape

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



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Facial features

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

Face shape

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

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

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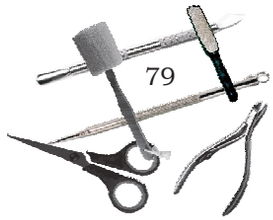
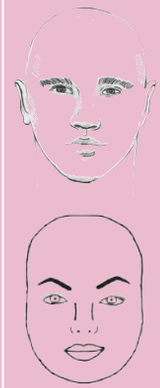


Round		To make face look narrower	Centre parting with fullness at crown, layers on top for volume, rest of the hair should be closer to the face and come below the chin	Height needed on top and front; centre or off-centre parting, resembling square style
Square		To mask the angled look due to bone structure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

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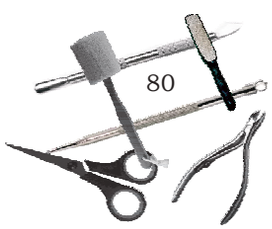
Lifestyle

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

Anatomy of hair — basics

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



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Structure of the hair

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

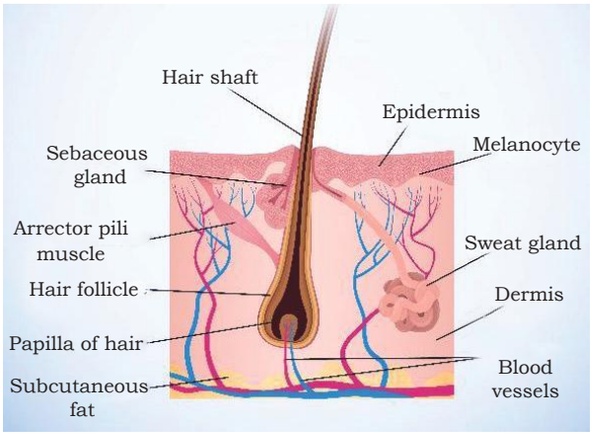

Fig. 3.5: Hair structure

Hair bulb

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

Hair shaft

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

Cuticle

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

Cortex

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

Medulla

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

Roots

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

Glands and muscles in hair follicle

Sebaceous gland

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

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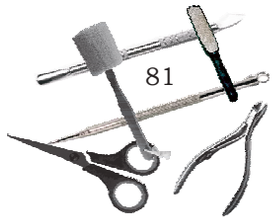


Sweat gland

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

Arrector pili muscle

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

Hair growth cycle

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

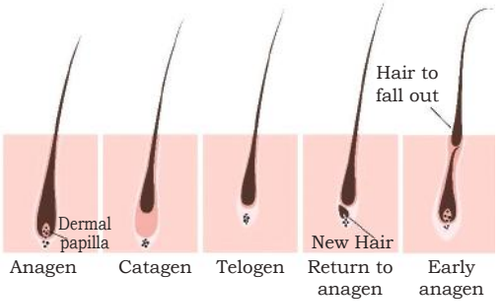


Fig. 3.6: Hair growth cycle

Anagen phase

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

Catagen phase

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

Telogen phase

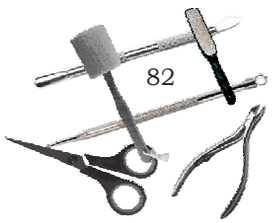
It is the resting phase, where the hair no longer grows but is attached to its follicle. After about three months, there is hair fall when the hair is washed or combed. After this, the follicle can again start a new anagen phase. Thus, each hair follicle produces a new strand and passes through 25–30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

Fig. 3.7: Hair problems

Contra-indications

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

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



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3) Heat absorbs all moisture and oil on the scalp, resulting in weak and dull hair.
4) Often, the common sign of damaged hair is shown in the form of split ends. Split ends are formed due to heat, which harms the inner layer of the hair.
5) Heat can alter the natural texture and shape of the hair by causing swelling of the outer layer of the hair.

Hair and scalp conditions, and diseases

Common hair and scalp conditions

Hair loss

It can be spotted when clumps of hair are visible in the drain after a head wash, in the hair brush after combing, or visible thinning of the hair.

Lice infestation

Lice thrives by sucking blood from the scalp, causing itching.

Dandruff

It is the shedding of dead skin from the scalp. Many associate it with self-esteem (Fig. 3.8).

Fig. 3.8: Dandruff

Hair and scalp diseases

Alopecia areata

It is the loss of hair in patches that can be as big as a coin.

Psoriasis

It is seen in the form of dry and scaly skin of the scalp. It can spread to the entire scalp and other areas, such as behind the ears, neck or forehead.

Litchen planus

These are rashes occurring due to immune responses, allergies, stress or genetic disorders.

Fig. 3.9: A hairstylist giving advice to a client

After care advice

It is a hairstylist's duty to give after care advice to customers and suggest to them products that they can

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use to keep their hair healthy and enhance its look. Tell them the benefits of the products and how imperative they are in protecting their hair. The clients' response will depend on how you recommend a product. Also, suggest different ways to style the hair. At last, ask them about their next visit to the salon.

Practical Exercise

Activity 1

Material required: Nil

Procedure

- Identify the types of hair among yourselves.
- Identify the texture of hair among yourselves.

Check Your Progress

Multiple Choice Questions

1. Which of the following is not a type of hair?
   (a) Curly (b) Coily
   (c) Wavy (d) Ringlets
2. The shaft has _____.
   (a) root (b) medulla
   (c) hair bulb (d) sweat gland
3. Anagen phase is a part of the _____cycle.
   (a) root (b) shaft
   (c) follicle (d) catagen

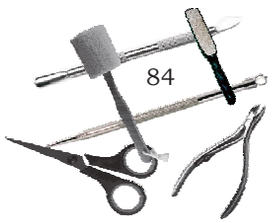
Subjective Type Questions

1. What are the effects of humidity on hair?
2. Name any three types of hair.
3. What are the functions of the following:
   (a) Arrector pili muscle
   (b) Hair bulb

What have you learnt?

After completing this session, are you able to:

- identify different types of hair
- identify hair and scalp conditions



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Session 2: Common Hairdos

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

Common hairstyles

Fig. 3.10: A client getting a haircut

Plait

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

Fig. 3.11: Plait

Twist

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

Fig. 3.12: Twist

Braid

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

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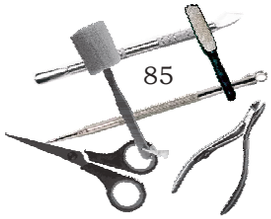


Fig. 3.13: Braid

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

Knot

Fig. 3.14: Knots

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

Chignon

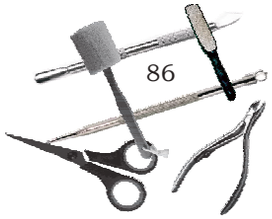
Fig. 3.15: Chignon

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

Pleat

Fig. 3.16: Pleated hairdo

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



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

Roll

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

Fig. 3.17: Roll

Ringlets

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

Fig. 3.18: Ringlets

Smooth blow dry

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

Fig. 3.19: Smooth blow dry

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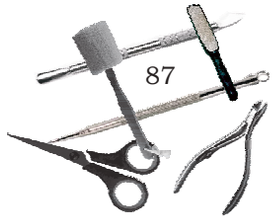

Fig. 3.20: Curly blow dry

Curly blow dry

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

Tonging

Fig. 3.21: Tonging

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

Straightening

Fig. 3.22: Straightening

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

Setting the hair

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

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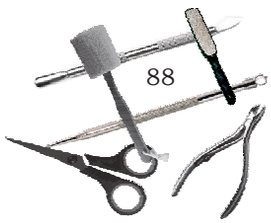

Hair accessories

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

Bobby pins

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

Hair pins

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

Fig. 3.23: Types of bobby pins

Jumbo pins

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

Regular pins

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

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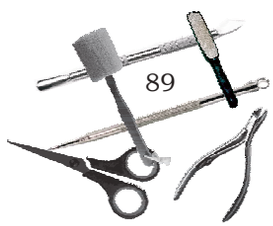

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Fig. 3.24: Barrette

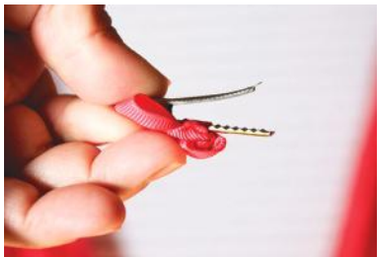
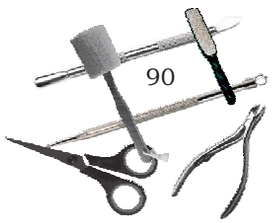


Fig. 3.25: Alligator clip

Fig. 3.26: Snap clip

Fig. 3.27: French clip

Fig. 3.28: Jaw clip



Mini pins

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

Hair clips

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

Barrette

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

Alligator clip

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

Snap clip

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

French clip

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

Jaw clip

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

Banana clip

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

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Feathered hair clip

It is a hat clip and gives a royal look.

Button clip

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

Fig. 3.29: False hair

False hair

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

Head band

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

Fig. 3.30: Head band

Maang tikkaa

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

Tiara

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

Fig. 3.31: Tiara

Paranda

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

Net

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

(a) *(b)*

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

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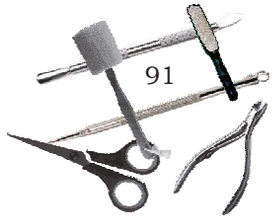

Fig. 3.33: Gajra

Veil

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

Fresh flowers (*Gajra*)

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

Styling products, tools and equipment

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

Styling lotions

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

Mousse

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

Styling gel

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

Heat protectant

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

Serum

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

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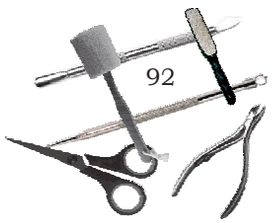

Hairspray

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

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

Cream

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

Finishing gel

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

Combs

Flat back brush

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

Tail or teaser comb

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

Flat-back brush (a) | Pitchfork comb (b) | Quill brush (c) | Teaser comb (d) | Barber comb (e) | Round brush (f) | Vent brush (g)

Fig. 3.35(a–g): Types of comb

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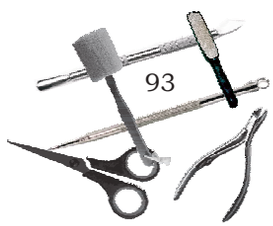


Radial brush

It is the most suitable for inducing curls, root lift and volume in all hair lengths [Fig. 3.35(f)].

Vent brush

It is a light weight brush with small spaces that allow the heat from the dryer to flow into the hair [Fig. 3.35(g)]. It helps in increasing the volume of the hair while drying.

Wide toothed or rake comb

The teeth of such a comb are widely spaced and used for untangling wet or dry hair.

Dressing comb

Its teeth are medium spaced and it is used for styling and finishing blow dry.

Hand-held dryer

It is of various types and comes in different shapes with varying speed and power (Fig. 3.36). Hand-held dryers range from 1,800 to 3,000 watt. A dryer, usually, has three controls — speed, heat and cool.

Fig. 3.36: Hairdryer

Fig. 3.37: Diffuser

Diffuser

It is like an accessory fixed at the end of a hairdryer (Fig. 3.37). It helps in controlling and diffusing the heat directed onto the hair.

Fig. 3.38: Tong

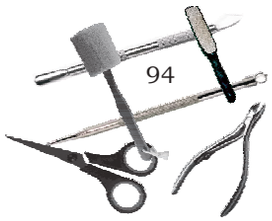
Tong or curling iron

Heated tongs or curling iron is used to curl up the hair (Fig. 3.38). It is a hand-held tool and comes in various sizes, types and shapes.

Fig. 3.39: Straightener

Straightener

A straightener is used to straighten or flatten curly or wavy hair (Fig. 3.39). It also comes in various types and sizes.



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Roller

A hair roller or hair curler is a small tube that is rolled onto a person's hair in order to curl it or make a new hairstyle (Fig. 3.40). It can induce tight curls, waves or spirals, depending on the size and time for which a roller is used. The diameter of a roller varies from approximately 0.8 inches (20 mm) to 1.5 inches (38 mm).

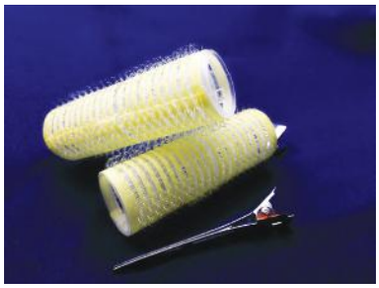

Fig. 3.40: Rollers

Physical effects of styling on hair structure

Hair is made of bonds and their position determines the nature of hair. Salt linkages and hydrogen bonds are weak, and are easily broken by the use of styling products, which contain acids and alkalis. These bonds hold the structure together and are not broken till the hair is wetted. That explains why a particular style lasts only till the hair is washed.

If heat is applied incorrectly, it can cause hair breakage, discolouring burning of the scalp, turning bleached hair yellow and fading of chemically treated hair.

If products are used inappropriately, they can cause hair fall, make the hair brittle, frizzy and unruly. Besides, the preferred style will not last longer. It happens because the cuticle gets damaged, thus, changing the shape and structure of the hair.

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Practical Exercise

Activity 1

Material required: Dummies with hair, setup of a hairdressing unit

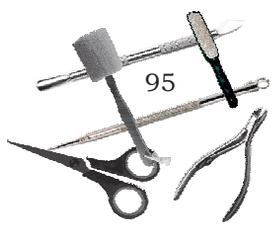
Procedure

- See carefully the demonstration of hairdos using different accessories.
- Carry out hair styling on dummies.

Check Your Progress

Multiple Choice Questions

1. Which of the following is a type of a bun?
   (a) Chignon (b) Braid
   (c) Knot (d) Plait



2. Fluffy and levelled are the types of _____.
   (a) roll (b) braid
   (c) ringlets (d) knot
3. _____ are commonly known as tic-tacs.
   (a) Jaw clips (b) Snap clips
   (c) Banana clips (d) None of the above
4. Which of the following is a type of braid?
   (a) French (b) French lace
   (c) Dutch (d) None of these

Subjective Type Questions

1. What is a plait and a braid?
2. What is tonging?
3. Name any six hair accessories.
4. Name any two types of comb.

What have you learnt?

After completing this session, are you able to:

- perform simple hair dressing and make common hairdos
- describe the factors that influence hair services
- explain hair scalp conditions
- create various hairstyles
- use different types of hair accessories

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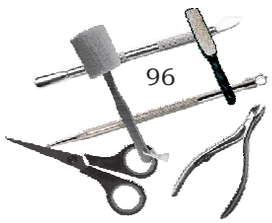

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Glossary

Allergic or sensitive skin: *A skin becomes sensitive when it comes in contact with an allergin, resulting in rashes and inflammation.*

Anatomy: *Anatomy describes the structure of a body and the relationship of body parts with one another.*

Bleach: *It refers to a bleaching agent, which helps to lighten the skin tone. It is, generally, used to lighten the colour of facial hair. The process is termed as 'bleaching'.*

Beau's lines: *These are deep grooved lines running horizontally on fingernails and toenails.*

Chignon: *Chignon is a type of bun, which gives voluminous look to the hair and is, usually, made at the nape of the neck.*

Clean-up: *This is done for unclogging the skin pores and letting the skin breathe. It helps to slough off dead skin cells and clean deep-seated dirt from the skin. In the process of clean-up, the skin is cleansed, exfoliated and moisturised.*

Comedone extractor: *A tool used for removing blackheads and whiteheads, thus making the skin clearer and shinier.*

Depilation: *It is the deliberate removal of unwanted body hair.*

Emery board: *This has two sides — a coarse side for shortening the nails and a fine side, used for shaping and bevelling.*

Eponychium: *The cuticle of the fingernail is also called eponychium.*

Germinal matrix: *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.*

Hair bulb: *The hair bulb contains the cells, which produce hair.*

Hairdo: *It is achieved by arranging the hair in a certain way, using combs, blow-dryer, cosmetics, etc.*

Hair dressing: *The practice of styling the hair is called 'hairdressing', especially when done as an occupation. Hairstyling may also include adding accessories, such as hairbands, clips, pins, barrettes, tiaras, etc., to the hair to hold it in a certain place and style, and enhance its appearance.*

Hair follicle cycle: *Hair follicle cycle has three phases — anagen, catagen and telogen.*

Hair shaft: *Hair shaft is the part visible above the scalp. Shaft is made up of keratin, which cannot be easily torn. Hair shaft is made up of layers and they can get damaged if they come in contact with direct heat or unfavourable conditions.*

Hair styling products: *These include lotions, mousse, gel, heat protectants, serum, sprays, creams, etc.*

Hair styling tools: *Hair styling tools include natural bristle brush, flat back brush, vent brush, radial brush, wide toothed comb, dressing comb, tail comb, hairdryer, diffuser, tongs, straighteners, rollers, etc.*

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Hyponychium: *Hyponychium is the area between the nail plate and the fingertip.*

Make-up: *It is the process of applying cosmetics to enhance or alter a person's overall look. Lipstick, eyeliner, eye shadow, mascara, foundation, kohl, lip gloss, lip balm, concealer, face powder, etc., are commonly used in make-up.*

Manicure: *It is a treatment for improving the appearance of hands and nails. It is popular among both men and women, and most salons have a separate area catering solely to this treatment.*

Mehendi: *Mehendi is a paste made out of henna leaves that colours the skin maroon-red and gives it a cooling effect. It is the art of applying henna paste on hands and feet in decorative patterns or designs, especially during special occasions, such as weddings, festivals, religious ceremonies, etc.*

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.*

Pedicure: *It is a treatment that helps in improving the appearance of feet and toenails. It also includes removal of dead skin cells using a pumice stone, exfoliation and massage, followed by painting the toenails.*

Perioncyhium: *Perioncyhium is the skin that overlies the nail plate on its sides. It is also known as 'paronychial edge'.*

Physiology: *Physiology is the study of the functions of body parts and the body as a whole.*

Personal Protective Equipment: *It includes gloves, goggles, covered shoes, apron, headgear or head cover, etc. These are meant to protect a person and his/her clothes and body.*

Pumice stone: *A light and porous stone used for scrubbing the skin. It sloughs off hard and dead skin cells.*

Rasp: *It is a coarse form of file used for removing calluses and smoothening the skin.*

Record card: *It is an important document, which must be maintained by a salon as it contains the past treatments taken by a customer, the treatment s/he is booked in for, history of the customer, about the products to be used, skin type and allergies, if any.*

Skin: *Skin is the outer covering of the body. It acts as a protective shield for the body.*

Spa: *A commercial establishment offering beauty and health treatments through services, such as exercise, steam bath and massage.*

Sparkling mehendi: *Sparkling mehendi is a blend of glitter tattoos and body art mehendi, which gives instant colour and sparkle of glitters.*

Sterile matrix: *The nail bed is part of the nail matrix also called sterile matrix. It extends from the edge of germinal matrix or lunula to the hyponychium. The nail bed contains blood vessels, nerves, and melanocytes or melanin producing cells.*

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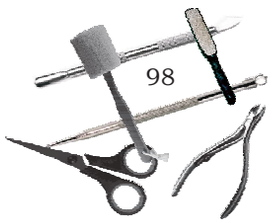

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Threading: *It is a hair removal technique, which removes the entire hair follicle by the use of a cotton thread. The hair is pulled out in a twisting motion, wherein the thread traps the hair and takes it out.*

Tongs: *Tongs are used for curling the hair.*

Waxing: *It is also a hair removal technique, in which the hair are pulled out from the root by the use of a hot wax. New hair takes around three to six weeks to grow according to a person's hair growth pattern. Strip and stripless waxing are the two types of waxing.*

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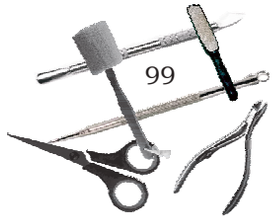

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Answer Key

Unit 1: Beauty and Wellness Industry, and Beauty Therapy

Session 1: Career Opportunities in the Beauty and Wellness Sector

Multiple Choice Questions

1. (a) 2. (c)

Session 2: Beauty Therapy Services

Multiple Choice Questions

1. (a) 2. (b) 3. (c)

Fill in the Blanks

1. bleaching agent
2. exfoliated, moisturised
3. Hairdo

Session 3: Preparing and Maintaining the Work Area

Multiple Choice Questions

1. (c) 2. (c) 3. (d) 4. (a)
5. (d) 6. (a) 7. (b)

Session 4: Health and Safety in the Work Area

Multiple Choice Questions

1. (a) 2. (a) 3. (d) 4. (b)

Match the Columns

1. (c) 2. (d) 3. (f) 4. (e)
5. (a) 6. (b)

Unit 2: Manicure, Pedicure and Mehendi

Session 1: Anatomy of the Nail, Hand and Feet

Multiple Choice Questions

1. (c) 2. (a) 3. (d)

Fill in the Blanks

1. ligament
2. skin
3. blood
4. Tendon

Session 2: Manicure

Multiple Choice Questions

1. (a) 2. (b) 3. (d) 4. (d)
5. (b) 6. (d) 7. (b) 8. (a)

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Fill in the Blanks

1. filing
2. sharp
3. stone
4. brittle

Session 3: Pedicure

Multiple Choice Questions

1. (d) 2 (d) 3 (c) 4. (c)
5. (b) 6. (a)

Session 4: Henna or mehendi

Multiple Choice Questions

1. (d) 2. (d) 3. (b) 4. (d)

Fill in the Blanks

1. body art quality, hair
2. plant
3. cone
4. 2–3

Unit 3: Hair Care

Session1: Basics of Hair Care

Multiple Choice Questions

1. (d) 2. (b) 3. (c)

Session 2: Common Hairdos

Multiple Choice Questions

1. (a) 2. (c) 3. (b) 4. (a)

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Notes

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