

BEAUTY & WELLNESS

JOB ROLE: Beauty Therapist

(QUALIFICATION PACK: Ref. Id. BWS/Q0101)

STUDY MATERIAL

CLASS 11



PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION
(a constituent unit of NCERT, under MHRD, Government of India)

Shyamla Hills, Bhopal- 462 002, M.P., India

<http://www.psscive.ac.in>

COURSE OVERVIEW

A Beauty Therapist needs to be aware of the basics of beauty therapy, health and hygiene, safety and needs to be knowledgeable about various beauty products. Beauty Therapist is expected to perform basic depilation, manicure, pedicure and basic face care services, mehendi application and also assist the Beauty Therapist in providing advanced services. The person also assists in salon ambience maintenance and also does various other odd jobs in the salon.

COURSE OUTCOMES: On completion of the course, students should be able to:

- ☐ Identify various career opportunities & methods within the beauty sector.
- ☐ Identify different services in beauty therapy
- ☐ Prepare and Maintain work area
- ☐ Maintain Health & Safety at Work Area.
- ☐ Perform Manicure & Pedicure Services
- ☐ Carry out application of simple mehendi designs
- ☐ Provide simple hair dressing services to produce common hair dos

COURSE REQUIREMENTS: The learner should have the basic knowledge of science.

COURSE LEVEL: This is a beginner level course.

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Sector: Beauty & Wellness
Job Role: Beauty Therapist

UNIT 1: INTRODUCTION TO BEAUTY & WELLNESS
INDUSTRY AND BEAUTY THERAPY

UNIT 1: INTRODUCTION TO BEAUTY & WELLNESS INDUSTRY AND BEAUTY THERAPY

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Identify & enlist various beauty & wellness service providers;
- Prepare a project report on any organization present locally. The report should include the following –
 - Size
 - Service
 - Equipment
 - Manpower;
- Demonstration of different services used in beauty therapy;
- Prepare and maintain the treatment work area;
- Fill up client record cards appropriately;
- Prepare the client for treatment;
- Sterilise & disinfect equipment & tools; and
- Segregate & dispose off waste accordingly.

INTRODUCTION

The beauty and wellness sector is growing at a fast pace and becoming a very important industry in India. It is contributing a lot to the economic growth and becoming a leading employer creating millions of employment opportunities across the nation. The reason for this exponential growth is the rising consumerism, globalisation and changing lifestyles of Indian consumers.

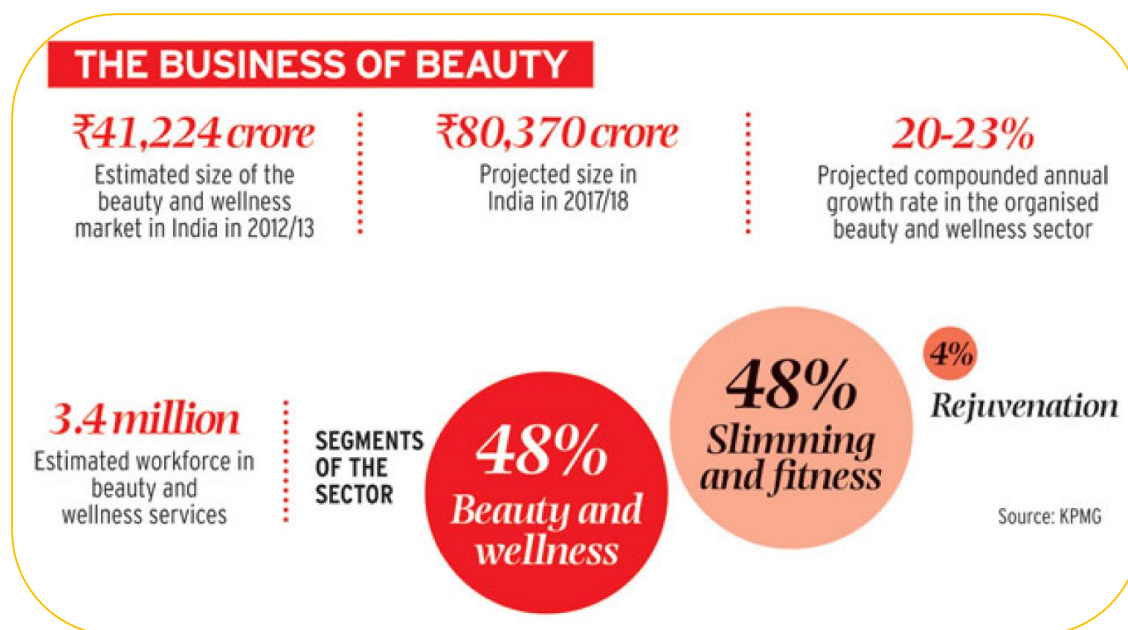
The rapid growth in beauty and wellness industry along with the entry of many small and large companies in this area, has led to huge demand for trained personnel.



The Beauty and Wellness Industry in India

Though the Beauty and Wellness Industry is new in India, there is increasing awareness about health and wellbeing. The beauty and grooming industry in the country is booming, thanks to the growing desire among both men and women to look stylish and feel good.

A Wellness Sector report by KPMG released in April this year projected that the size of India's Beauty and Wellness Market would nearly double to Rs 80,370 crore by 2017/18 from Rs 41,224 crore in 2012/13.



One segment of the beauty business that is doing particularly well is specialised hair care. Another report by AC Nielsen estimates the hair care market in India at Rs 3,630 crore, with average annual growth of 20 percent. Another segment expanding rapidly is bridal makeup. Earlier, it was usually only the bride who visited the salon prior to the wedding ceremony, but now friends and relatives often join her and salons offer special packages for them.

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

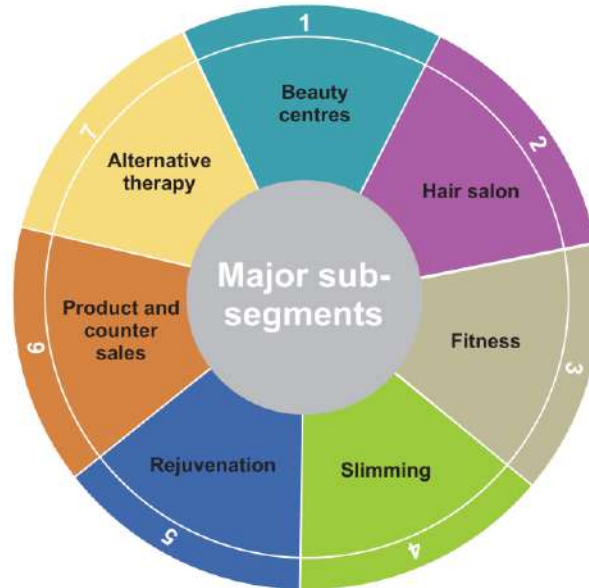
Reasons for growth

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

1. People buying more of the stuff, moving to cities and spending more- are the most dominant factors driving this market
2. Young people are more exposed to media which increases the aspiration for beauty
3. Excessive obsession with young looking skin has led this sector to growth as more and more consumers ask for cosmetic treatments as well as anti-ageing products to achieve the same
4. Product innovation and an increased demand for looking good has made this segment confident for huge growth in the future.

SESSION 1: CAREER OPPORTUNITIES WITHIN THE BEAUTY SECTOR

The beauty sector consists of the following major sub-segments.



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

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

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

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

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

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

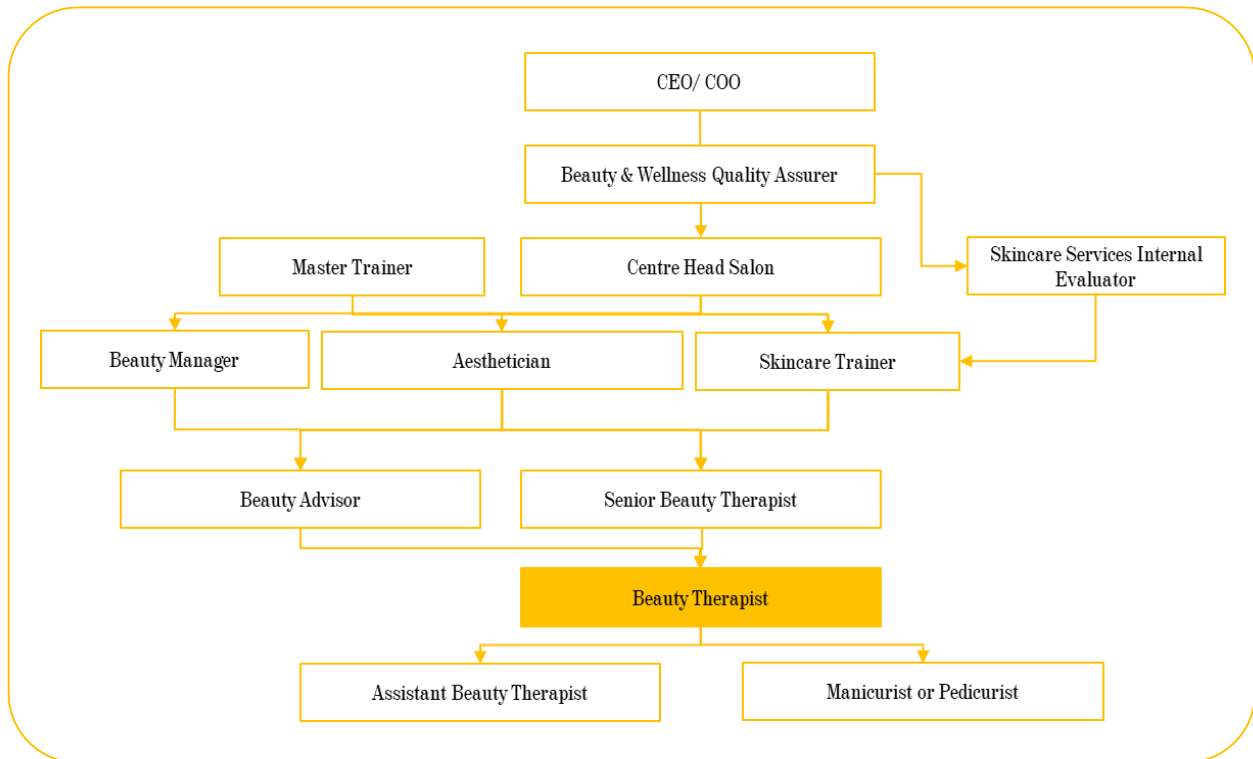
Expansion in different areas/regions – Apart from urban areas and metro cities, rising awareness is causing the expansion of industry in other areas as well.

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

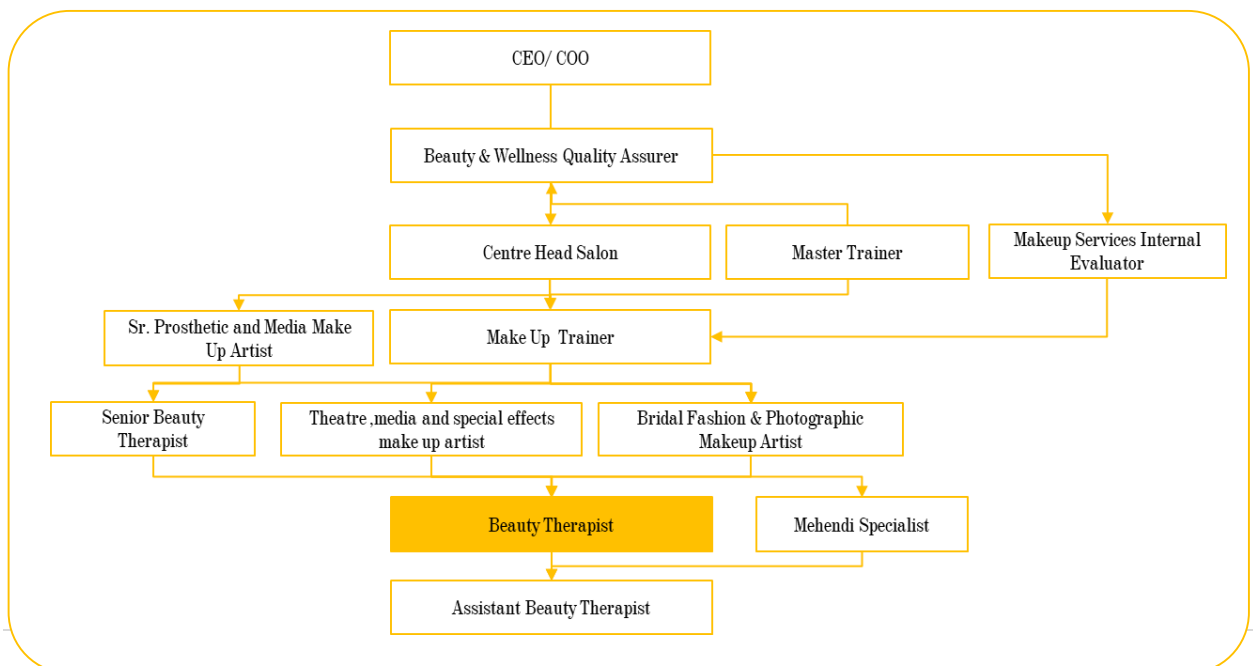
Most beauty therapist start their career in beauty centres and hair salons, however can move to any of the other sub-segments too.

The various career pathways available to a Beauty Therapist are as follows:

Skincare Services- Career Path

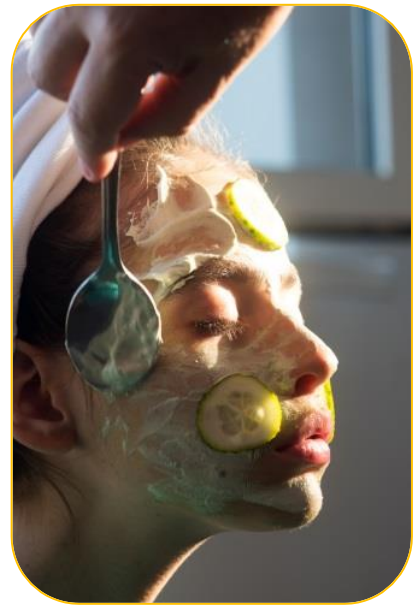


Makeup Services- Career Path



SESSION 2: BEAUTY THERAPY SERVICES

Beauty therapy is a vast term which includes many services from head to toe. Each service has a procedure of its own which has to be performed as it is, else it can create a problem for the therapist as well as the client. Each service requires thorough knowledge of the products, tools and equipment to be used. Also, it has to be taken care that the client must not be allergic to any of the product.



Let us have a look on what kind of services does Beauty Therapy include.

The various services are as follows:

•Manicure &
Pedicure

•Threading

•Waxing

•Bleach

•Face clean up

•Make up

•Hair do

•Mehendi

Manicure & Pedicure

These are the treatments that help in grooming one's hands and feet. Dirty nails give a very bad impression on other people and it is very unhygienic.

Manicure: It is a treatment for improving the appearance of hands and nails. It's popular amongst both men and women and most of the salons have a separate area catering solely to this treatment. This professional treatment leads to nail growth, pushed back cuticles, preventing minor skin conditions. It includes exfoliation, removal of dead skin cells, massaging and application of nail paint. It has following benefits:

- Softens the hands
- Improves blood circulation
- Helps in relaxing
- Improves the appearance of hands and nails

Benefits for the salon include:

- Extremely popular service
- Products can be sold along with and thus, increase the revenue

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

- Softens the feet
- Improves blood circulation
- Improves the appearance
- Helps in relaxing aching feet
- Reduces the hard and dead skin
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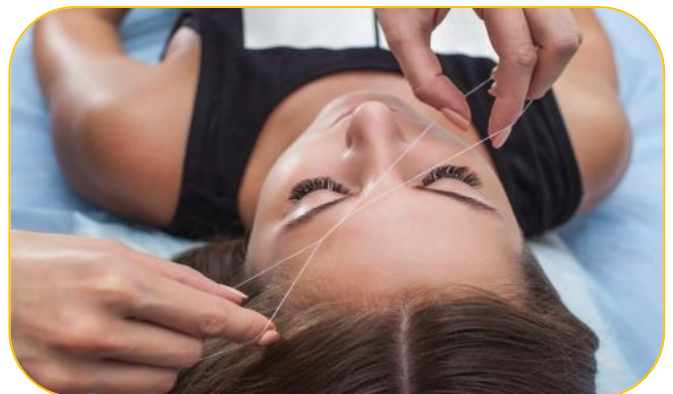
Major difference between both the services lies in the positioning of the client, treatment of the hard skin and massage routine.



Threading

It's a hair removal technique which removes the entire hair follicle by the use of a cotton thread. It pulls out the hair by a twisting motion which traps the hair and takes it out. Benefits of threading are:

- It is less painful than pulling the individual hair
- It is much quicker
- It is suitable for a number of skin types including sensitive skin
- No chemicals are used
- It gives a clean, perfect and professional look to the brows



- The subsequent growth is slower and finer
- It's flexible and can be used on any type of hair

Waxing

It is also a hair removal technique in which hair are pulled from the root by the use of hot wax. New hair takes around three to six weeks to grow back according to their hair growth pattern. It is of two types- strip waxing and stripless waxing.

In strip waxing, a thin layer of wax is applied over the skin and a cloth or a paper strip is applied 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 easy removal. It is less painful and removes even the finest hair.



Bleach

Bleach refers to a bleaching agent which helps to lighten the tone of the skin. It is generally used to lighten the color of facial hair. The process is termed as bleaching. Bleach is generally used for following purposes –

- It reduces dark spots or freckles
- It brightens the skin
- It lightens facial hair making them less visible



Face clean up

Clean up is done for unclogging the skin pores and let the skin breathe. It helps to slough off dead skin cells and clean the deep seated dirt from the skin. In the process of clean up, the skin is cleansed, exfoliated and moisturized.

It has following benefits:

- It imparts a healthy glow to the face
- It thoroughly cleans the skin
- It also removes harmful bacteria, sweat, pollution
- It wards off acne and pimples
- Improves blood circulation



Make up

It is the process of applying cosmetics to enhance or alter the appearance. It commonly uses lipstick, eye liner, eye shadow, mascara, foundation, kohl, lip gloss, lip balm, concealer, face powder, etc. A makeup artist has a high demand in film industry, salons for bridal makeup, special occasion makeups, etc.

It has following benefits:

- It helps create a favorable first impression
- Boosts the confidence
- It hides skin flaws and blemishes
- Protects the skin from pollution



Hair Do

It is a way in which hair is styled. It is considered as an important aspect of personal grooming and fashion. It is popular in males and females. A hairstyle is achieved by arranging hair in a certain way, using combs, a blow-dryer, few cosmetics, etc. The practice of styling hair is often called hairdressing, especially when done as an occupation. Hairstyling may also include adding accessories such as hairbands, clips, pins, barrette, tiaras, etc., to the hair to hold it in place and enhance its appearance.

It has following benefits:

- It helps in taming unruly hair
- Enhances appearance
- Increases confidence
- It helps to bring a change in monotonous routine



Mehendi

It is a dye that colors the skin maroon-red and gives a cooling effect. It is used to decorate the hands mostly at special occasions such as weddings, festivals, religious ceremonies, etc.

- It is also used to dye the hair and has conditioning properties.
- Henna gives different colour on different skins. The colour is darkest on the palm and lighter on the other side of hand and arm.
- The best colour is revealed within a day or two.



SESSION 3: PREPARE AND MAINTAIN WORK AREA

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

Preparation of work area

A work area for a treatment should be clean, safe and hygienic. The tools and equipment needed in a particular process should be set up in that area. The proper disposal of the waste should be ensured after the completion of a treatment. The cleaning and disinfection of tools is a must. Each of this step is of utmost importance which ultimately affects the reputation of a salon.



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

1. Maintenance of record cards

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

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

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

2. Essentials of the work area

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

- It should be very clean
- It should be well ventilated
- It should have a space for keeping client's belongings
- It should be quiet but can have a soothing music
- It should be well lit
- It should have all the tools and products needed in a procedure
- It should have clean towels and aprons
- It should have a pen and the record card of the client
- The treatment couch or the chair should be clean
- The work area and surfaces should have been disinfected
- Ensure adequate cotton and tissues
- It should have temperature controllers
- It should be spacious enough to allow for movement

3. Sterilisation and disinfection methods

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

- **Cleaning** just removes the dirt, dust, soil and debris. It is done before sterilisation and disinfection.
- Next comes the **disinfection** which kills bacteria, viruses and fungi. The liquid should be changed at regular intervals during the process of disinfection.
- **Sterilisation** destroys all the microorganisms and is accomplished using an autoclave. Only the tools made up of metals like scissors and tweezers and few borosil equipment can be autoclaved. Autoclaving is the method of killing the microorganisms with the help of steam.
- **Sanitising** also destroys the germs completely. It is done by using heat and/or chemical. Household bleach (4% chlorine), 70% alcohol solution are the examples of few chemical sanitisers.



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

Tweezers



Scissors



Pumice stone



Metal Scraper



Wooden Loofa



Cuticle Cutter



Cuticle Nipper



Cuticle Trimmer



Cuticle Pusher



Toe Separator



Comedone extractor**Facial sponge**

4. Personal Presentation and Behaviour

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

- Wear salon uniform and make sure it is clean, neat and ironed.
- Maintain high level of personal hygiene because they will be working closely with clients.
- Ensure the dress fits them well. It shouldn't be too tight or too loose.



- Tie the hair neatly in a pony or a bun.
- Wear a light makeup and avoid heavy makeup.
- The breath should be fresh. Ensure it doesn't smell of food or tobacco.
- Keep the nails trimmed and clean.
- Do not wear heavy jewellery. Minimal is good.
- Wear comfortable and covered footwear. It will allow to work without any pain and protect from injuries by sharp tools.
- Do not eat or drink in the treatment area.
- Do not pick the nose or ear and don't bite the nails.
- Speak politely and greet the client.
- Listen to the client patiently and try to understand.
- If there is any delay in the service, keep the client informed about how long will it take and the reason for it.
- Wash hands before starting the procedure.

5. Safe Disposal of waste

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

- Throw the disposables like cotton, tissues, wax strips, etc., in the bin immediately.
- Try to tidy up by putting things in their places after use to save time.
- Ensure all bottles have their caps on.
- Use the waiting time during the service to clean the area. For e.g., when the nail paint is drying in a manicure, dispose the dirty water and tissues.
- Clean the tools after a service and apply proper sterilisation techniques.
- This should be done quietly without causing any inconvenience to the client.
- Follow the instructions mentioned on the equipment for its usage and cleaning. This increases the life of the equipment.
- Ensure the cleanliness of the workspace after the procedure. Disinfect and sterilise whatever and wherever possible.
- Change the bedding and towels in the work area.
- Keep all the material in their place.



6. Storage of Tools and Equipment



- Remember to clean, disinfect and sterilise the tools and equipment after the usage and before putting them into their place.
- Ensure safe storage of sharp tools to avoid injuries.
- Avoid putting sharp tools in uniform pockets.
- Be careful with electrical equipment. Do not leave the wires or other parts trailing on the floor, turn off the appliances when not in need.

7. Compliance and Rules

- The salon should be registered and have a licence to operate
- The salon should display its business permit as well as all employee licences in a place that is visible to the public and any inspecting body
- The salon should have clean washroom and toilet facilities
- There should be appropriate waste containers available
- Approved disinfectants and sanitisers should be present and must be accessible and in their original containers
- Single-use/Disposable items should be discarded after every client
- Re-usable tools should be sterilised or disinfected
- The floors should be kept clean and waste should be disposed off appropriately
- All products should be labelled
- Proper PPE should be worn by the personnel
- A full list of employees should be kept
- Client records should be kept up to date
- A first-aid kit should be kept in an accessible place

SESSION 4: HEALTH & SAFETY AT WORK AREA

Every work opportunity comes with exciting perks on one hand and several responsibilities on the other. These responsibilities are essential to take care of as they directly have an impact over the employees as well as the customers. One such responsibility is to take care of health and safety of everybody related to the salon. A beauty therapist has to work with various tools and equipment that are strictly to be used adhering to certain procedures in order to prevent any hazard to occur which might pose risk to the health and safety of people and personnel. It's important to learn about the following:

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

Common workplace threats

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

I. FIRE

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

- Combustible oils
- Flammable liquids and gases
- Fuel-fired equipment
- Refrigeration equipment



Types of fires

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

Class A	It is triggered by ordinary combustibles like wood, paper, cloth, trash and plastics. This type of fire can be easily extinguished by water.
Class B	It is caused by flammable liquids such as oil, gasoline, petroleum pain, paint, paraffin and gases such as propane and butane. It should be extinguished by methods which cut the oxygen supply.
Class C	These fires involve energized electrical equipment like motors, transformers and other appliances. Cut the power off and use a non-conductive agent such as Carbon dioxide to put off this fire.
Class D	It involves combustible metal fires. Potassium, sodium, aluminum, magnesium and titanium cause this type of fire. Water should not be used to extinguish it rather dry powder which works by absorbing the heat and smothering it well.

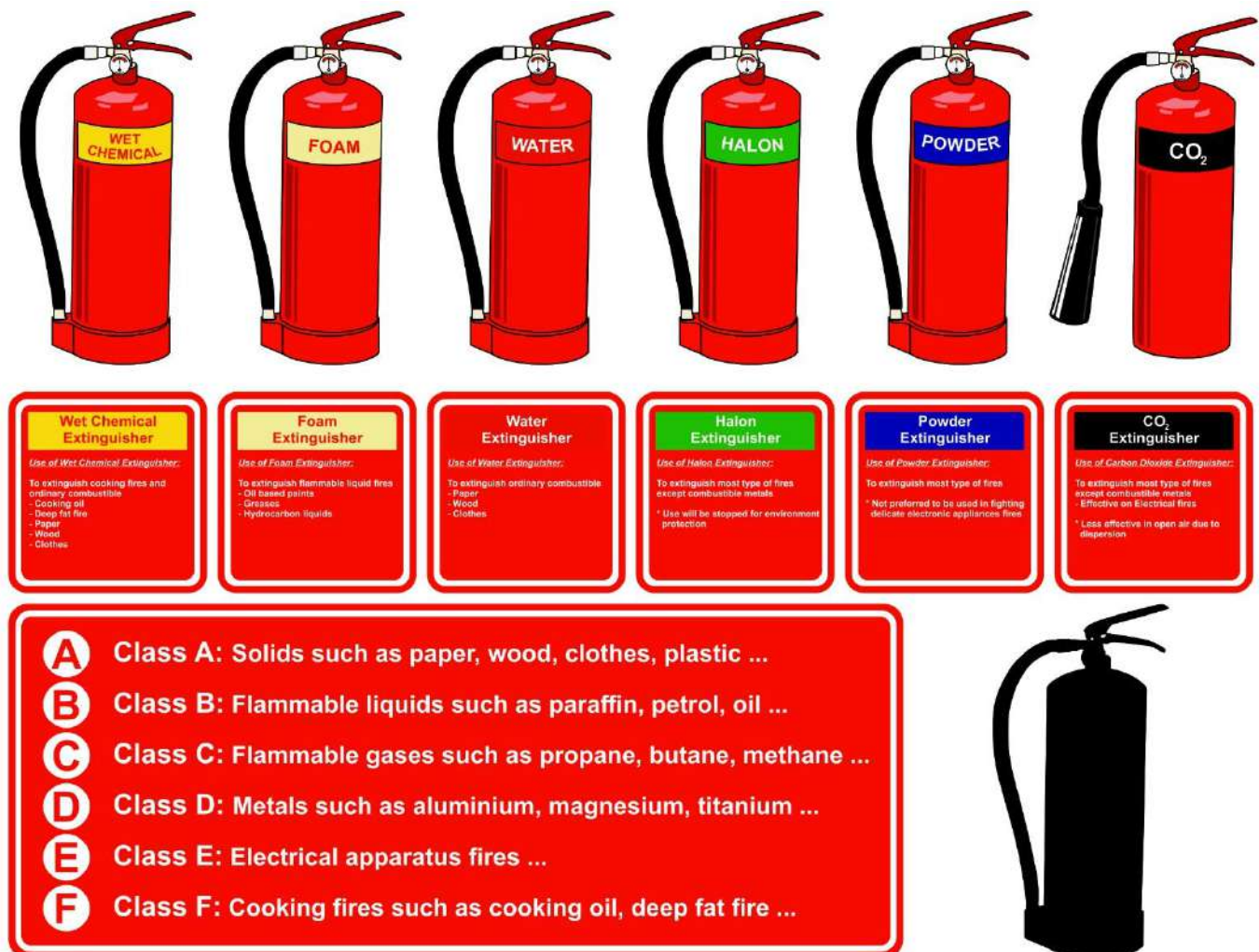
Class K

They are commonly kitchen fires ignited by cooking oils, greases, animal fat, vegetable fat, etc. It can be put off by using Purple K which is found in kitchen extinguishers. Wet chemical extinguishers can also be used.

Types of fire extinguishers

Different kinds of fuels create different types of fires, which require different types of fire extinguishers. The extinguishers form an integral part of fire safety provision and thus, it is necessary to install and maintain them correctly. There are three important elements for the fire to ignite, **heat, oxygen and fuel**. The fire extinguishers work by eliminating one or two of these elements.

There are primarily following types of fire extinguishers:



- 1. Water and foam:** Water works by eliminating the heat element. It is better to use water only for class A fires because it can create hazards in case of other fires. If used for class B, it can spread the flammable liquid and in case of class C fire, it can lead to shock. Foam can be used for class A and B fires and not at all for class C.

2. **Carbon Dioxide:** It works by taking away two components, cutting off oxygen supply and heat by cold discharge. It is used in case of class B and C fires and is ineffective in case of class A fires.
3. **Dry Chemical:** It is effective for class A, B and C fires, which gives it another name of being a multipurpose dry chemical extinguisher. It creates a barrier between oxygen and fuel and hence puts off the fire. In case of an ordinary dry chemical extinguisher, it should be used only for class B and C fires.
4. **Wet Chemical:** They work on class K fires (fires caused by cooking oils, fats, etc.). They work by eliminating the heat and creating a barrier between oxygen and fuel. Some of these can be used on class A fires as well.
5. **Clean Agent:** It uses halon and halocarbon agents to interrupt the combustion. They are used for class B and C fires and some of the larger extinguishers of this type can be used for all three classes A, B and C.
6. **Dry Powder:** It creates a barrier between oxygen and fuel and extinguishes the fire. They are effective only for class D fires and won't work on any other type of fire.
7. **Water Mist:** They remove the heat element and can be used as an alternative to clean agent. They are mainly used for class A fires but can be used in class C fires as well.
8. **Cartridge Operated Dry Chemical:** Mainly for class A fires, it cuts off oxygen supply to the fuel and extinguishes the fire.

FIRST ACTION:

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

1. Stay calm and don't panic.
2. Alert the people around.
3. Dial to fire service immediately (101).
4. Use the common sense and decide between escaping (in case of big fire) or trying to extinguish the fire (small fire).
5. If one chooses to deal with fire, then choose the type of extinguisher carefully depending on the type of fire.
6. If one is not able to put out the fire, it is better to escape the building.
7. Make the way to nearest assembly point/designated area in case of emergency.



8. If a person is on the floor other than ground floor, he should use the stairs to evacuate the building and never the lift.
9. If someone has been trapped inside, inform the firemen and do not re-enter the building under any circumstance.

**FIRST AID:**

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

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

**RESCUE TECHNIQUES**

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

1. Look out for the nearest escape, be it a door or a window. Be careful the jambs aren't burning or falling.
2. While making the way through the fire, call out if anyone is trapped inside.
3. If there's a casualty along, protect him from falling debris using a blanket or a sheet.
4. Be careful how to remove the debris to make a path for escape, it can trigger a collapse.
5. Touch the doors with the back of your hand as palm is very sensitive and can easily burn. If a door feels warm, do not open it.
6. Smoke is poisonous, so stay close to the ground. If possible cover the mouth with a damp cloth.
7. Move quickly and safely through the building and proceed to the nearest stairway.

II. ELECTRICAL SAFETY

Electricity, a necessity, can be fatal at times. Shocks from faulty or damaged equipment can cause severe injuries and permanent damage. One needs to be careful while working around machinery or exposed cables. The safety depends on how one deals with the situation and how aware someone is because harm can be caused by coming in contact with live parts, directly or indirectly through a conducting material.



RISKS

The main risk associated here is the death of a person or severe injuries. Some of the faults can lead to fires or explosions risking the lives. The occurrence of short circuit in a place with flammable liquids can also lead to fire.

The People at risk-

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

Common hazards are:

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



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

EFFECTS OF ELECTROCUTION

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

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

GOOD PRACTICES FOR PREVENTION

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

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



RESCUING TECHNIQUES AND POST INCIDENT STEPS

1. Do not touch the victim while being electrocuted. Try to separate him from the source.
2. Rescue is safe when power has been cut off and the resuer is standing on some insulating material. Know the source of electrocution and then try to rescue the victim.
3. Call emergency numbers immediately and get help.
4. Careful judgement and planning to rescue a person is very important. Do not proceed if not sure.
5. Do not try move him unless there is an immediate danger.
6. Check for injuries. There can be visible or hidden injuries as in bleeding, burns or fractures respectively.
7. Cover the victim with a blanket to regulate the body temperature. But do not cover in case of large wounds or burns.
8. Stay calm and monitor the status of the victim.

III. CHEMICAL SAFETY

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

HARMFUL CHEMICALS TO BE MINDFUL OF

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

Chemical Name	Found in These Products	Symptoms of Exposure	Potential Long-Term Effects
Dibutyl Phthalate	Nail Polish	Nausea, dizziness, eye and skin irritation	Reproductive toxin, birth defects
Formaldehyde or methylene glycol	Nail hardener, nail polish, keratin hair straighteners	Breathing problems, coughing, wheezing, skin rashes, eye nose, throat irritation	Cancer, dermatitis
Toluene	Nail polish, nail glue, hair dye, wig glue/hairpiece bonding	Dizziness, headaches, skin rashes, eye, nose, throat irritation	Liver damage, kidney damage, birth defects, pregnancy loss

Methyl Methacrylate (MMA)	Artificial nails	Breathing problems, chest tightness, eye, nose, throat irritation, headaches, confusion	Loss of smell, reproductive toxin, asthma
Cyclopentasiloxane or cyclomethicone	Flat iron sprays, thermal protection sprays	Under the high heat of a flat iron, cyclopentasiloxane creates formaldehyde. Formaldehyde leads to breathing problems, coughing, wheezing, skin rashes, eye, nose, throat irritation	Formaldehyde exposure may cause cancer, dermatitis
Styrene	Hair extension glue; lace wig glue	Vision problems, trouble concentrating, tiredness	Cancer
Trichlorethylene	Hair extension glue; lace wig glue	Dizziness, headache, confusion, nausea, eye and skin irritation	Liver damage, kidney damage, dermatitis, double vision
1,4 Dioxane	Hair extension glue; lace wig glue	Eye and nose irritation	Cancer, liver damage, kidney damage
2-butoxyethanol or Ethylene glycol monobutyl ether	Disinfectants, cleaners	Headache, eye and nose irritation	Reproductive toxin

Some more are given in the table below:

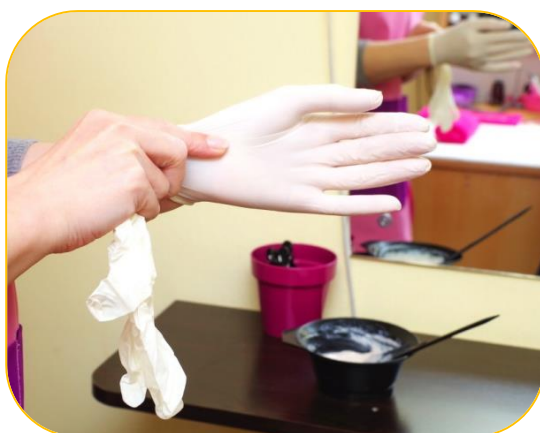
Chemical Name	Found in These Products	Symptoms of Exposure	Potential Long Term Effects
Quaternary Ammonium Compounds or “dimethyl benzyl ammonium chloride”	Disinfectants and cleaners	Skin, eye and nose irritation	Asthma
P-phenylenediamine	Hair dyes, black henna tattoos	Skin irritation	Dermatitis
Glyceryl thioglycolate	Permanent wave solutions,	Skin irritation	Dermatitis

	“acid perms”		
Ammonium persulfate	Hair bleach	Eye, skin and nose irritation, coughing, shortness of breath	Asthma, dermatitis
Ethyl methacrylate	Artificial nails	Eye and skin irritation, rashes on eyelids, face or neck, difficulty concentrating, coughing, shortness of breath	Asthma
Acetone	Nail polish remover, hairspray	Eye, skin and throat irritation, dizziness	Eye, skin and throat irritation, dizziness
Acetonitrile	Nail glue remover	Eye, skin and throat irritation, face flush, chest tightness, nausea	Weakness, exhaustion
Butyl acetate, ethyl acetate or isopropyl acetate	Nail polish, nail polish remover, wig glue/hairpiece bonding	Eye, skin and throat irritation, headaches, dizziness	Eye, skin and throat irritation, dermatitis
Methacrylic acid	Nail primer, eyelash glue	Skin burns, eye, nose and throat irritation	Kidney damage, dermatitis, reproductive toxin

CHEMICAL HANDLING

The seepage of chemicals can happen at any stage of food processing. We can cut out on harm caused by them, if we handle them properly and carefully. To do so, follow these points:

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



2. Work areas: Never use bench tops as storage areas. However, chemicals for immediate use can be put on bench tops of the work areas.
3. Carefully closed: The bottles or jars in which products are kept should be closed tightly and properly after use and should be kept away from the edge so that they do not fall.

4. Labels: The chemical bottles should be properly labelled with full name, hazard pictogram, description. Make sure labels are not worn out or damaged and should be replaced if same happens.
5. Transportation: Do not carry chemicals loosely or in hands, use a tray or cart to avoid any mishap in case of spill or cracks.
6. Check at regular intervals: Examine the inventory after a regular interval so that expired chemicals can be discarded. This also helps in saving space and quickly locate the required chemicals and replace the worn-out labels.

CHEMICAL STORAGE

It forms an integral part of a safe facility because it has a potential to lead to various other hazards and bigger accidents. However, liquid chemicals are more dangerous as compared to powders because they can spill over to larger areas and increase the risk. So, there needs to be a proper storage area and containment facility to curb any kind of accident. The personnel should be trained about how the chemicals are to be kept and used and what should be done in case of emergency. However, a few precautions can limit the occurrence of accidents. These are:

1. It's better to have separate storage area for chemicals to avoid any serious harm.
2. They should be properly stacked inside a shelf according to their compatibility as incompatible chemicals can aid in initiating or increasing a fire.
3. They should not be placed on shelves higher than 1.5 m from floor level.
4. Heavier or large bottles should be placed at lower shelves and flammable chemicals in the safety cabinets.
5. Every chemical should have a designated place of storage and must be returned back to it after use.
6. Ensure chemicals are not exposed to any kind of heat or sunlight.
7. Each and every chemical should be properly labelled.

FIRST-AID

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

Be prepared to help the victim in following ways:

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

IV. POSTURE, LIFTING AND CARRYING

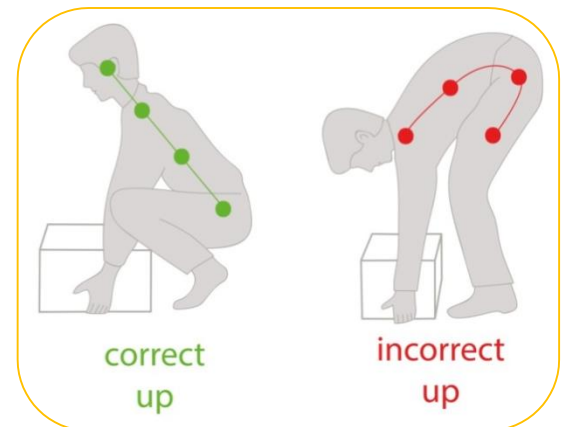
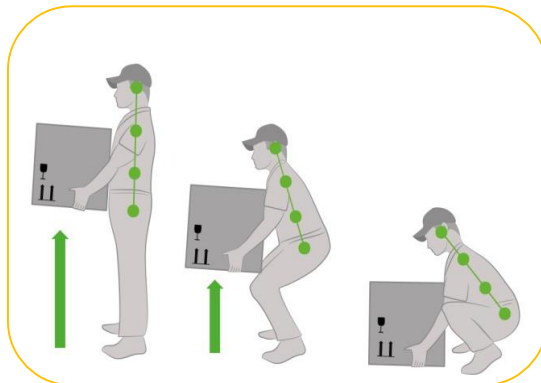
A stylist works by standing for hours providing services to the clients. The posture affects the overall health leading to disorders related to bones and muscles. Elevated arms can lead to musculoskeletal disorders affecting neck and shoulders, bending and standing can affect the backbone, etc. Next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

Adopt following methods to avoid problems related to posture:

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

Adopt following methods to avoid problems while lifting and carrying loads:

- Get help while carrying heavy and large loads.
- While lifting, bend at the knees to sit, use both the hands to hold the load, use the strength in legs to lift, hold the load near the body and stand up straight without bending at the waist.



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

RISKS AT THE WORKPLACE

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

The risks associated with these hazards are given below:

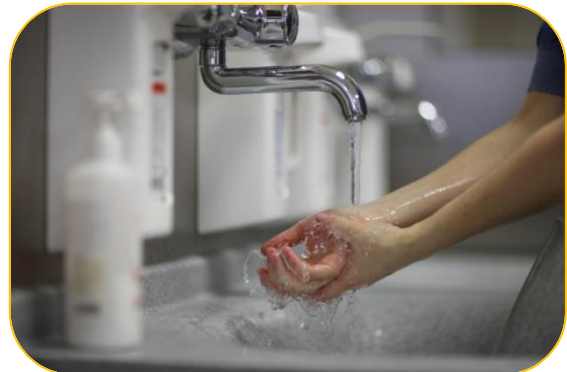
- Tripping over the wires/leads on the floor and falling.
- Tripping up over things and equipment placed in the path or overloaded over the trolley or a desk.
- Electric shock or fire due to loose or frayed cables.
- Injuries from the tools kept in the pockets from bumping into the people.
- Slipping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



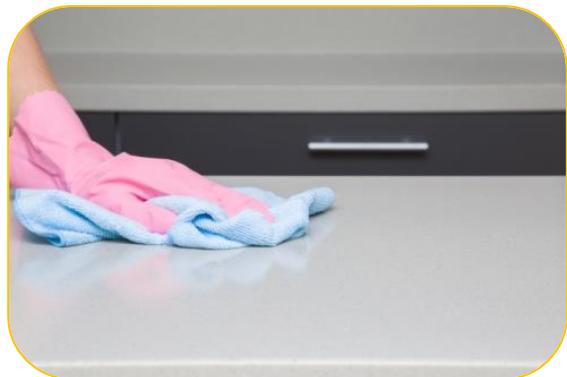
V. PARLOUR HYGIENE

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

- Own hands: They are the most important tools helping to perform the duties. They come in contact with various things, such as, shaking hands, providing services to the client, using products for treatment, using contaminated towels or tools, chairs, etc. It is important that one washes his hands thoroughly before and after a treatment, before and after eating or drinking, before and after using a washroom, etc. Use an antibacterial soap to clean the hands. They can also use a sanitiser.



- Work surface: The work surface includes treatment area, desks, glasses, mirrors, etc. Ensure they are clean and disinfected prior to use to prevent any kind of cross infection. Use clean sheets for covering a surface.



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



- Tools and instruments: All tools and instruments should be well cleaned and disinfected before using for any client. Make sure to read manufacturer's instructions before cleaning the equipment.



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



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

It includes the following:

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

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



PRACTICAL EXERCISE**Activity 1:**

Materials Required: Nil

Perform the following activities:

1. Identify & enlist various beauty & wellness service providers
2. Prepare a project report on any organization present locally. The report should include the following –
 - Size
 - Service
 - Equipment
 - Manpower

Activity 2:

Materials required: Nil

Perform the following activities:

1. Bring pictures of different services used in beauty therapy.
2. Share in the class and identify the various services in beauty therapy.

Activity 3:

Materials required: Complete beauty parlour setup.

Perform the following demonstrations:

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

Activity 4:

Materials Required: Various beauty products with labels

Perform following tasks

1. Read the information on the labels of beauty products
2. Identify contraindications of various beauty treatments

CHECK YOUR PROGRESS

1. Which of the following are **not** the characteristics of a Beauty Therapist?
 - a. Having knowledge about products
 - b. Good body language
 - c. Clean personal appearance
 - d. Being in a hurry
 2. What are the current Beauty and Wellness Industry trends?
 - a. Changed consumer psyche
 - b. Emerging unisex salons
 - c. International beauty brands
 - d. All of these
 3. centers offer pro-active services aimed at relaxing the body and the mind.
 - a. Fitness and Slimming
 - b. Alternate Therapy
 - c. Rejuvenation Centers
 - d. None of the above
 4. Sterilisation involves:
 - a. Wiping
 - b. Baking
 - c. Steaming
 - d. All of these
 5. The basic sanitation practices in a salon involve:
 - a. Ventilated rooms
 - b. Safe drinking water
 - c. Cleans towels and gowns
 - d. All of these
 6. Which of the following is a disinfectant?
 - a. Lysol
 - b. Alcohol
 - c. Salt
 - d. Both a) and b)
 7. Cleaning of combs involves:
 - a. Removal of hair from combs and brushes.
 - b. Immerse combs and brushes completely into a bowl of soapy water for several minutes.
 - c. Clean each comb separately with a small brush
 - d. All of these
-

8. A client record card is a card that contains:
- Client information
 - Directions to the salon
 - Product information
 - All of the above
9. When the client has left the treatment area, the following things need to be done:
- Towels washed
 - Products tidied away and disposables thrown away
 - Worktops and trolleys disinfected and tools sterilised
 - All of the above
10. Fill in the blanks:
- Bleach refers to a _____ which helps to lighten the tone of the skin.
 - In the process of cleanup, the skin is cleansed, _____ and _____.
 - The practice of styling hair is called _____.
 - Donot eat or drink in the _____.
 - _____ fire is caused due to oil, gasoline, paints, gases, etc.
 - _____ fire invoves metal fires.
11. Match column 'A' with column 'B'

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

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



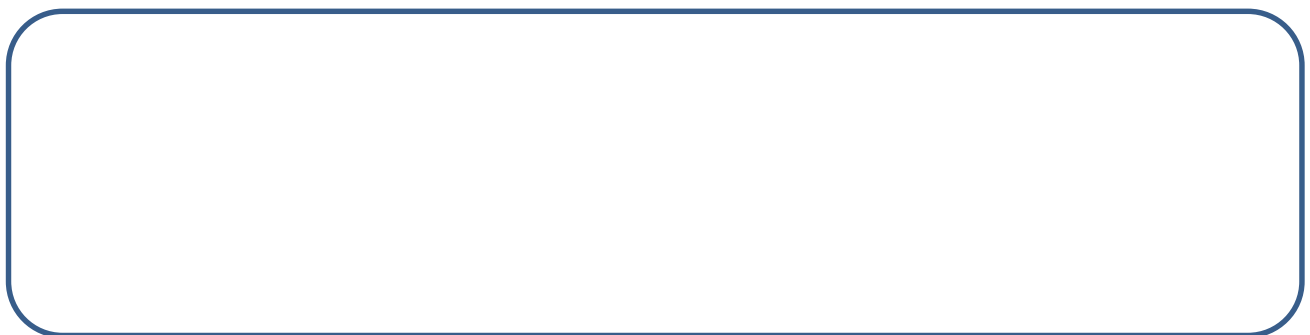
13. What is the need of maintaining record cards?



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



15. Name 6 tools which need to be sterilized.



16. What is 'Fibrillation'?



GLOSSARY

Term	Explanation
Bleach	It refers to a bleaching agent which helpsto lighten the tone of the skin. It is generally used to lighten the color of facial hair. The process is termed as bleaching.
Clean up	It is done for unclogging the skin pores and let the skin breathe. It helps to slough off dead skin cells and clean the deep seated dirt from the skin.In the process of clean up, the skin is cleansed, exfoliated and moisturized.
Cleaning, sterilisation and disinfection	These are the ways to prevent any kind of contamination or infection.
Hair Do	It is achieved by arranging hair in a certain way, occasionally using combs, a blow-dryer, few cosmetics, etc. The practice of styling hair is often called hairdressing, especially when done as an occupation. Hairstyling may also include adding accessories such as hairbands, clips, pins, barrette, tiaras, etc., to the hair to hold it in place and enhance its appearance.
Make-up	It is the process of applying cosmetics to enhance or alter the appearance. It commonly uses lipstick, eye liner, eye shadow, mascara, foundation, kohl, lip gloss, lip balm, concealer, face powder, etc.
Manicure	It is a treatment for improving the appearance of hands and nails. It's popular amongst both men and women and most of the salons have a separate area catering solely to this treatment.
Pedicure	It helps in improving the appearance of feet and toenails. It also includes removal of dead skin cells using a pumic stone, exfoliation, massage followed by painting the toenails.
PPE	Personal Protective Equipment. This is very important for the safety of the personnel as it protects their own clothes from getting soiled and any kind of injury or infection.
Record card	It is an important document which is very important to be maintained because it contains the past treatments taken by the client; the treatment the client is booked in for; history of client about the products to be used, skin type, any allergies
Threading	It is a hair removal technique which removes the entire hair follicle by the use of a cotton thread. It pulls out the hair by a twisting motion which traps the hair and takes it out.
Waxing	It is also a hair removal technique in which hair are pulled from the root by the use of hot wax. New hair takes around three to six weeks to grow back according to their hair growth pattern. It is of two types- strip waxing and stripless waxing.

Summary:

1. Manicure & Pedicure: These are the treatments that help in grooming one's hands and feet. Dirty nails give a very bad impression on other people and it is very unhygienic.
 2. Threading is a hair removal technique which removes the entire hair follicle by the use of a cotton thread.
 3. Bleach refers to a bleaching agent which helps to lighten the tone of the skin.
 4. Clean up is done for unclogging the skin pores and let the skin breathe. It helps to slough off dead skin cells and clean the deep seated dirt from the skin.
 5. Makeup is the process of applying cosmetics to enhance or alter the appearance. It commonly uses lipstick, eye liner, eye shadow, mascara, foundation, kohl, lip gloss, lip balm, concealer, face powder, etc.
 6. A hairstyle is achieved by arranging hair in a certain way, occasionally using combs, a blow-dryer, few cosmetics, etc.
 7. A work area for a treatment should be clean, safe and hygienic. The tools and equipment needed in a particular process should be set up in that area.
 8. Sterilisation destroys all the microorganisms and is accomplished using an autoclave.
 9. Wear salon uniform and make sure it is clean, neat and ironed.
 10. PPE is very important for the safety of the personnel as it protects their own clothes from getting soiled and any kind of injury or infection.
-

Sector: Beauty & Wellness
Job Role: Assistant Beauty Therapist

UNIT 2: SKIN CARE SERVICES

UNIT 2: SKIN CARE SERVICES

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Explain the structure and function of Epidermis, Dermis and Subcutis;
- State functions of skin;
- State the importance of skin analysis;
- Explain the method of skin analysis;
- Describe commonly used skin care techniques;
- Identify skin types and state their features;
- Explain effects of voluntary movement of muscles;
- State muscles involved in the movement of face, eyebrow, nose, mouth, ear and neck;
- Explain various body movements such as 'Flexion', 'Adduction' and 'Abduction';
- State various unwanted hair removal methods;
- State the importance of 'Patch test';
- Carryout 'Patch test' and analyse results; and
- Perform bleaching treatment.

INTRODUCTION

The Beauty and Wellness Industry in India is growing at a CAGR of 18.6 % and is likely to reach the 100,000 crore mark soon. Increased emphasis on a holistic wellbeing with people's desire to look good and young are other motivators for the Beauty and Wellness Industry. Employment in Beauty and Wellness sector is expected to grow at a CAGR of 20%, with 23% in organised and 15% in unorganised segments with a shortage of over 600,000 skilled personnel by the end of 2016. With a shift in focus towards the quality of service, the industry has been looking to hire skilled workforce to sustain growth.

This Participant Handbook is designed to enable theoretical and practical training to become an Assistant Beauty Therapist.

SESSION 1: ANATOMY AND PHYSIOLOGY OF THE SKIN

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Explain the structure and function of Epidermis ,Dermis and Subcutis; and
- State functions of skin.

Anatomy and Physiology of the Skin

Skin : A Beauty Therapist should be aware of basic Anatomy and Physiology of the skin to provide effective skin care services. The skin acts as a protective shield for the body.

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

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

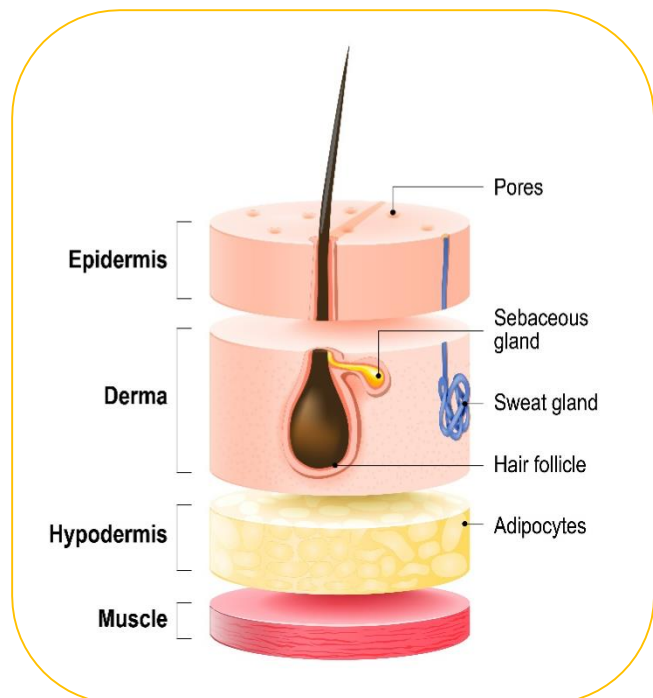
Layers of the Skin

From top to bottom, skin consists of 3 layers:

- Epidermis
- Dermis
- Subcutis

A. Epidermis

The epidermis is the uppermost or epithelial layer of the skin. It acts as a physical barrier, preventing loss of water from the body and preventing entry of substances and organisms into the body. Its thickness varies according to a body site.



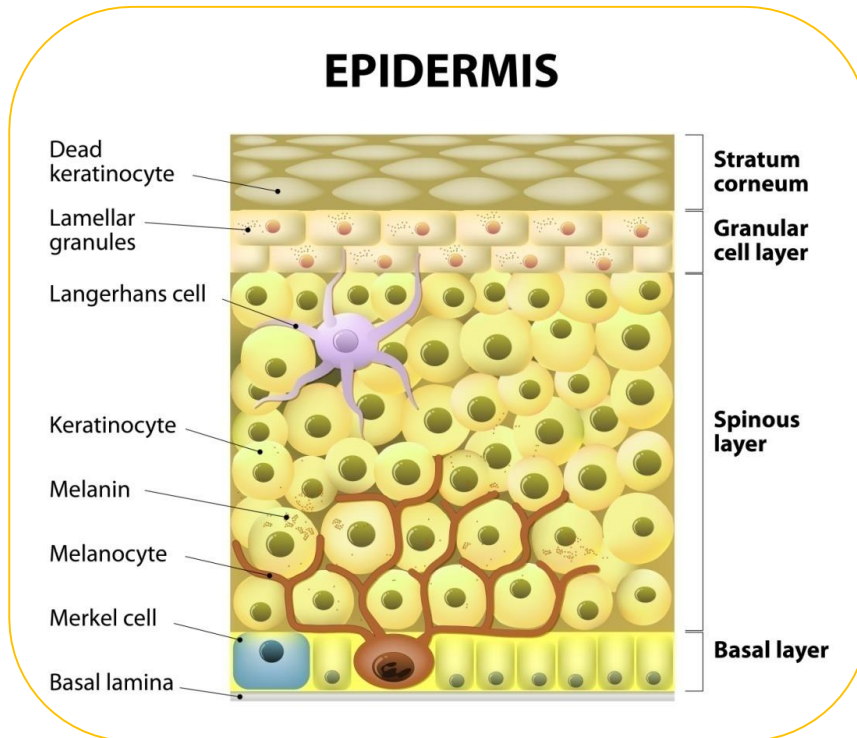
The epidermis consists of a stratified squamous epithelium. That means it consists of layers of flattened cells.

- Skin, hair and nails are keratinised, meaning they have a dead and hardened impermeable surface made of a protein called keratin.
- Mucous membranes are non-keratinised and moist.

The epidermis has three main types of cell:

- Keratinocytes (skin cells)
- Melanocytes (pigment-producing cells)
- Langerhans cells (immune cells)

Special stains are often required to tell the difference between Melanocytes and Langerhans cells.



The Merkel Cells is a fourth, less visible, epidermal cell.

Layer	Cell type
Stratum corneum (horny layer)	• Called corneocytes or squamous. • Dead, dried-out hard cells without nuclei.
Stratum granulosum (granular layer)	• Cells contain basophilic granules. • Waxy material is secreted into the intercellular spaces.
Stratum spinulosum (spinous, spiny or prickly cell layer)	• Intercellular bridges called desmosomes link the cells together. • The cells become increasingly flattened as they move upward.
Stratum basale (basal layer)	• Columnar (tall) regenerative cells. • As the basal cell divides, a daughter cell migrates upwards to replenish the above.

Keratinocytes

The keratinocytes become more mature or differentiated and accumulate keratin as they move outwards. They eventually fall or rub off.

Immediately below the epidermis is the basement membrane, a specialised structure that lies between the epidermis and dermis. It includes various protein structures linking the basal layer of keratinocytes to the basement membrane (hemidesmosomes) and the basement membrane to the underlying dermis (anchoring fibrils). The basement membrane has an important role in making sure the epidermis sticks tightly to the underlying dermis.

The epidermis gives rise to a number of specialised appendages also called adnexal structures or adnexae. Hair and nails are both examples, i.e. they are specialised structures formed by direct extension of the epidermis. The hair follicles are associated with sebaceous (oil) glands and arrector pili smooth muscle. This muscle is responsible for goose bumps appearing on the skin in response to cold.

Different areas of the body have different proportions of the adnexal and hair follicle structures present.

For example:

- Dense hair on the scalp and none on the palms.
- Intense sweating from armpits, palms and soles compared with elsewhere.

Melanocytes

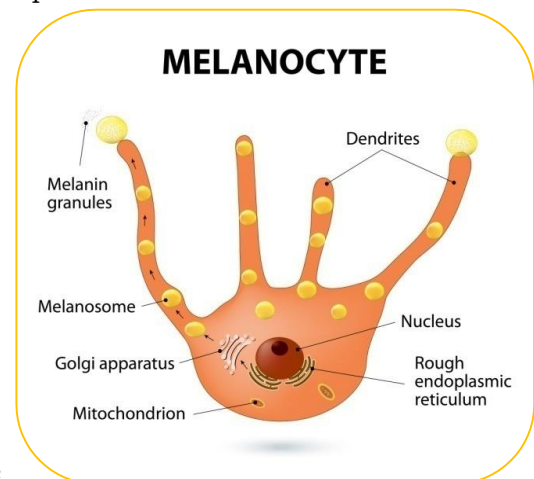
Melanocytes are found in the basal layer of the epidermis. These cells produce a pigment called melanin, which is responsible for different skin colour. Melanin is packaged into small parcels (or melanosomes), which are then transferred to keratinocytes.

Langerhans cells

Langerhans cells are immune cells found in the epidermis and are responsible for helping the body learn and later recognise new 'allergens' (material foreign to the body).

Merkel cells

Merkel cells are cells found in the basal layer of the epidermis. Their exact role and function is not well understood.



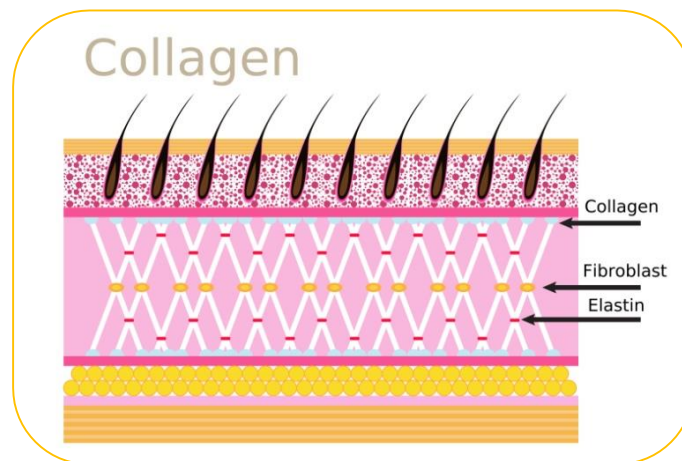
B. Dermis

The dermis is the **fibrous connective tissue or supportive** layer of the skin.

The major fibres are:

Collagen fibres: This type of fibre predominates in the dermis. Collagen fibres have the enormous tensile strength and provide the skin with strength and toughness.

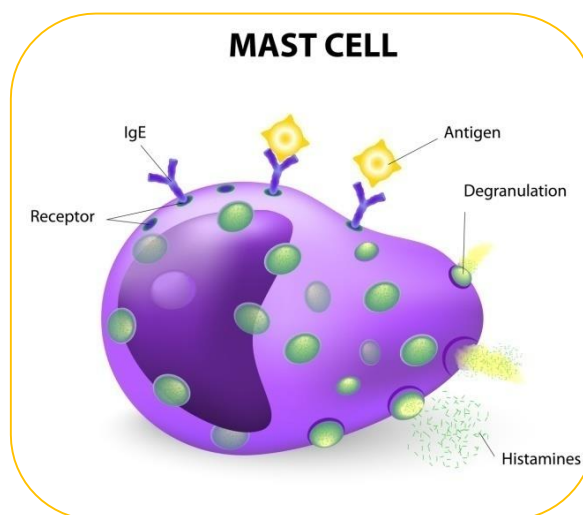
Elastin: This type of fibre provides the properties of elasticity and resilience to the skin.



The **Collagen** and **Elastin** fibres are bound together by ground substance, a mucopolysaccharide gel in which the nutrients and wastes can diffuse to and from other tissue components. The dermis also contains nerves, blood vessels, epidermal adnexal structures (as described above) and cells.

The normal cells in the dermis include:

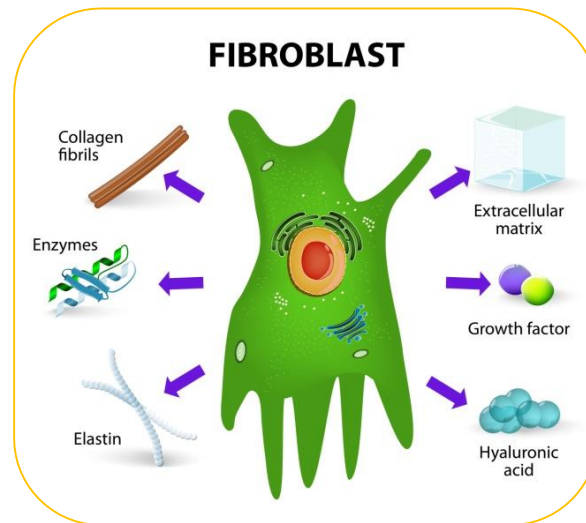
Mast Cells: These contain granules packed with histamine and other chemicals, released when the cell is disturbed.



Vascular smooth muscle cells: These allow blood vessels to contract and dilate, required to control body temperature.

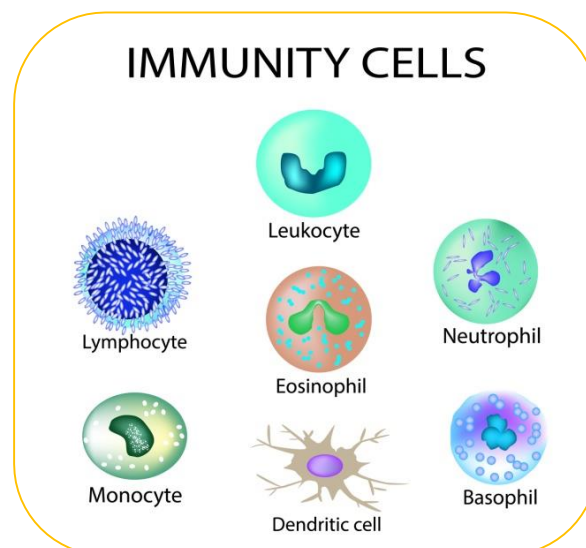
Specialised muscle cells: For example, myoepithelial cells are found around sweat glands and contract to expel sweat.

Fibroblasts: These are cells that produce and deposit collagen and other elements of the dermis as required for growth or to repair wounds.



Immune Cells: There are many types of immune cell. The role of tissue macrophages (histiocytes) is to remove and digest foreign or degraded material (this is known as phagocytosis). There are also small numbers of lymphocytes in the normal dermis.

Transient inflammatory cells or leukocytes are white cells that leave the blood vessels to heal wounds, destroy infections or cause disease.



Neutrophils (polymorphs): These have segmented nuclei. They are the first white blood cells to enter tissue during acute inflammation.

T and B Lymphocytes: These are small inflammatory cells with many subtypes. They arrive later but persist for longer in inflammatory skin conditions. They are important in the regulation of immune response. Plasma cells are specialised lymphocytes that produce antibody.

Eosinophils: These have bilobed nuclei.

Monocytes: These form macrophages.

The skin cells communicate by releasing large numbers of biologically active cytokines and chemotactic factors that regulate their function and movement.

C. Subcutis

The subcutis is the fat layer immediately below the dermis and epidermis. It is also called subcutaneous tissue, hypodermis or panniculus.

The subcutis mainly consists of fat cells (adipocytes), nerves and blood vessels. Fat cells are organised into lobules, which are separated by structures called septae. The septae contain nerves, larger blood vessels, fibrous tissue and fibroblasts. Fibrous septae may form dimples in the skin (so-called cellulite).

Functions of skin

Skin is the largest organ of the body. skin performs a set of key functions resulting from multiple chemical and physical reactions taking place within it.

The basic functions of the skin are:

1. Protection

The most important function of the skin is protecting the body from injury, heat, radiation, chemicals and microorganism. Due to constant shedding of stratum corneum, it acts as a mechanical barrier and does not allow organisms to stay or penetrate into the skin. Melanin produced by melanocytes present in the basal layer of the epidermis protects the body from ultraviolet radiation. Langerhans cells present in the epidermis phagocytose agents, which invade the skin.

2. Thermoregulation

The skin also acts as a temperature regulator, enabling the body to adapt to different ambient temperatures and atmospheric condition by regulating moisture loss. It is done by, controlling the secretions & excretion of sweat in sweat glands.

3. Hormone Synthesis

An active form of vitamin-D is synthesized in this skin in the presence of sunlight.

4. Excretion

Through the secretion of sweat and sebum, the skin performs an excretory function, eliminating a number of harmful substances resulting from metabolic activities of the intestines and the liver.

5. Immunological Role

The skin plays an immunological role, due to the Langerhans cells that can pick antigens from the skin and carry them to the lymph nodes.

6. Sensory Function

The skin has an intricate network of numerous fine nerve terminals in between the epidermal cells and also as specialised nerve endings in the dermis and around cutaneous appendages. These nerve endings carry the sensation of touch, pain, temperature, wetness and itch.

7. Appearance

The colour, elasticity & thickness of skin are responsible for the general appearance of the human being and skin can be regarded as a decorative media for the human body.

SESSION 2: SKIN CARE

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- State the importance of skin analysis;
- Explain the method of skin analysis;
- Describe commonly used skin care techniques; and
- Identify skin types and state their features.

Skin analysis

Skin analysis is carried out to understand the condition of the skin and suggest suitable treatment to the client. The analysis is to be carried out keeping in mind the age and general health of the client.

How to perform skin analysis?

The following procedure should be followed to perform skin analysis:

- Cleanse the skin by following the recommended procedure.
- Protect client's eye from the magnifying lamp using eye pads.
- Inform client on the steps being performed for the skin analysis.
- Using the magnifying lamp, study the skin of the face and neck.
- Slightly stretch small section of the skin using middle and index fingers.
- Observe skin texture and size of pores and other problems using a magnifying glass.

Skin care techniques

Three important techniques of skin care are:

1. Cleansing
2. Application of Toners and Skin Fresheners
3. Moisturising

1. Cleansing

Cleansing is performed to remove all the impurities accumulated in the pores. Cleansing Lotion/ Milk can be used for deep cleansing.

The Cleansing cream is used for cleansing and removing the face makeup. This cream melts as it comes in contact with the skin thus allowing penetration into the pores for deep cleansing. These creams also prevent the occurrence of blackheads.

2. Application of Toners and Skin Fresheners

'Toner' is applied to refresh and cool the skin. Traces of grease on the skin are removed with the help of toners. Freshener provides the soothing effect on the skin. Toner and Freshener are used as finishing agents for cleansing.

3. Moisturising

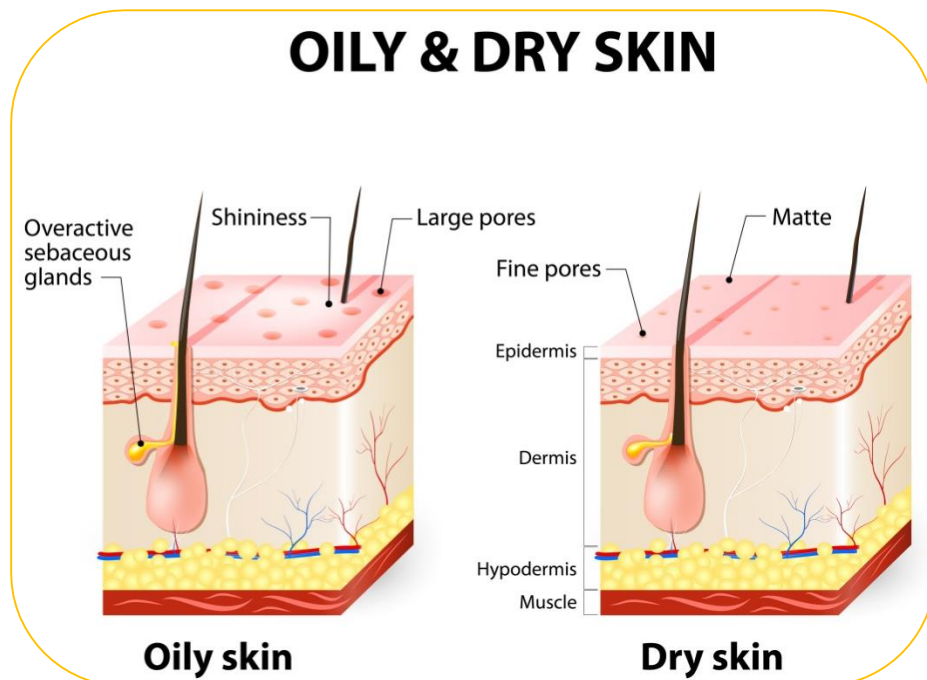
Moisturisers are used to keep the skin soft and supple. These are made up of NMF (Normalizing Moisturizing Factor) ingredients. Moisturisers delay the formation of wrinkles.

Skin types

A Beauty Therapist should be aware of basic skin types before suggesting suitable types of treatment to the client.

The following are the general types of skin:

- Normal skin
- Dry skin
- Allergic and Sensitive skin
- Matured skin
- Oily skin
- Combination skin



Normal skin

- Generally the pH of skin ranges from 5.5 to 5.8.
- Very rare to find such type of skin.
- It is a balance between dry and oily skin.
- Normal skin has healthy colour and is soft.
- The skin has a translucent glow.

Dry skin

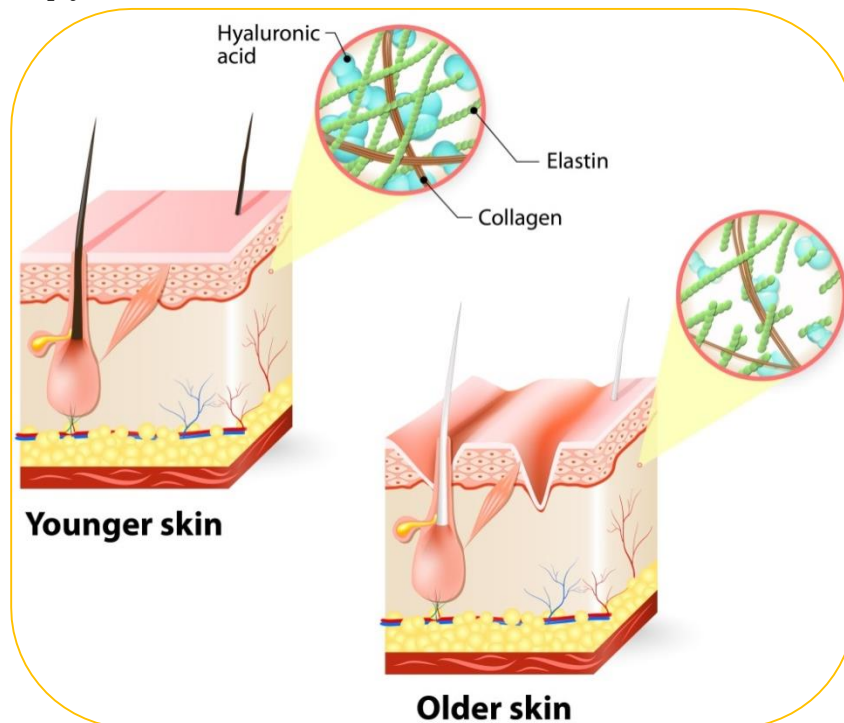
- Dry skin is due to lack of lubrication from the sebaceous glands.
- Dry skin can be identified by the fine lines around the eyes and the mouth.
- Skin loses elasticity slowly with the age.

Allergic and Sensitive skin

- Very sensitive to cold, heat and wind.
- The skin becomes allergic and sensitive because of broken capillaries and results in rashes or irritation through strong preparation.

Matured Skin

- It is very similar to dry skin in appearance.
- Appears parched, saggy and dehydrated.
- Skin is deeply lined and loose.



Oily skin

- This type of skin is thicker and coarser than other types of skins.
- It has a tendency to develop open pores, pimples, blackheads, papules and pustules.
- Oily skin can be found around the nose and chin.
- Oily skin is the result of clogging of sebaceous glands causing sluggish circulation.

Combination skin

- This type of skin is very common.
- This can be identified by the oily centre panel or T- zone with pores and slight oil.

Aging process on the skin, facial muscles and muscle tone

It is a natural process in which major body parts and systems get affected over time. It is not much known that the aging is of two types, one is internal aging, that is caused by genes we inherited, which is in actual, is natural skin aging. The other being the external aging caused by environmental factors such as pollution, smoking, drinking, sun exposure, etc., which is in actual, premature skin aging. The early signs of aging start appearing around 28-30 years of age, but it varies from person to person. Let's know more about natural aging process.



- **Skin cells:** The formation of skin cells takes place in the bottom of the epidermis, i.e., outer layer of the skin and gradually move to the surface, where they die. In this way, dead cells shed away from skin continually. In old age, this process slows down and dead cells start forming a layer instead of shedding. This in turn slows down the process of skin regeneration. The dryness increases which triggers the formation of fine lines and wrinkles and sagging of the skin.
- **Age spots:** These are caused by prolonged exposure to sun light and can be brown, black or gray. Aging leads to increase in melanin, the pigment which produces color in the skin, which forms the age spots.



- **Bruising of skin:** The skin is formed by different layers- epidermis, dermis and subcutaneous tissue, which get thinner with age. The blood vessels, in this way, are prone to injury because they lose the insulation and protection provided by the skin, thereby, leading to bruises.
- **Formation of wrinkles:** Aging leads to a decrease in the production of skin proteins, collagen and elastin which are responsible for beautiful skin. Collagen provides firmness and strength and elastin provides flexibility and resilience. The reduced production of proteins leads to the sagging of skin and wrinkles. However, new beauty therapies such as red light therapy, LED, high frequency, etc., help to activate collagen and elastin production.
- **Dry skin:** The skin gets drier as we age because the number of oil producing glands decreases, there is a loss of fat and moisture, thinning of skin. Even the skin type changes from oily to normal to dry. Soaps, hot or cold temperatures, other products may further dry the skin.
- **Shrinking of muscles:** The muscles also age and lose their tone with time. The facial skin and the skin at the neck is directly attached to the muscles. The shrinking of muscles makes the signs of aging more apparent and the entire face starts sagging.
- **Bone loss:** This factor makes the aging process even worse as the bones shrink too. Our face is supported by different bones, such as, brow bones, nose, jawline, chin, which influence the appearance of the face. With age, the skin under the eyes, around the nose, mouth, in the cheeks sags more and the jaw line becomes less distinct. The solution to this problem exists in the form of fillers and botox that fill in the voids created due to bone loss but are very expensive and done by specialists only.



Skin masks and their effects on the skin:

Face masks are considered to be the essence of skincare. They are extremely beneficial in drawing out impurities, exfoliating, hydrating, soothing and toning the skin. There's an appropriate mask for every skin type.

Need of a skin mask: Face masks are like a treat for the skin as they penetrate deep in layers of the skin where a moisturizer fails to reach. Masks rejuvenate the skin by moisturising, detoxifying and replenishing effects. They come in different types according to the skin. There are hydrating masks for the dry skin, soothing and calming mask for sensitive skin, cleansing mask for oily skin, natural masks to nourish the dull skin and so on. We will study these masks in detail below.

Types: Knowing the type of the skin and its issues is very important as it allows to choose an appropriate mask. Not all the mask work on all the skin types as each mask has its own set of properties.

The masks are mainly of the following types:

- **Clay mask:** Their main ingredient is natural clay which has a deep cleansing effect on the skin as it draws the impurities on the surface of the skin while drying. It unclogs the pores and tightens the skin. It is best for the people with normal to oily skin as it absorbs excess oil without stripping the skin of natural oils.



- **Peel-off masks:** They generally come in gel, plastic or paraffin subtypes but they donot absorb oil and dirt as much as clay masks. They are mainly for tightening the skin promoting blood circulation. They work best for mature and dry skin as they hydrate and nourish the skin.



- **Cream mask:** It is ideal for people with normal to dry skin as it rejuvenates the skin by moisturising it. Cream mask has emollient or softening properties that makes the skin soft.



- **Thermal mask:** These masks when applied to the face, gradually heat up and warm the surface tissue and open the pores, thereby, allowing the skin to breathe. It works best for those with enlarged and congested pores as it cleans the pores from deep within.



- **Warm-oil mask:** This mask contains beneficial oils such as almond oil, olive oil, vitamin oil in equal parts and they are excellent for dry or mature skin because they make the skin soft, supple and impart a healthy glow by promoting the blood circulation.



- **Natural mask:** Natural masks are based on the rejuvenating properties of fruits, plants, and herbs, such as cucumber, papaya, and oatmeal and are good for every skin type. They specially moisturizes and revitalizes normal to dry skin and provide nourishment derived from natural and not chemical ingredients.



Usage of masks: Keep following things in mind while applying a mask.

- Masks shouldn't be applied for more than 20 min.
- They should not be applied for more than 3 times a week, keeping it on alternate days.
- Whatever mask it is, always cleanse the skin before applying it because it is important to remove impurities that might seep deeper in the skin if the skin wasn't cleansed.
- Apply mask evenly, with clean fingers or a mask brush.
- If the skin is inflamed or breaking out, spreading masks on in a downward-outward motion will reduce redness immediately and for dull, dry skin, move in an upward direction to encourage blood flow.
- Time the mask according to the product's instructions.
- If the mask doesn't have exfoliating properties, scrub the skin gently before masking to allow the mask to penetrate the skin. Dead skin cells make it difficult, hence, it is important they are removed from the skin.
- Some masks are removed by rinsing with water, while others are removed by wiping gently with damp, warm cotton pads. So, it is important to follow the instructions on the product.



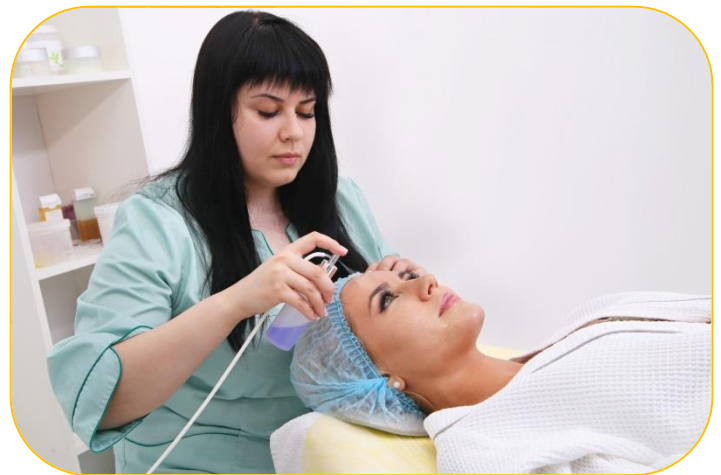
- After the thorough removal of the mask, moisturise the skin while it is still damp to lock in the hydration.

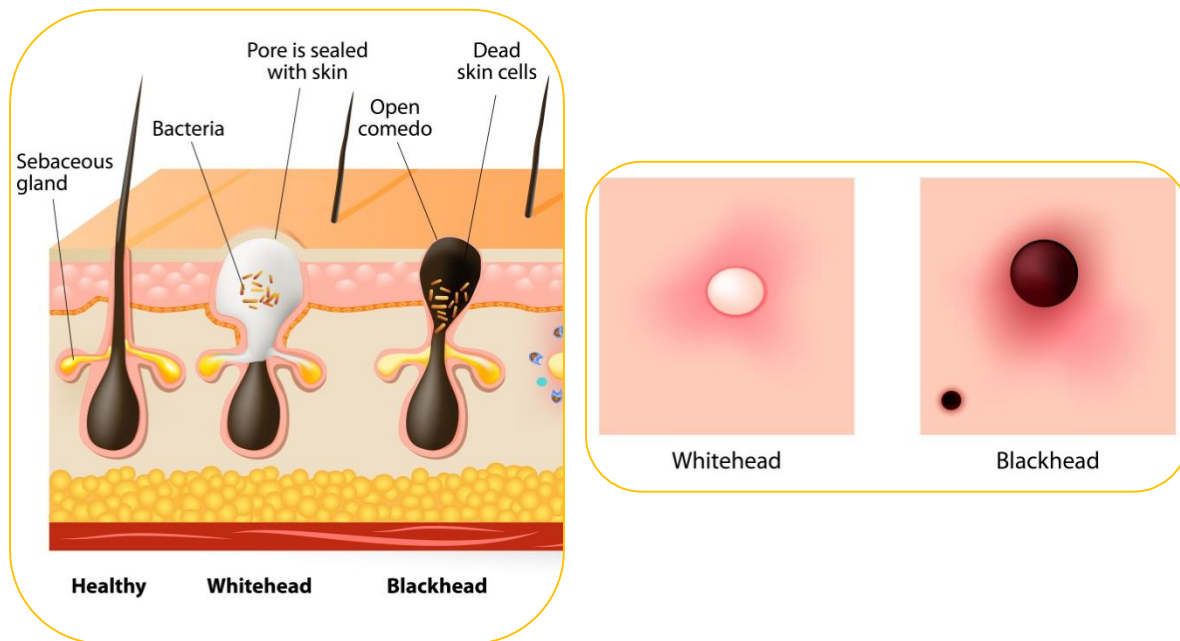
Blackhead Extraction

These are a form of mild acne which get clogged with dirt, oil and sebum. The melanin further oxidises with these impurities, causing the surface to appear dark or even black. They can appear at face, neck, shoulders or even back. The main reasons of blackheads are, dead skin cells not shedding naturally from the face, changes in hormone level, certain medication, acne-causing bacteria, high levels of oil production, etc.

Solution: Quick fixes to blackhead are:

- **Round Loop Extractor:** It is a metal loop which slides in the pore and sweeps out the dirt without damaging or irritating the pore. This tool is inexpensive and highly effective. It can be used in combination with other methods like, steaming, in case of sensitive skin. After using this tool, use a toner to help close the unclogged pore.
- **Blackhead Suction Remover:** It is a mini vacuum which sucks the impurities out of the pores using air pressure. It is quick and painless method.
- **Face Steamer:** Put the face in steamer or use the hand device, just as close as recommended and steam will help unclog the pores. Small amount of water is added in the steamer which converts in the steam. Be careful while working with this machine. After finishing the steaming, apply toner to close the clean pores.





Whitehead Extraction

Whiteheads develop when dead skin cells, sebum (oil), and dirt clog the pores. Unlike blackheads, which can be pushed out, whiteheads are closed within the pore due to a thin layer of skin. This makes the treatment a bit more challenging. Moreover, the substance hardens after the pore is plugged with oil and dead skin cells. Whiteheads have closed ends, which can make the plug difficult to extract.

Solution: Some suggestive methods are:

- **Face Steamer:** Put the face in steamer just as close as recommended and steam will help loosen the pores and help extracting the whiteheads.
- **Scrub:** Oatmeal scrubs have been seen to be beneficial in case of whiteheads. Gentle circular motions help clean the clogged pores.
- **Mandelic acid:** Mandelic acid is an 'Over The Counter' option and is a substance contained in peel or mask form. It's also a type of alpha hydroxy acid (AHA) that's used to regulate sebum production in the skin. It is also used as an antiaging treatment for wrinkles and dull skin. It can be used only once a week.
- **Glycolic Acid:** Glycolic acid is another type of AHA that removes the outer layer of your skin. Excess dead skin cells are removed, too. Take care in using glycolic acid by reading product labels carefully. Some products are intended for weekly use, while others, are intended for daily use.
- **Clay mask:** It is best for the skin prone to acne. It softens the pores and deep cleanse them of dirt, oil or dead cells.

Skin Warming:

Facial steaming is known as skin warming. Steaming the face gives multiple skin benefits because the natural oils of the skin flow freely and prevents the pores from clogging.

The benefits of facial steaming include:

1. Skin becomes more receptive to skin treatments such as masks, serums, etc. when it is steamed.
2. Enhancing blood circulation.
3. Helps to remove toxins from the skin through perspiration.
4. Softens the clogged debris inside the pores for easier removal.
5. Increases relaxation as the skin becomes free from dirt and impurities.

Be sure to steam your skin before mask application to open up the pores and help in deep cleansing. Cleansing and exfoliating should be followed by steaming.

There are two common and simple ways of skin warming- **Hot towels and Steamers.**

The first involves dipping clean towels in hot water and putting them on the face after they are lightly wrung out and cooled down. The other option is to bring a pot of water to a boil and then turn off the heat. With a clean towel draped over your head, place your face above the pot to trap the steam and direct it to the face.



The other method is using the face steamers available in a salon.



Both methods can be used for a minute or two. Too much steaming can cause problems, including redness and sensitivity, that outweigh the advantages of face steaming. Be careful regarding the skin types too.

SESSION 3: ACTIONS OF THE FACIAL ,NECK AND SHOULDER MUSCLES

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Explain effects of voluntary movement of muscles;
- State muscles involved in the movement of face, eyebrow, nose, mouth, ear and neck; and
- Explain various body movements such as 'Flexion', 'Adduction' and 'Abduction'.

Effect of voluntary movement of muscles

A beauty therapist or a cosmetologist should be aware of location and function of voluntary muscles of face, neck, hands and arms.

In this section, we will study some of the voluntary muscles of face, neck, hands and arms. This will help in providing proper massage.

We will study the effects of voluntary movements of the following muscles.

- Facial muscles
- Eyebrow muscle
- Muscles of Nose
- Muscles of Mouth
- Muscles of Ear
- Muscles of Mastication
- Muscles of Neck

1. Facial muscle

The top of the skull is covered by **Epicranius or occipitofrontalis** muscles. This muscle has two parts namely:

- Occipitals (back part)
- Frontalis (front part)

The voluntary movement of frontalis helps in the movement of eyebrows and skull. Occipitals and frontalis are connected by the tendon.

2. Eyebrows muscles

Orbicularis oculi: Orbicularis oculi completely surround the margin of the eye socket. This muscle helps in blinking.

3. Muscles of the nose

Procerus: This muscle covers the bridge of the nose and top of the nose between eyebrows. Wrinkles are created across the bridge of the nose by depressing the eyebrows.

Nasalis: Nasalis muscle of the nose compresses nose causing wrinkles.

4. Muscles of mouth

Quadratus Labil Superioris: This muscle surrounds the upper part of the lip and helps in opening of the mouth by lifting the upper lip.

Quadratus Labil inferiors: This muscle surrounds the lower part of the lip and results in expression of the sarcasm.

Buccinator: It is a thin flat muscle between the upper and lower jaws. The shape of the cheek is attributed to this muscle. It puffs out cheeks when blowing, keeps food in the mouth when chewing.

Caninus: This muscle is located under the Quadratus Labil Superioris. It raises the angle of the mouth at the corner.

Mentalis: This muscle is situated on the tip of the chin. The movement of the lower lips is controlled by this muscle.

Orbicularis Oris: Flat band around the lower and upper lip is formed because of the presence of this muscle.

Zygomaticus: This muscle extends from the zygomatic bone and continues into the orbicular oris to the angle of the mouth. It elevates the lip while laughing.

Triangular: This muscle extends along the side of the chin. The corner of the chin is pulled down by this muscle.

5. Muscles of the ear

Auricularis superior: This muscle is present above the ear.

Auricularis posterior: This muscle is present behind the ear.

Auricularis anterior: This muscle is present in front of the ear.

6. Muscles of mastication

Temporalis and Mastication: This muscle coordinates the opening and closing of the mouth. These are also called as chewing muscles.

7. Muscles of the neck

Platysma: This muscle is located in front of the throat. It pulls down the lower jaw and angles of the mouth, so the expression of sadness will be seen.

Sterno-cleido-mastoid: It is the largest cervical muscle and extends on either side of the neck. The movement of the head is because of this muscle.

Latissimus dorsi: This muscle covers the upper and middle region of the back and the back of the neck. They rotate the shoulder blade and control swinging movement of the arm.

Pectoralis major and pectoralis minor: This muscle covers the front of the chest. These muscles help in the arm movement.

Various body movements nomenclature

Some of the most common body movements are:

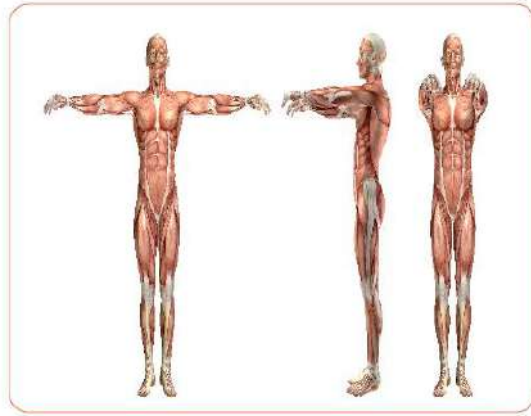
Flexion

- Flexing is defined as the movement to decrease the angle between parts.
- Flexing one's muscles usually, result in bringing body parts closer together.
- For example, forward flexion brings the shoulder girdle and pelvis closer together.



Adduction

- Adduction is a movement which brings a limb — arm or leg — closer to the sagittal plane of the body.

**Abduction**

- Abduction is opposite to adduction i.e. taking a limb away from sagittal plane.

Prone position

- Lying with the front or face downward.

Supine

- Lying with the front or face upwards.

Dorsiflexion

- The turning of the foot or the toes upward.

**Plantar Flexion**

- The turning of the foot downwards.

SESSION 4: BLEACHING PROCEDURE

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- State various unwanted hair removal methods;
- State the importance of 'Patch test';
- Carryout 'Patch test' and analyse results; and
- Perform bleaching treatment.

Introduction

We are aware that our body has fine hair all over the body such as the stomach, back etc. It is recommended to remove the unwanted hair by undergoing suitable hair removal treatment.

Some of the hair removal treatments are:

Bleaching

Threading

Waxing

It is worth to note here that bleaching process doesn't remove hair like threading and waxing. It only destroys the colouring pigment 'melanin'. When the light ray passes through them, they appear pale golden.

A number of chemicals such as **H₂O₂** and **Ammonia** are used as bleaching agents.



As chemicals are being used in the treatment, it is always recommended to perform the treatment only after the 'Patch Test'.

Patch test

How to prepare the required agent for patch test?

- Take a tea spoon of bleaching cream.
- Add two to three grains of ammonia to the bleaching cream.
- Mix well.

Patch test procedure

Step 1: Apply the mixture on to a small patch of the skin behind the ear.

Step 2: Wait for 10-15 minutes.

Step 3: Ask the client about any discomfort such as itching, pain etc.

Step 4: If the client complains of itching or pain, immediately remove the bleach, place ice cubes all over and apply Lacto calamine.

Step 5: In case of no complaints from the client, proceed with the bleaching treatment.

Bleaching procedure

Resources required for Bleaching

The following resources are required for bleaching treatment:

- Headband
- Medium and small size towel
- Cleansing milk
- Eye pads (tea bags, cucumber slices)
- Cotton pieces (2"x 2")
- Plastic, glass or ceramic bowl, plate along with the spatula
- Bleaching cream and Ammonia
- Moisturiser, Lacto Calamine, ice cubes, chilled water

Bleaching Procedure

The following procedure is recommended for the bleaching treatment.

Step 1: Collect required information such as the age of the client, condition, time gap etc.

Step 2: Offer a comfortable chair to the client.

Step 3: Wrap a headband and cover clothes with a large towel.

Step 4: Apply and spread cleansing milk all over the face and neck.

Step 5: Massage neck and face in upward and outward direction with moist cotton.

Step 6: Prepare the paste required for bleaching.

- Two to three spatula of bleach cream.
- Two to three granules of Ammonia.
- Blend well.

Step 7: Apply the paste to the upper lip first and then to the rest of the face.

Step 8: Place eye pads to protect the eyes from watering.

Step 9: Wait 5-7 minutes for the bleach to process.

Step 10: Remove little bleach from few spots and observe for the colour of the hair.

Step 11: If hair is not properly bleached, wait for another five minutes.

Step 12: Again check for the effectiveness of the bleach as per step 10.

Step 13: Remove bleach with a spatula from all over the face and neck.

Step 14: Using an ice cube, rub all over the face and neck for relaxation.

Step 15: Apply moisturiser/sunscreen lotion /Oil.

Step 16: Lay a thin layer of Lacto calamine.

Advantages of Bleach:

The following are the advantages of bleaching:

- Instant /quick result within 10 minutes.
- Lightens skin tone.
- Helps to remove sun tan.

Disadvantages of Bleach:

- Prolonged use of chemicals may have harmful effects on skin and hair.
- Require post bleach care.

PRACTICAL EXERCISE

Activity 1: Perform patch test

Materials Required:

The following resources are required for the patch test:

- Bleaching cream
- Ammonia

Step by Step Procedure:

Step 1: Apply the mixture on to a small patch of the skin behind the ear.

Step 2: Wait for 10-15 minutes.

Step 3: Ask the client about any discomfort such as itching, pain etc.

Step 4: If the client complains of itching or pain, immediately remove the bleach, place ice cubes all over and apply Lacto calamine.

Step 5: In case of no complaints from the client, proceed with the bleaching treatment.

Activity 2: Carryout bleaching procedure

Materials Required:

The following resources are required for bleaching treatment:

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

Step by Step Procedure:

Step 1: Collect required information such as the age of the client, condition, time gap etc.

Step 2: Offer a comfortable chair to the client.

Step 3: Wrap a headband and cover clothes with a large towel.

Step 4: Apply and spread cleansing milk all over the face and neck.

Step 5: Massage neck and face in upward and outward direction with moist cotton.

Step 6: Prepare the paste required for bleaching.

- Two to three spatula of bleach cream.
- Two to three granules of Ammonia.
- Blend well.

Step 7: Apply the paste to the upper lip first and then to the rest of the face.

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Step 14: Using an ice cube, rub all over the face and neck for relaxation.

Step 15: Apply moisturiser/sunscreen lotion /Oil.

Step 16: Lay a thin layer of Lacto calamine.

CHECK YOUR PROGRESS

1. Name three layers of skin.
 2. List functions of the skin.
 3. Explain the procedure perform skin analysis.
 4. Explain the following skin care techniques.
 - a. Cleansing
 - b. Application of Toners and Fresheners
 - c. Moisturising
 5. Name general types of skin.
 6. What is aging?
 7. What causes the formation of wrinkles?
 8. What happens due to bone loss in the face?
 9. Explain the need of a skin mask.
 10. Name the types of skin mask and explain any two.
 11. What is a blackhead?
 12. What is a round loop extractor?
 13. What are the solutions for the extraction of a whitehead?
 14. Fill in the blanks:
 - a. _____ is the uppermost layer of the skin.
 - b. Mucous membranes are _____ and _____.
 - c. _____ and _____ are found in the basal layer of epidermis.
 - d. _____ have segmented nuclei.
-

- e. An active form of _____ is synthesised in the skin in the presence of sunlight.
- f. _____ and _____ coordinates the opening and closing of the mouth.
- g. _____ is the movement to decrease the angles between parts.
- h. _____ is applied to refresh and cool the skin.
- i. pH of normal skin ranges from _____.

15. Match column 'A' with column 'B'

Column 'A'	Column 'B'
1.Langerhans cells	a.Enormous tensile strength
2.Collagen fibres	b.Appears parched, saggy and dehydrated
3.Monocytes	c.Buccinator and caninus
4.Mouth muscles	d.Immune cells found in the epidermis
5.Mature skin	e.These form macrophages

16. Choose the correct option. The epidermis has following types of cell:

- a. Keratinocytes
- b. Melanocytes
- c. Langerhans cells
- d. All of the above

17. Which of the following are the functions of the skin?

- a. Protection
- b. Excretion
- c. None of the above
- d. Both a and b

18. Which of the following is the muscle of the neck?

- a. Latissimus dorsi
- b. Temporalis
- c. Caninus
- d. Supine

GLOSSARY

Term	Description
Abduction	Abduction is opposite to adduction i.e. taking a limb away from sagittal plane.
Adduction	Adduction is a movement which brings a limb — arm or leg — closer to the sagittal plane of the body.
Allergic or sensitive skin	The skin becomes allergic and sensitive because of broken capillaries and results in rashes or irritation through strong preparation.
Anatomy	Anatomy describes the structure of a human body and relationship of body parts with one another.
Cleansing	Cleansing is performed to remove all the impurities accumulated in the pores.
Dermis	The dermis is the fibrous connective tissue or supportive layer of the skin.
Dry skin	Dry skin can be identified by the fine lines around the eyes and the mouth.
Epidermis	The epidermis is the uppermost or epithelial layer of the skin.
Flexion	Flexing is defined as the movement to decrease the angle between parts.
Matured skin	Skin is deeply lined and loose.
Moisturiser	Moisturisers are used to keep the skin soft and supple.
Normal skin	Normal skin has healthy colour and is soft.
Oily skin	Oily skin is the result of clogging of sebaceous glands causing sluggish circulation.
Physiology	Physiology is the study of the function of the body parts and the body as a whole.
Skin	The skin acts as a protective shield for the body.
Skin analysis	Skin analysis is carried out to understand the condition of the skin and suggest suitable treatment to the client.
Subcutis	The subcutis is the fat layer immediately below the dermis and epidermis.
Toner	'Toner' is applied to refresh and cool the skin.

Summary

1. The skin acts as a protective shield for the body.
 2. Anatomy describes the structure of a human body and relationship of body parts with one another.
 3. Physiology is the study of the function of the body parts and the body as a whole.
 4. Skin consists of 3 layers:
 - a. Epidermis
 - b. Dermis
 - c. Subcutis
 5. The epidermis has three main types of cell:
 - a. Keratinocytes (skin cells)
 - b. Melanocytes (pigment-producing cells)
 - c. Langerhans cells (immune cells)
 6. Skin analysis is carried out to understand the condition of the skin and suggest suitable treatment to the client.
 7. The following procedure should be followed to perform skin analysis:
 - a. Cleanse the skin by following the recommended procedure.
 - b. Protect client's eye from the magnifying lamp using eye pads.
 - c. Inform client on the steps being performed for the skin analysis.
 - d. Using the magnifying lamp, study the skin of the face and neck.
 - e. Slightly stretch small section of the skin using middle and index fingers.
 - f. Observe skin texture and size of pores and other problems using a magnifying glass.
 8. Three important techniques of skin care are:
 - a. Cleansing
 - b. Application of Toners and Skin Fresheners
 - c. Moisturising
 9. Skin types are:
 - a. Normal skin
 - b. Dry skin
 - c. Allergic and Sensitive skin
 - d. Matured skin
 - e. Oily skin
 - f. Combination skin
 10. Some of the hair removal treatments are:
 - a. Bleaching
 - b. Threading
 - c. Waxing
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Sector: Beauty & Wellness
Job Role: Beauty Therapist

UNIT 3: MANICURE & PEDICURE SERVICES

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LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Perform Manicure & Pedicure Services
- Carry out application of simple mehendi designs

INTRODUCTION

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

1. Manicure

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



2. Pedicure

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



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

In particular, a Beauty Therapist must know about the following:

- Anatomical structure, function, characteristics of nail and the process of nail growth.
The structure includes:
 - Nail root-matrix
 - Mantle
 - Plate
 - Wall
 - Grooves
 - Bed
 - Lunula
 - Free edge
 - Hyponychium
 - Cuticle
 - Anatomical structure and function of the skin. The structure includes:
 - The layers of the epidermis: the dermis, the subcutaneous layer;
 - The hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland and sensory nerve endings
 - Names and position of bones of lower leg and foot
 - Names and position of bones of the wrist, hands fingers and forearm
 - Structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm
 - Position of arteries and veins of lower leg, foot, hand and arm
 - Location of muscles of the lower leg, foot, hand and arms
 - Nail diseases and disorders
 - Nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing service
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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- for example bones, muscles and skin. Some systems have particular importance for Nail and Beauty Industry workers especially since they work on these systems through application of products and provision of services such as massages, etc.

Body Systems

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

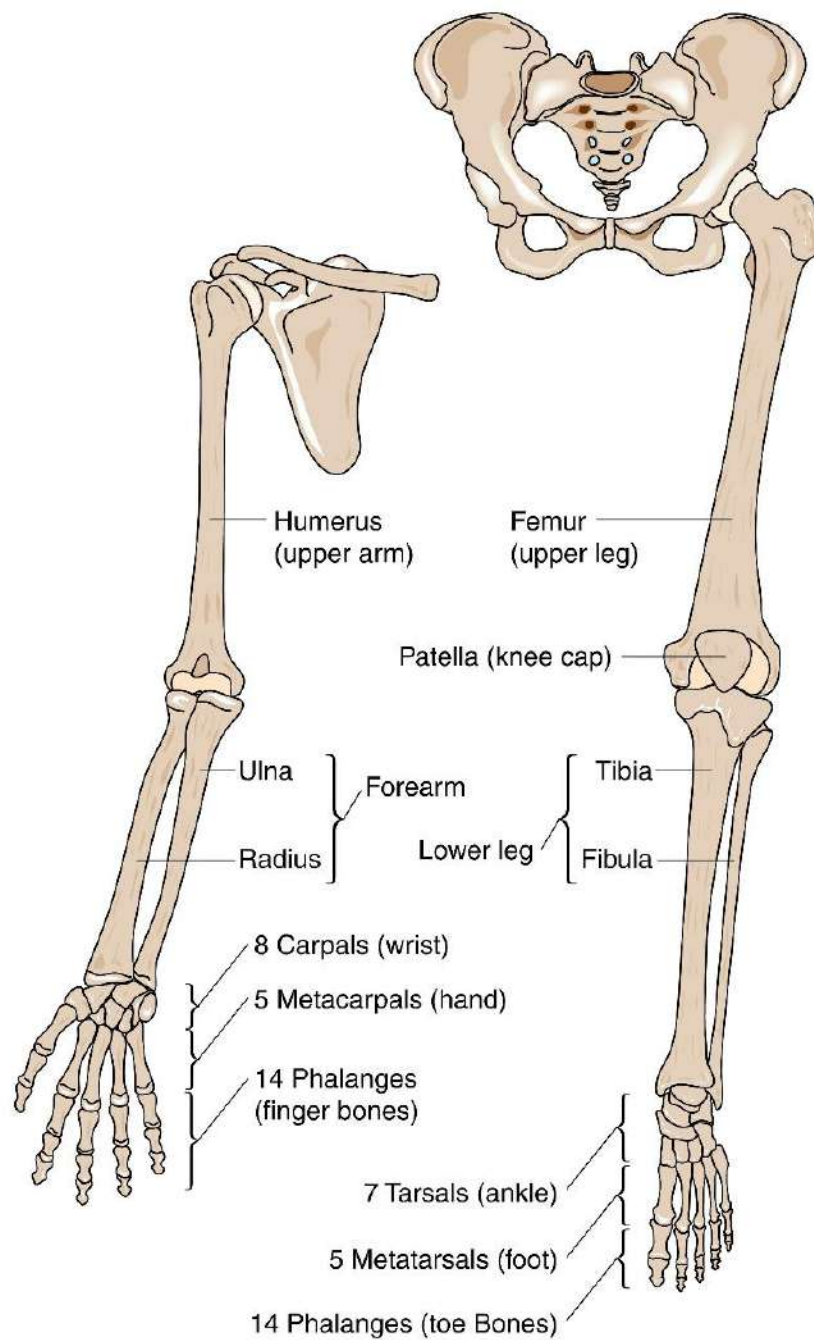
The human body is made up of important systems.



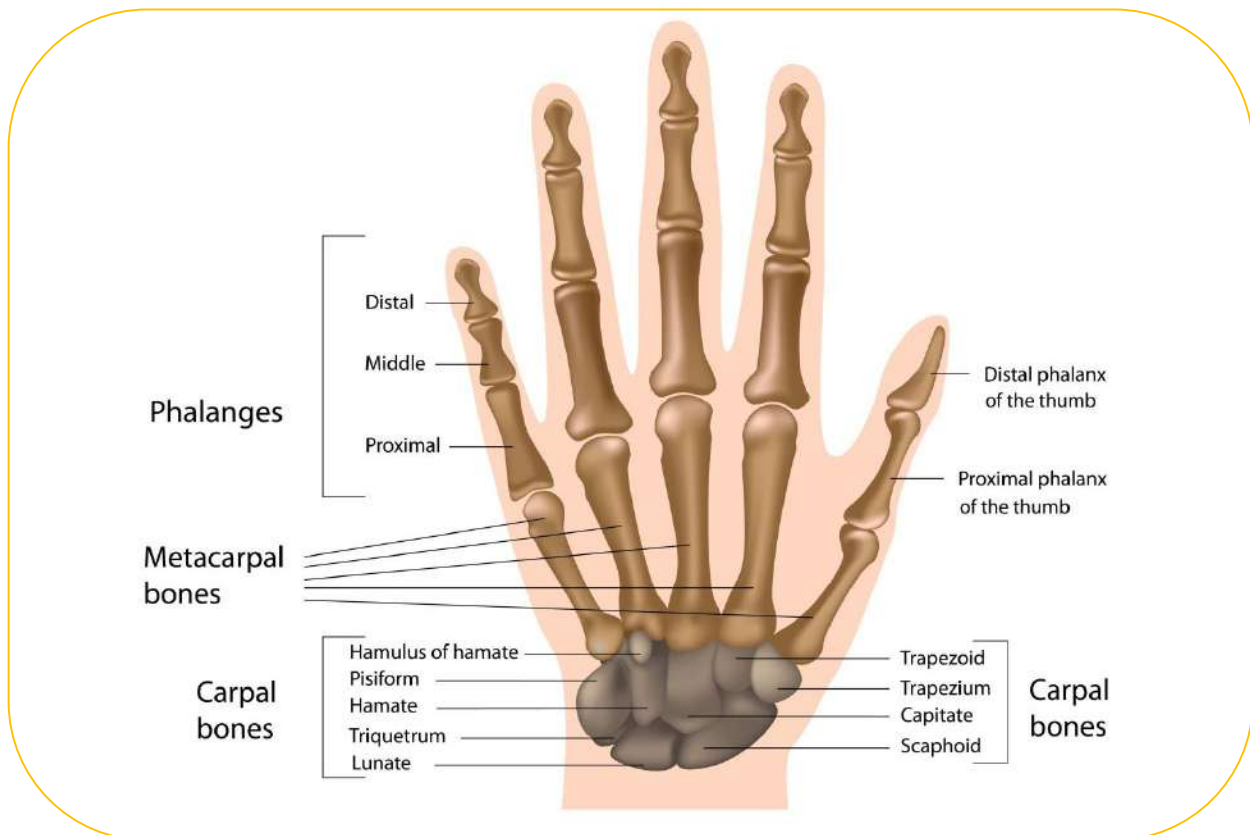
We will study these systems in detail in next sections.

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

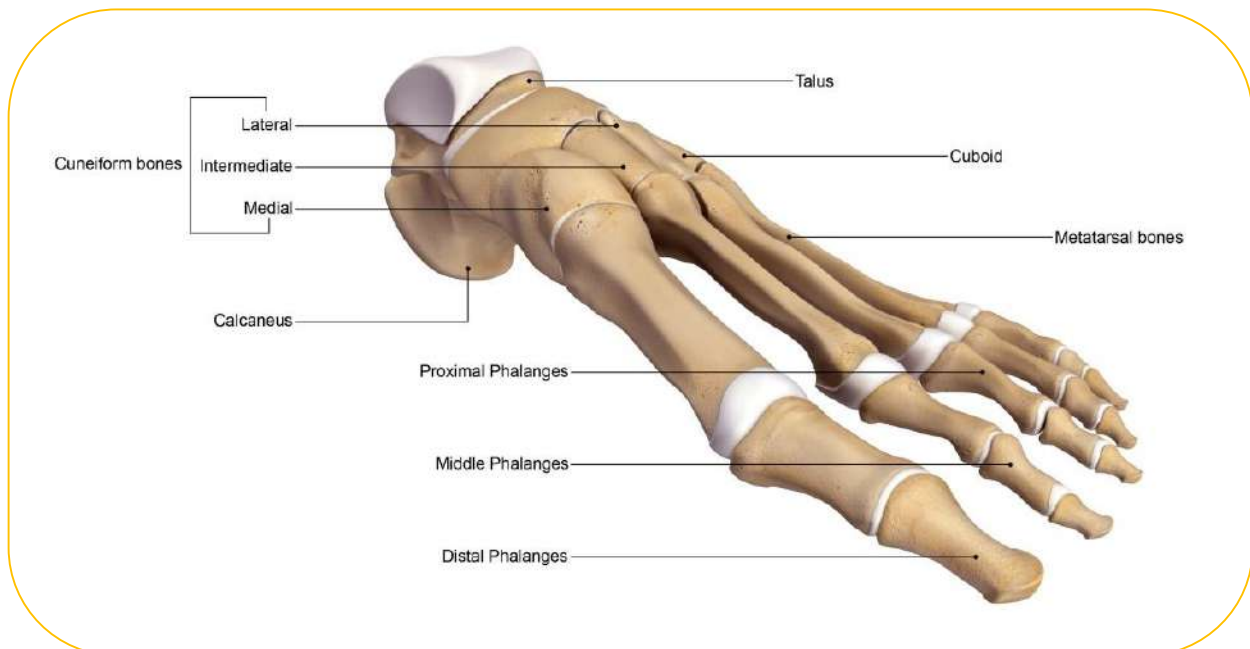
Bones Of The Arm And Leg



Bones Of The Hand and Wrist

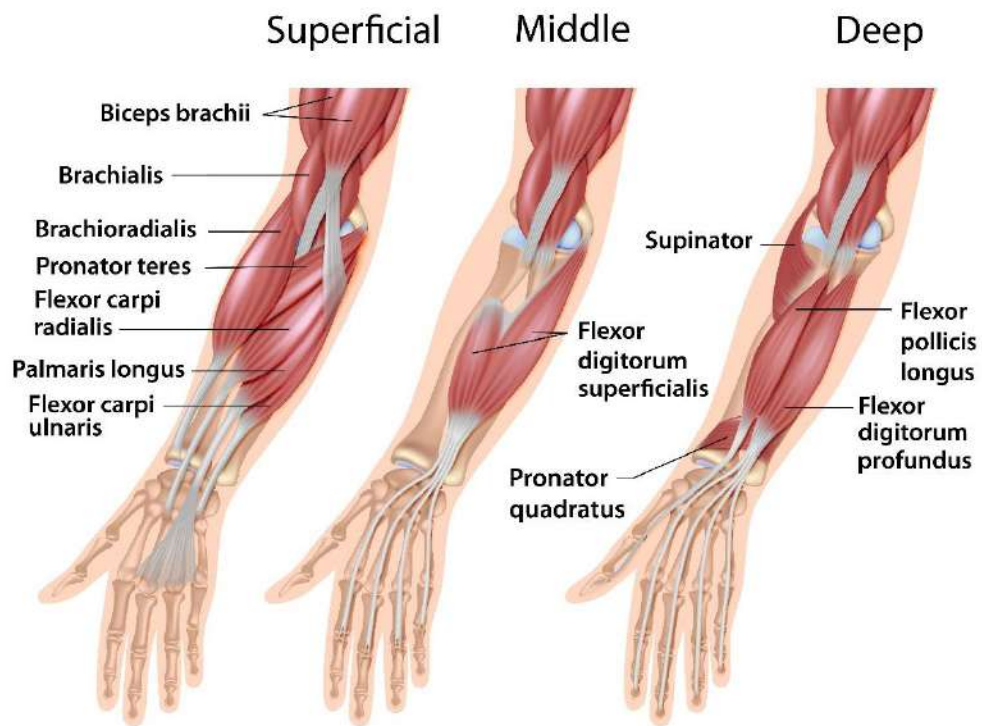


Bones Of The Foot



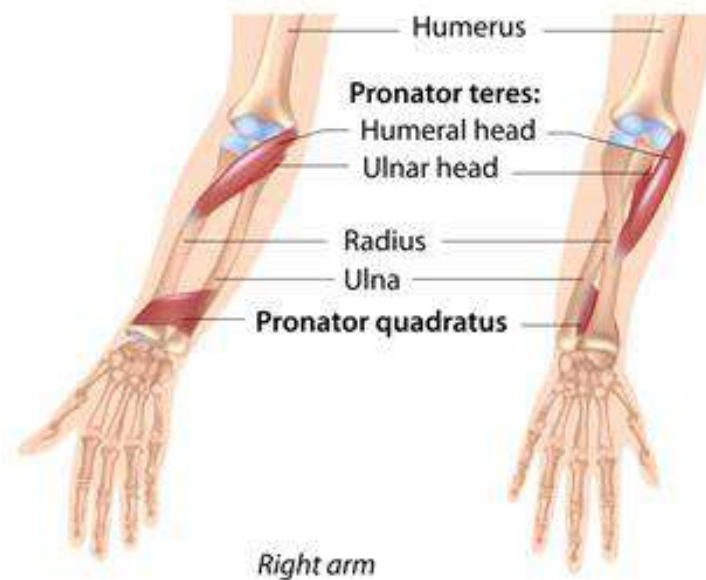
Muscles of the Forearm

(right arm, anterior compartment)

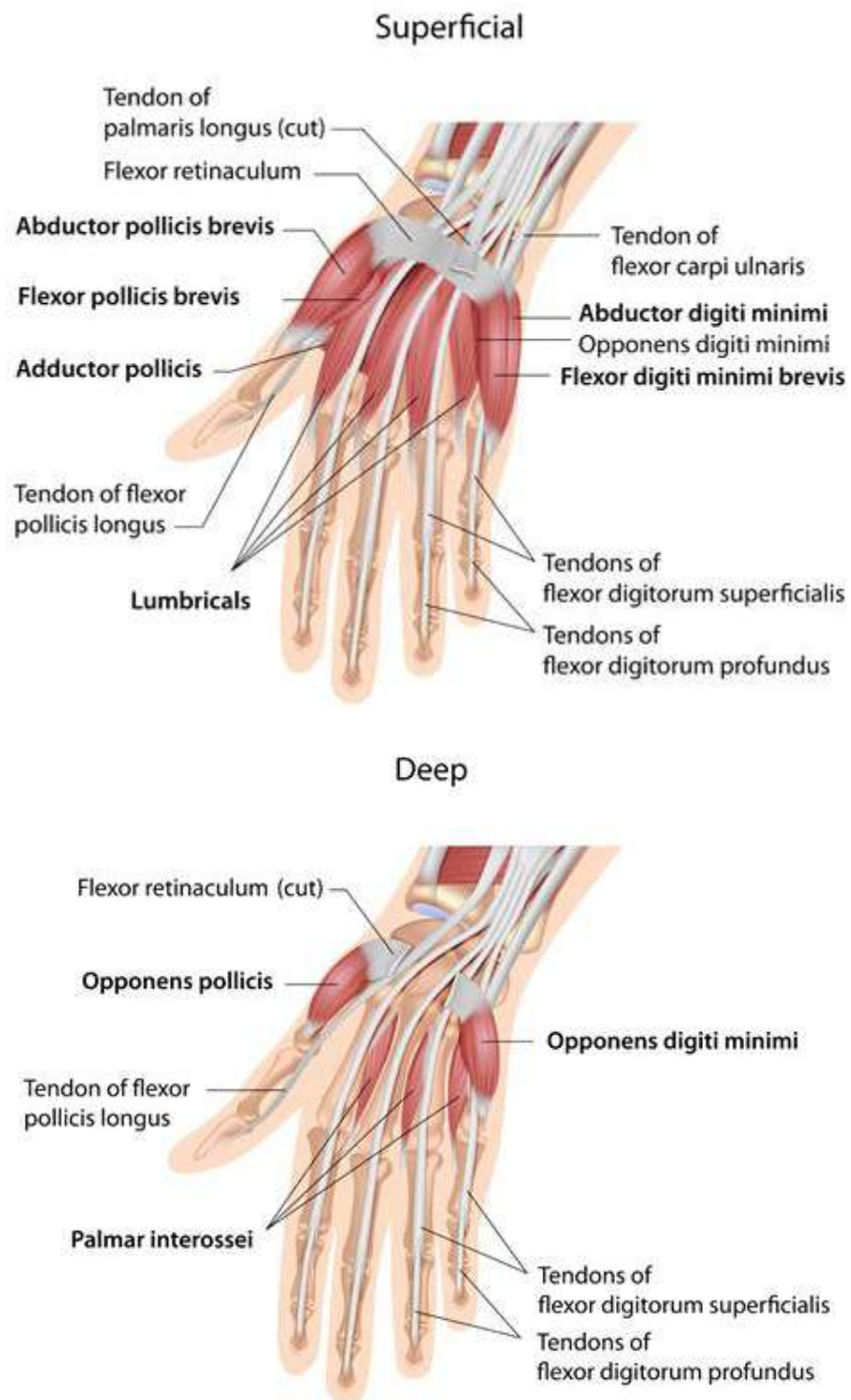


Supination

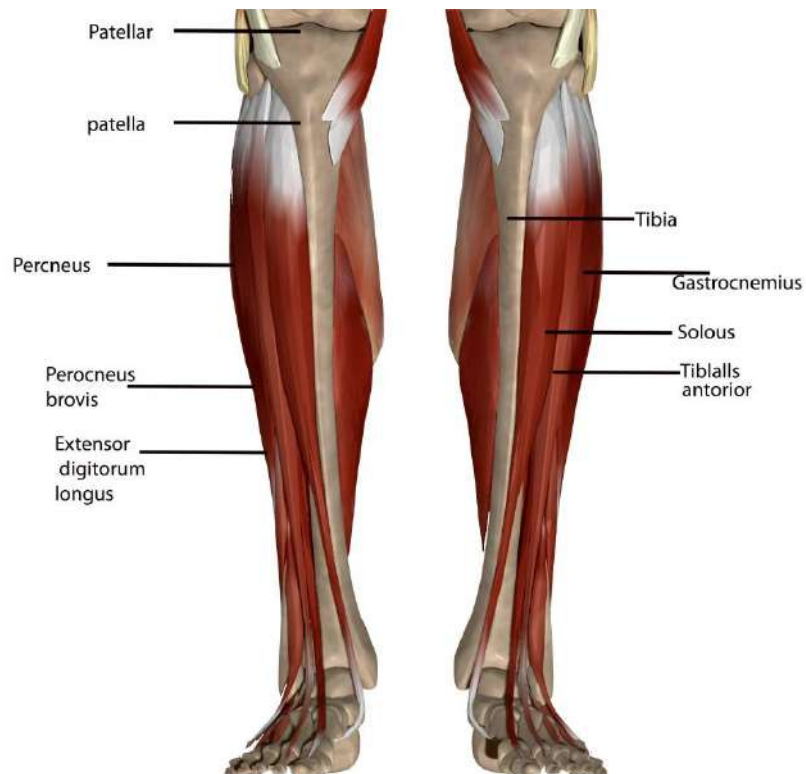
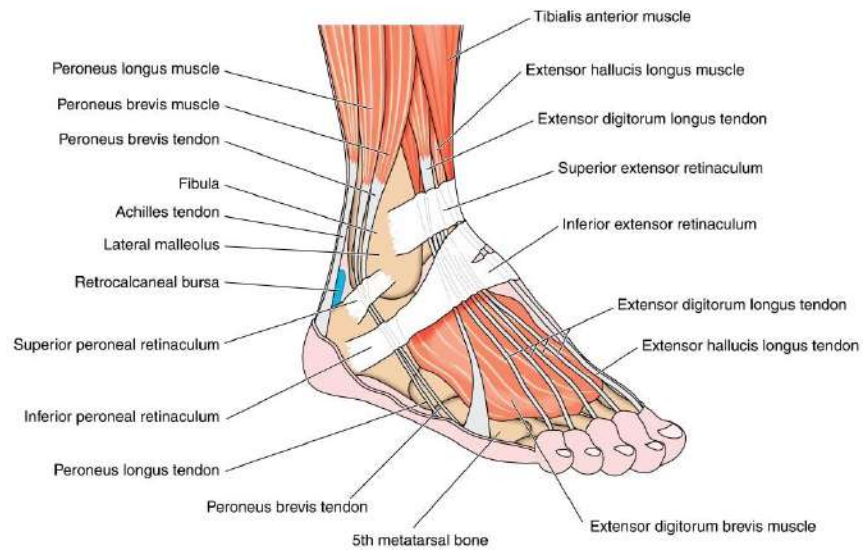
Pronation



Muscles of the Hand



Muscles of the Foot and Lower Leg

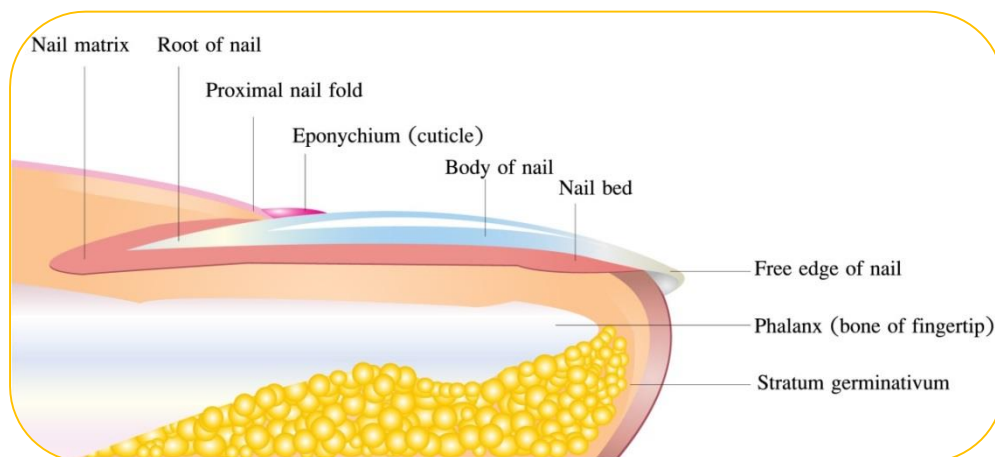
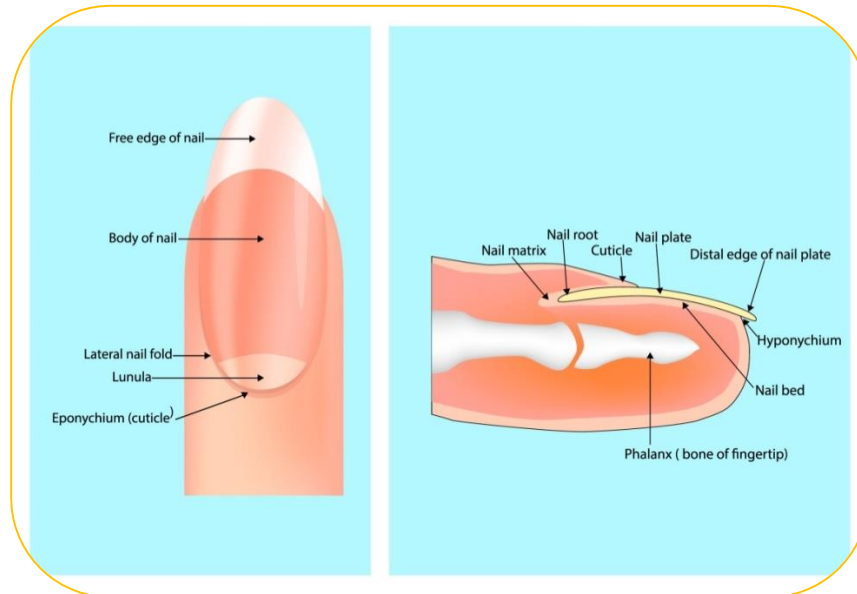


Structure of the Nail

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

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

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



Nail Growth and Structure

Nail Growth

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

Nail Structure

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

Nail Root

The root of the fingernail is also known as the germinal matrix. This portion of the nail is actually beneath the skin behind the fingernail and extends several millimetres into the finger. The fingernail root produces most of the volume of the nail and the nail bed. This portion of the nail does not have any melanocytes, or melanin producing cells. The edge of the germinal matrix is seen as a white, crescent shaped structure called the lunula.

Nail Bed

The nail bed is part of the nail matrix called the sterile matrix. It extends from the edge of the germinal matrix or lunula, to the hyponychium. The nail bed contains the blood vessels, nerves and melanocytes or melanin producing cells. As the nail is produced by the root, it streams down along the nail bed, which adds material to the under surface of the nail making it thicker.

Nail Plate

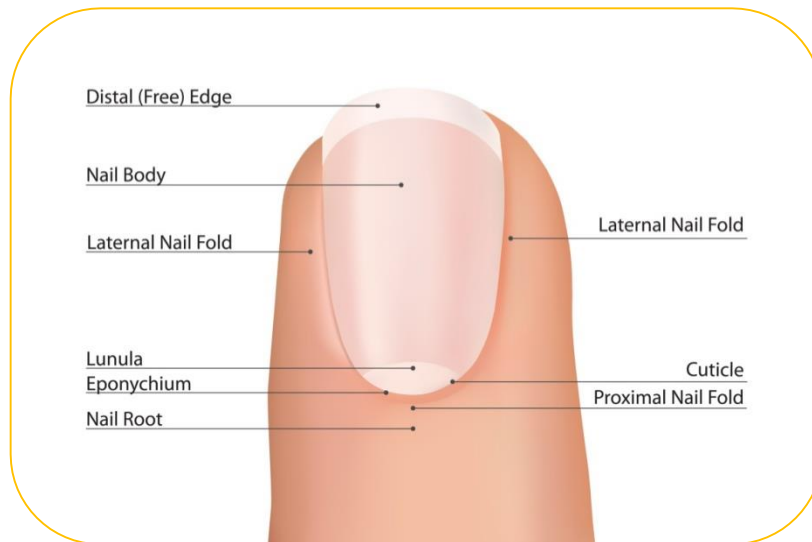
The nail plate is the actual fingernail, made of translucent keratin. The pink appearance of the nail comes from the blood vessels underneath the nail. The underneath surface of the nail plate has grooves along the length of the nail that help anchor it to the nail bed.

Cuticle

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

Perionychium

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



Hyponychium

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

PRACTICAL EXERCISE**Activity 1:**

Materials Required: Picture of Bones and Muscles of hand & Feet without names.

Identify & name various important bones & muscles of hand & feet in pictures and identify the location of the same in an actual hand and foot.

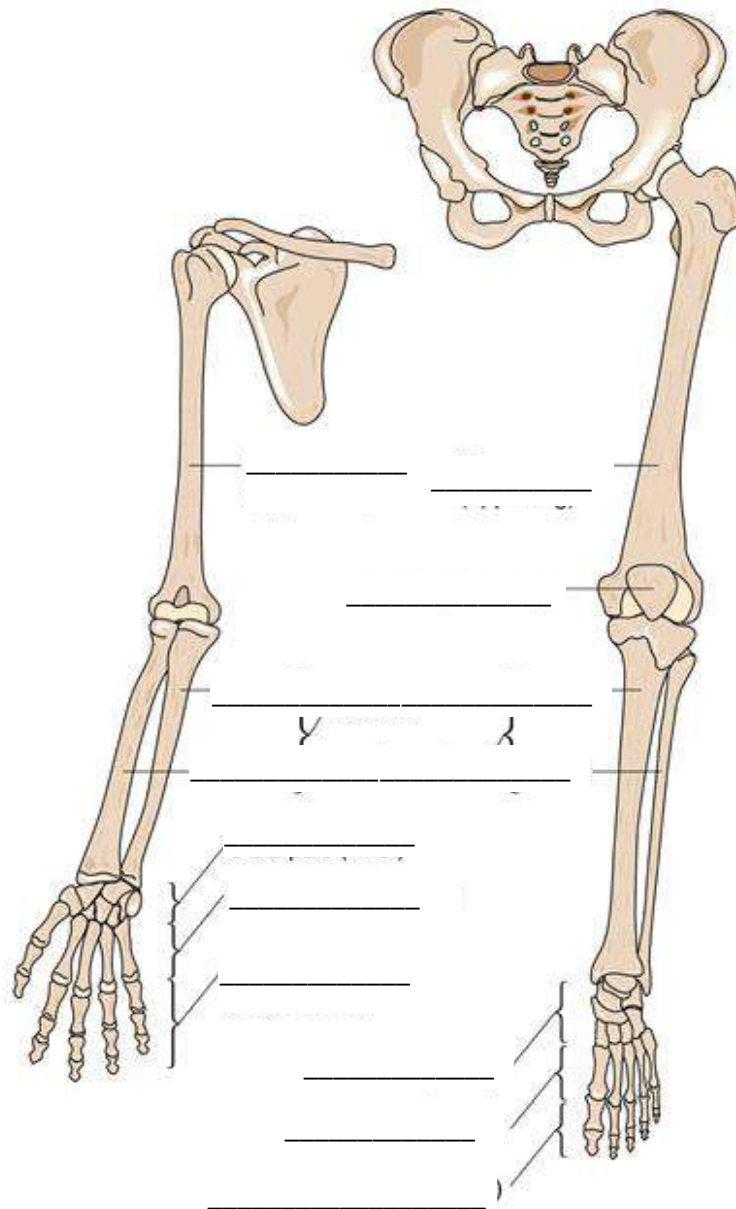
Activity 2:

Materials Required: Nil

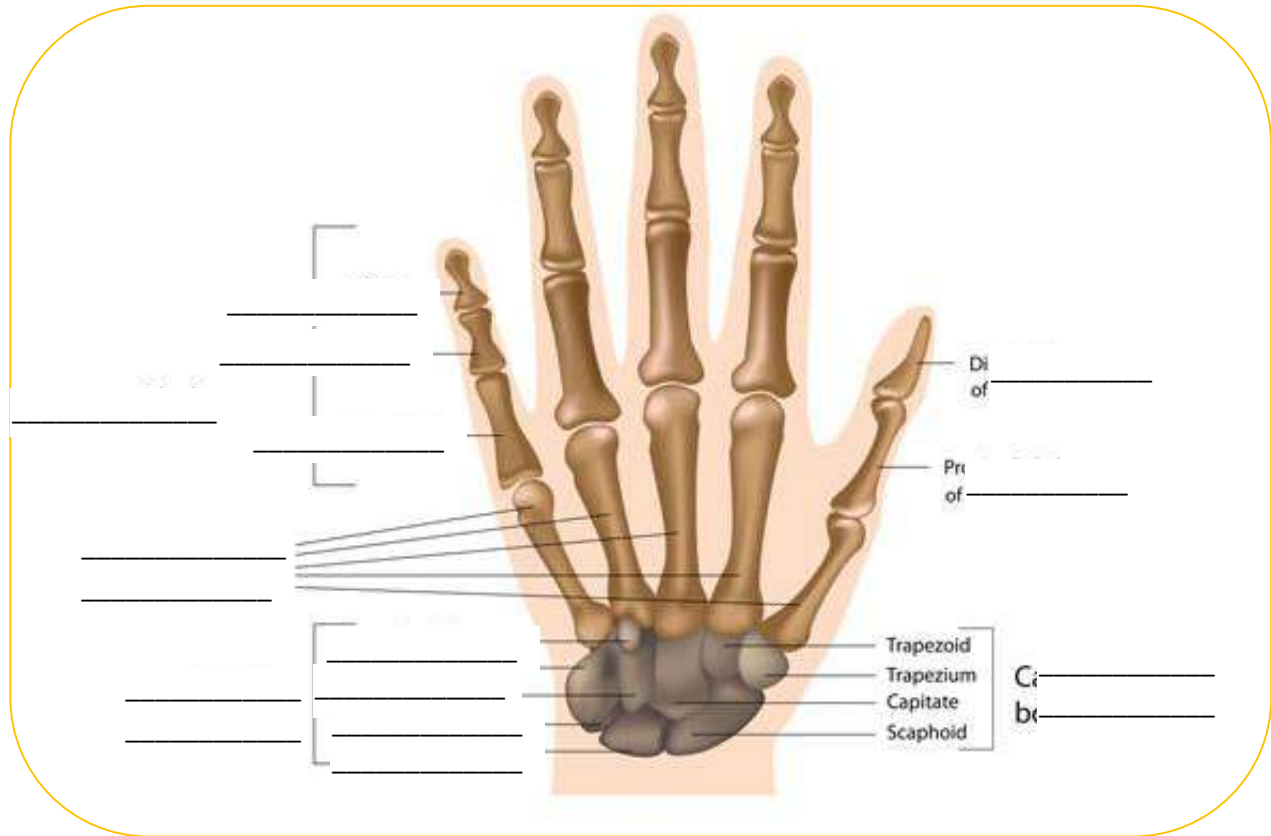
Identify the anatomical structure, function, characteristics of nail and the process of nail growth.

CHECK YOUR PROGRESS

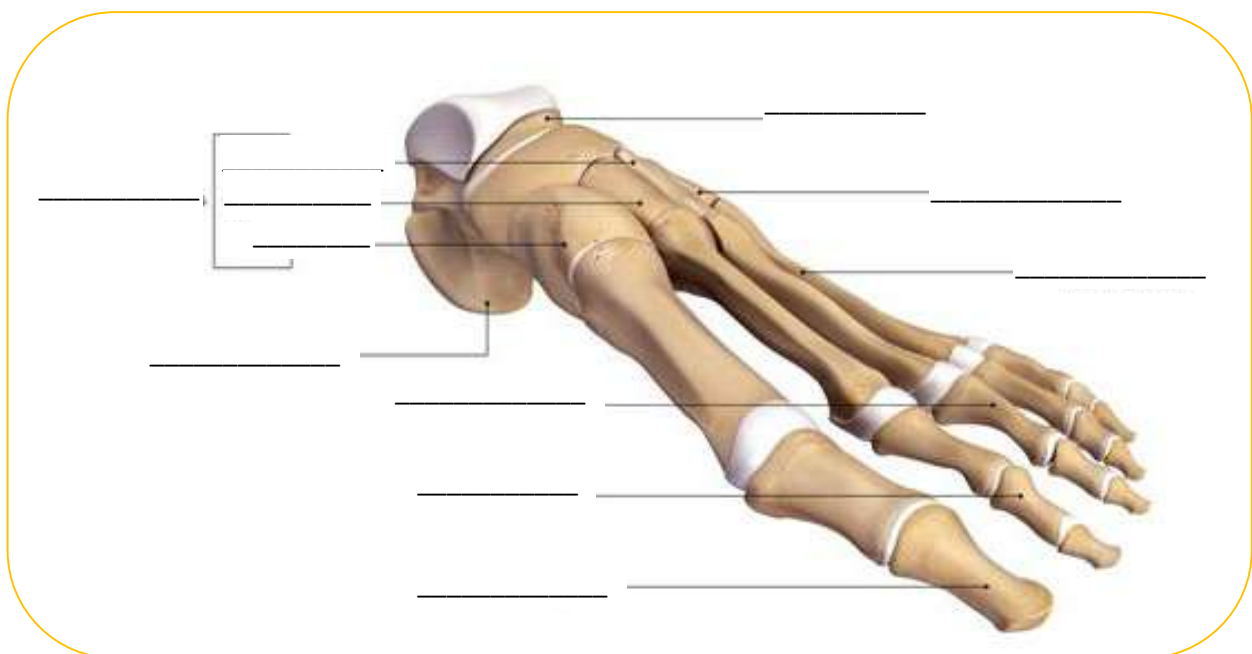
Fill in the Blanks

Bones Of The Arm And Leg

Bones Of The Hand and Wrist

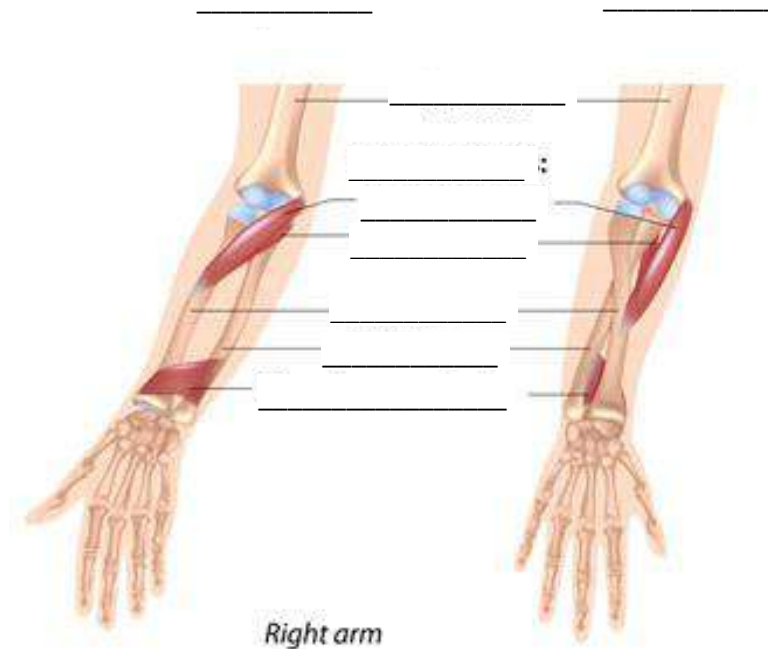
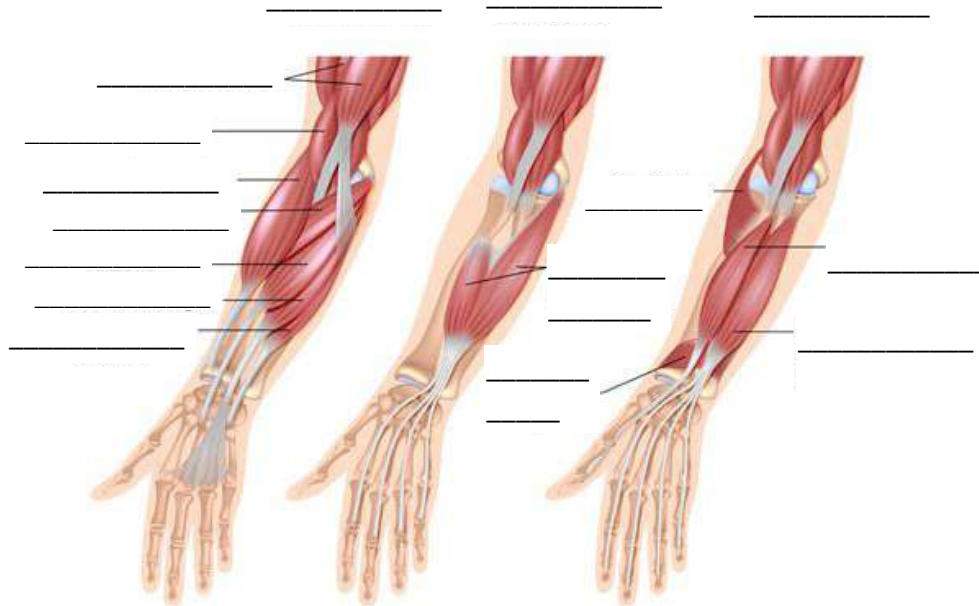


Bones Of The Foot

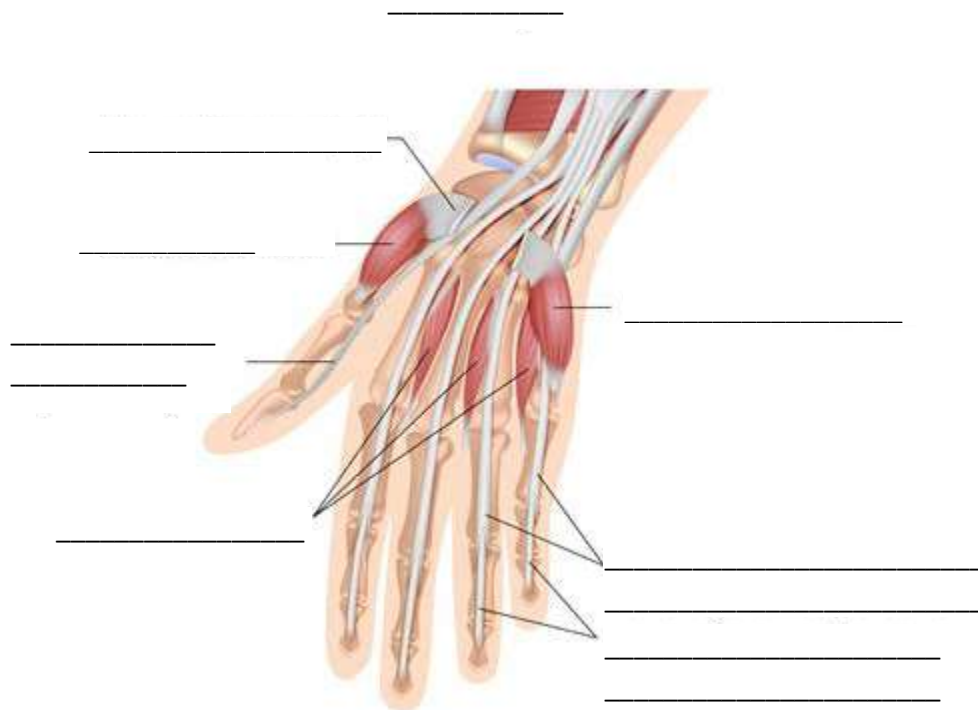
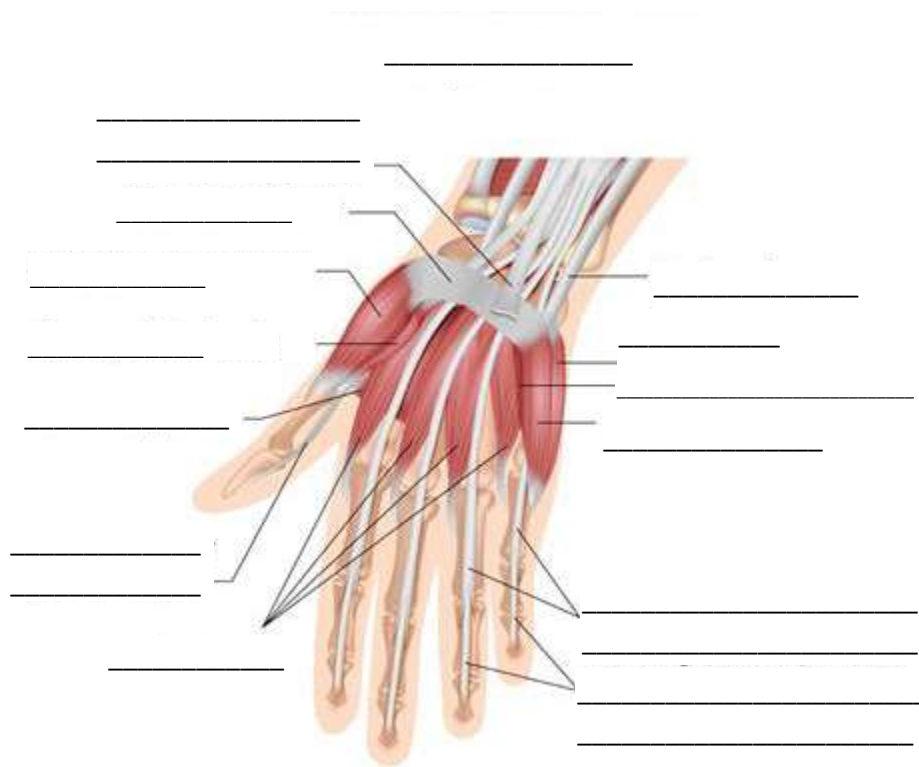


2.1.2 Muscles of the Forearm

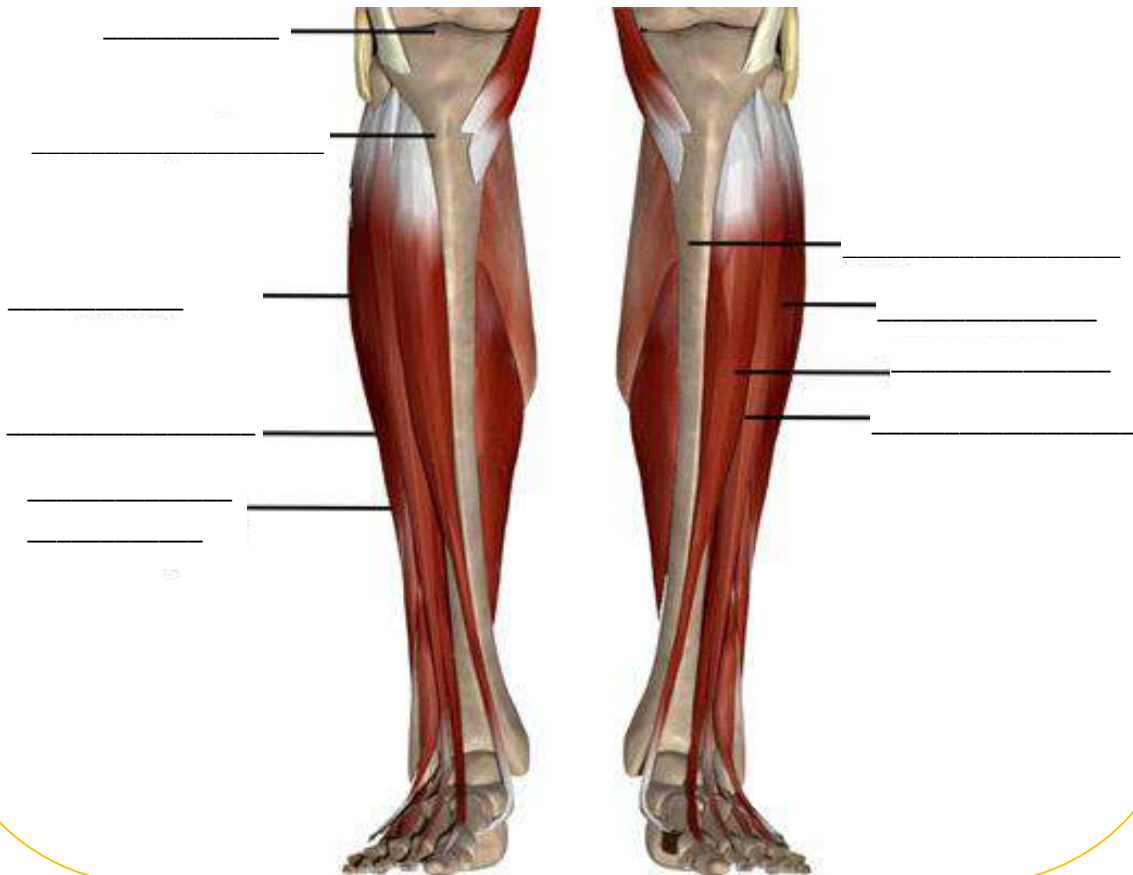
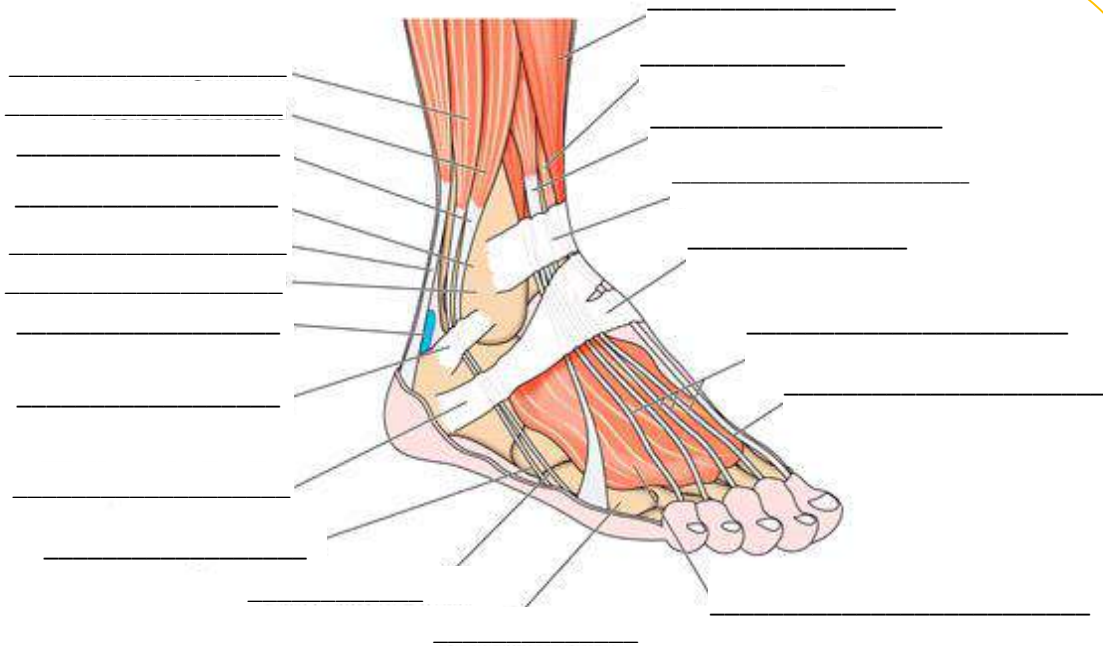
(right arm, anterior compartment)



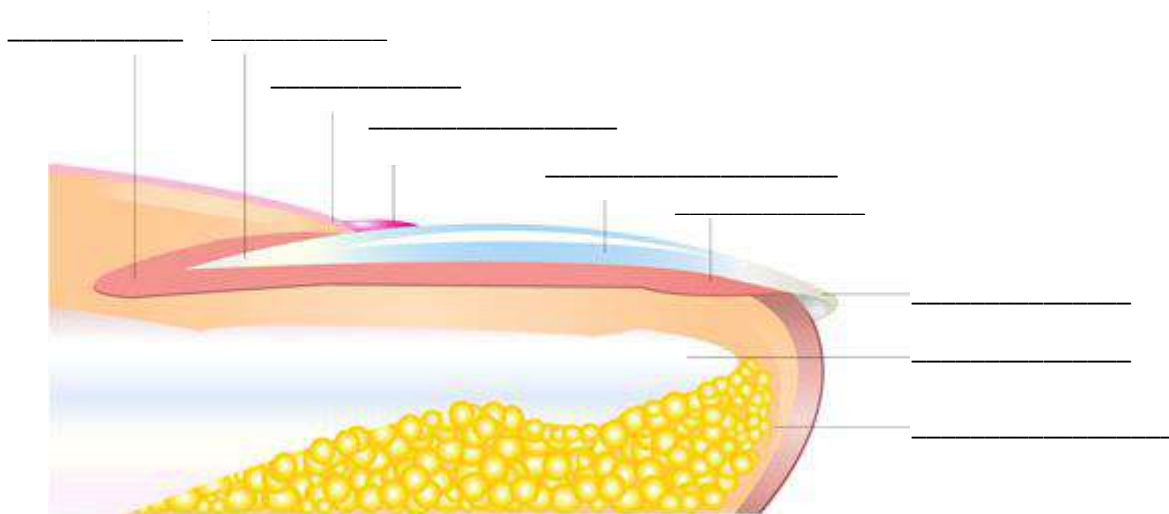
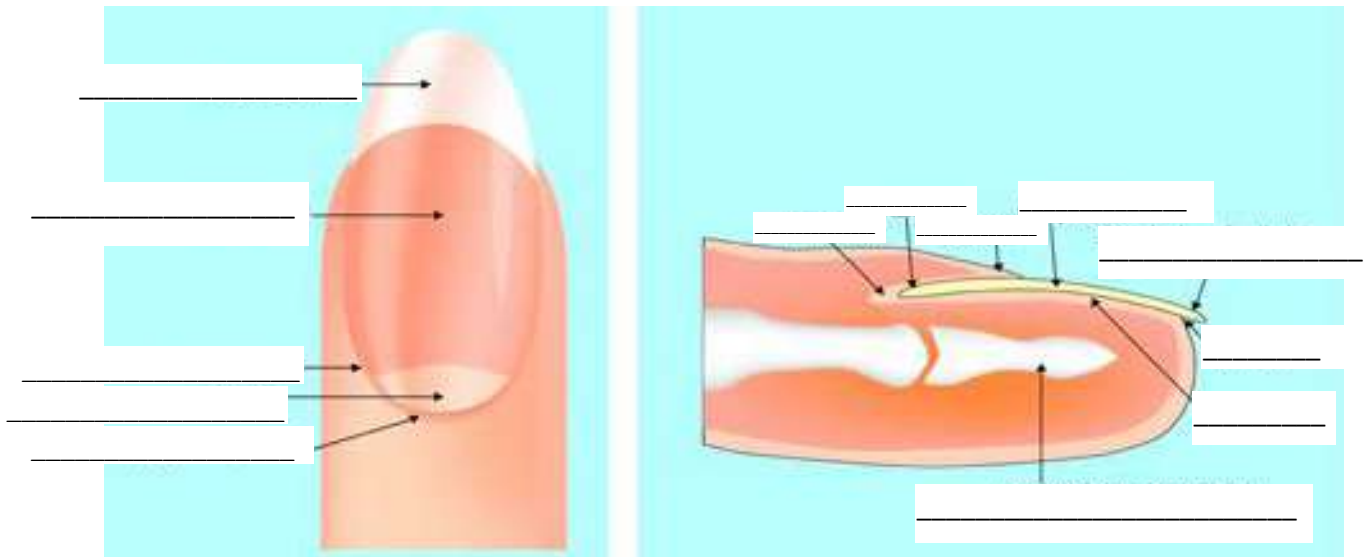
Muscles of the Hand



Muscles of the Foot and Lower Leg



Structure of the Nail



SESSION 2: MANICURE

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

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

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

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



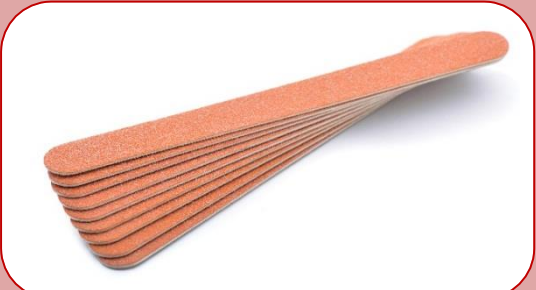
Preparing the Work Area and Environment

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

Hygiene

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

Manicure and Pedicure Equipment and Materials

1. Emery board This has two sides: a coarse side for shortening nails and a fine side, which is used for shaping and bevelling. Emery boards are difficult to clean although some manufacturers have developed special cleansers for this purpose.	
2. Orange stick The two ends of the orange stick have a different purpose. The pointed side is used to apply cuticle or buffing cream. The other side, when tipped with cotton wool, can be used to clean under the free edge, remove excess enamel and ease back the cuticle.	
3. Cuticle knife This is used to mould back the cuticle and remove any excess attached to the nail plate.	
4. Cuticle nipper Used to remove hangnails and dead skin around the cuticle	
5. Nail scissors Used to cut nails.	

6. Toe nail clippers

Used to cut and shorten nails prior to filing.

**7. Nail buffer**

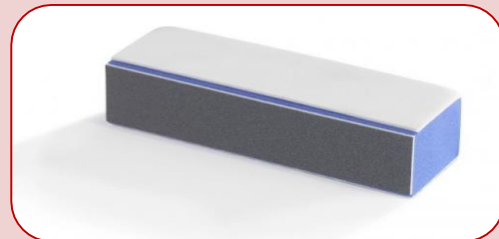
A pad covered with chamois leather and with a handle. Used in conjunction with buffing paste.

Buffing adds sheen, stimulates circulation and growth at the matrix.

Useful in pedicure, male manicure or when nail varnish is not going to be applied. To clean, wipe with a suitable cleansing solution.

**8. 3-way buffer**

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

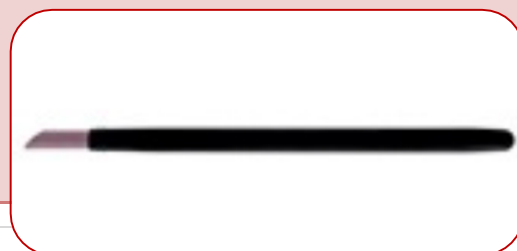
**9. Nail brush**

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

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

**10. Hoof stick**

Usually plastic, may be wooden, with a rubber end to ease back the cuticle. Pointed, and may be tipped with cotton wool to clean under free edge. When using from nail to nail, clean with a steriliser. On completion of



treatment, sterilise in a cold sterilising solution.	
11. Hard skin rasp/grater To be used after the feet have been soaked and can be used in conjunction with hard skin remover. Use on areas of hard skin in a rubbing action with light pressure. Wash after use in hot soapy water and remove debris; sterilise in chemical solution.	
12. Pumice stone Used to remove dead skin cells.	

Contra-Indications

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

Classifications of contra-indications are:

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

Contra-indications that prevent the treatment

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

Contra-Indications that may restrict the Service

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

- **Onychorrhexis** - Dryness and brittleness of nail that cause Vertical splitting of the nail
- **Leukonychia** - Injury to the nail that causes white spots within the nail plate
- **Furrows** - Ridges in the nail caused by Trauma, age, injury, ill health
- **Beaus Lines** - Ridges across the nail caused by Ill health or poor manicure
- **Onychophagy** - Very little free edge and sore skin around the nail caused by biting of the nail and surrounding skin
- **Nail Separation**
 - This is a condition, where the nail in part comes off or separates from the nail bed (usually only part of and not the whole nail. In some severe cases, it changes the nail colour, turning the nail plate to a dark green or black colour.
 - In feet, this occurs through wearing a tight-pinching shoe, poor general blood circulation and lack of attention to foot care.
 - Non-infectious nails can be given manicure or pedicure service, as long there is no fungal or bacterial infection.
 - However, severe separation should not be treated.
- **Ingrowing Nails**
 - This may affect either the finger nails or toe nails. In this condition, the nail grows into the flesh on the sides and may cause infection. Excessive filing of the nails in the corners or over-vigorous cutting is responsible for this condition. If the area is open or infection is present, nail service must not be given.



- **Split Nails, Brittle Nails**

- Split or brittle nails are usually a result of abuse with drying agents, like those found in harsh detergents, cleaners, paint Strippers, etc. Sometimes injury to the finger or diseases like arthritis can also result in split nails.
- The benefit of manicure or pedicure service is that usually this will increase the blood circulation in these areas. This helps to bring more nutrients and oxygen to the affected area, which helps with cell regeneration and gradual softening of tissues.
- As part of service, one can use hydrating hot oil or paraffin wax, to hydrate the nail plate and surrounding skin.



or

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

- This is caused due to infection in the nail fold which is the skin and the soft tissue that surrounds it.



Identification of Nail Conditions

Weak Nails - Weak nails are soft. They get split and peeled. And when they break – they tear and leave a jagged edge. This usually happens when a person does dishes or has soak in the bath. The water soaks into the nail, expanding it. When water dries out, the nail contracts. The constant expanding and contracting eventually weakens the nails.

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

Ridged nails – Vertical lines on one's nails are a common phenomenon that often gets more pronounced with age. It is associated with normal aging, as aging causes increasing inability to

retain moisture in the nails. Horizontal ridges are more likely to signal a problem. One condition, Beau's lines, is characterised by indentations across the nail bed, is a sign of disrupted growth due to illness.



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

The Manicure Procedure

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

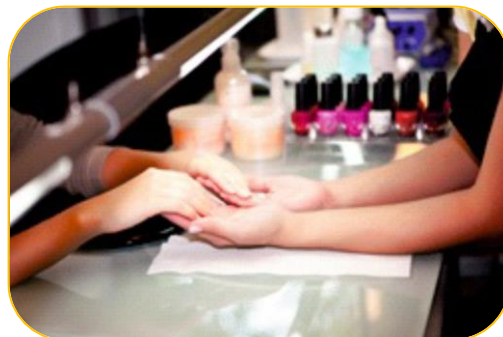
A manicure consists of various procedures including filing, shaping of the free edge, certain treatments, massage of the hand and the application of polish. The basic principles and processes for manicure and pedicure service are the same.

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

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

Step-by-step manicure

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



2. Request the client to pick choice of varnish dark, plain, frosted or French manicure. Recommend a nail finish that is suitable for the client, using knowledge and matching with client preferences. Dark colours will make the nails appear shorter, so generally not suitable as a colour for short or bitten nails.
3. Remove the old varnish first. Check the nails for ridges and problems as that is done. Examine the nail plate in a natural condition after removing nail polish. Sanitise the hand to prevent cross infection and do a manual contra-indication check.
4. Cut the nails into shape if required and as per client preference. This should be done only using sterilised scissors. Nail clippings need to be collected in a tissue and disposed off.
5. File the nails using an emery board.
6. Bevelling must be done after that. This seals the free edge layers. This helps in preventing water loss and damage.



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



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



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



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



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



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



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



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



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



16. Apply circular friction techniques over the back of the hand.



17. Support the hand properly, now give gentle circular manipulations to each finger and

the thumb. This will free tension in the knuckles. Do not pull on the finger or make the circles too big, as this is not only ineffective but may also cause worry to some clients.



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



Applying Nail Polish



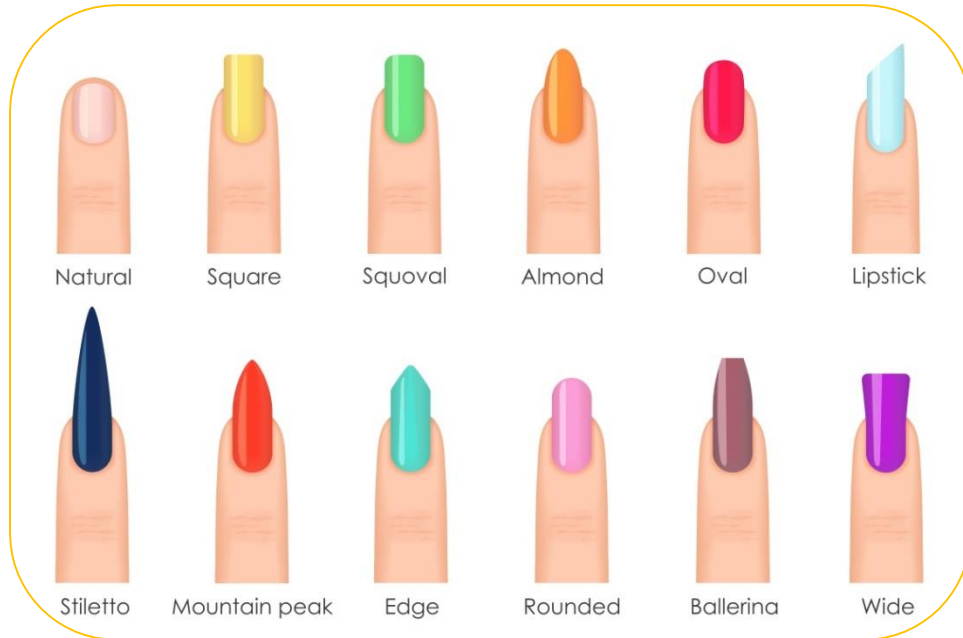
- **Base Coat:** Apply the base coat starting at the cuticle. Fan out the brush over the nail as you brush it towards the tip. Always work from the left to the right direction of the nail.
- **Choose the color**
- **Prep the Brush:** Dip the brush into the bottle. Drag the brush up out of the bottle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



- **First Coat:** Starting at the cuticle, apply the tip of the brush to the nail. Press downwards, this will make the brush to fan out. Now draw the brush to the tip of the nail while applying downward pressure, again moving from left to right to get an even coat.
- **Second Coat:** Once the first coat is applied to the fingernails on both hands, therapist may begin with the application of the second coat.
Sealing the Tips: Once the second coat is applied, go back to the leftmost part of the nail tip and drag the brush along the edge while gently pressing downward. This seals the paint off on the tip of the nail. This will also prolong the life of the manicure.
- **Top Coat:** Do exactly what was done while applying the base coat.

Nail Shapes

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



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

How to File

- To achieve the oval shape, straighten the sidewalls first and make sure they are even. This can be done through filing.
- File in smooth, arching motions, starting at the side of the nail moving towards the top, using the file.
- Work on the angles from both sides and around the free edge to smooth into the oval shape as desired.
- The finished nail should have a good balance between the free edge and the cuticle shape.
- The finished oval should have a nice balance between the cuticle shape and the free edge.

2. **The Square:** The square nail is the classic acrylic shape — straight side walls, two sharp points on the tips, and a balanced curve. But the square nail is not always the best choice for certain nail beds as a sharp square nail could make the nail appear shorter and stubbier. But for longer nail beds, the square can complement the nail and add length to the finger.

How to File

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

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

How to File

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

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

How to File

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

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

How to File

- To achieve a pointed nail, one tip to remember is that the technique is based on the letter “I”.
- The upper arch, from top to bottom, becomes the centre of the “I” shape that forms a line running down the nail bed.
- The top of the “I” is bending the cuticle flush with the natural nail, and the bottom of the “I” is looking down the barrel of the nail to make sure the C-curve is even.

PRACTICAL EXERCISE**Activity 1:**

Materials Required: Nil

Step by Step Procedure:

1. Identify nail shape, nail condition (texture, disease, etc.,) in a volunteer's hand.
2. Identify contra-indications and contra-actions that affect or restrict manicure & pedicure services.
3. Identify & name various important bones & muscles of hand & feet.

Activity 2:

Materials Required: Entire manicure setup

Step by Step Procedure:

1. Prepare the client for manicure & pedicure services.
2. Identify the products and tools suitable to carry out the manicure services - Exfoliant, enamel remover, nail enamels, cuticle cream
Tools: clipper, scrapper, nail brush, nail file, cuticle nippers, cuticle knife, emery boards, nail scissors, nail clippers
3. See carefully the demonstration of various techniques used in manicure services such as, filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing, polishing.

SESSION 3: PEDICURE

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

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

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

Purpose of the Pedicure:

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

The Pedicure will include:

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

Much of the routine for Manicure applies to Pedicure, the major differences are:

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

Tools and Equipment for Pedicure

Tools
• Acetone
• Cotton balls
• Cuticle cream
• Cuticle pusher or Cuticle nipper
• Foot bath
• Lotion
• Nail file
• Nail polish

• Orangewood sticks
• Toenail clippers
• Towels
• Pedicure Spa
• Pumice stone (removes dead skin from sole of foot)
• Paper towels (rolled between toes to separate them)

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

Contra-Indications for Pedicure

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

Contra-Indications that Prevent Treatment

- Multiple warts.
- Fungal infections.
- Bacterial infections.

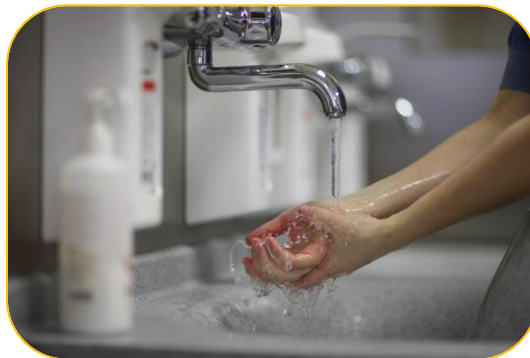
Contra-indications that restrict treatment

- Bruised nail.
- Cut and abrasions to one hand or finger.

Suggested Pedicure Procedure



- Wash the hands



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



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



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



- File Foot 1 and smooth free edge with emery board



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



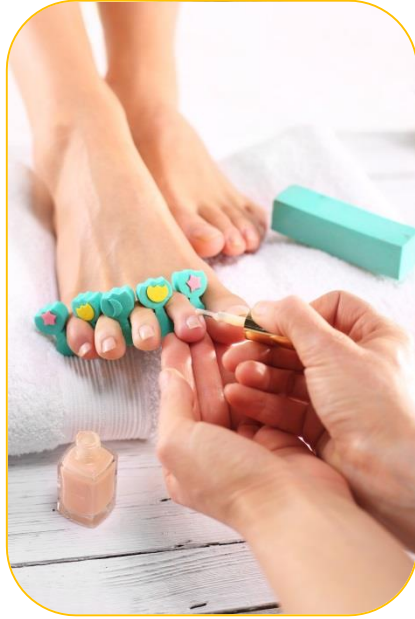
- Dry foot 1, pay particular attention between the toes
- Apply cuticle remover, push back, lift and clean around the cuticle and free edge



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



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



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



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

Pedicure Massage Routine



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



- Palm kneading to the calf



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

- Thumb frictions to top of foot from toes to ankle



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



- Palm kneading to sole of foot 6 times



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

After Care Advice

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

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



- Always use a base coat under nail polish to prevent staining
- Use a good quality top coat for nail polish to prevent chipping of the nail polish

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



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

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

- Apply moisturising lotion daily to the feet after bathing



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

PRACTICAL EXERCISE**Activity 1:**

Materials Required: Nil

Step by Step Procedure:

1. Identify nail shape, nail condition (texture, disease, etc.,) in a volunteer's foot.
2. Identify contra-indications and contra-actions that affect or restrict manicure & pedicure services.
3. Identify & name various important bones & muscles of hand & feet.

Activity 2:

Materials Required: Entire manicure setup

Step by Step Procedure:

1. Prepare the client for pedicure services.
2. Identify the products and tools suitable to carry out the pedicure services - Exfoliant, enamel remover, nail enamels, cuticle cream
Tools: pedicure clipper, foot scrapper, nail brush, nail file, cuticle nippers, cuticle knife, emery boards, nail scissors, nail clippers.
3. See carefully the demonstration of various techniques used in pedicure services such as, filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing, polishing.

CHECK YOUR PROGRESS

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

- c. Reduced hard skin on the feet
 - d. All of these
8. How should you cut toenails:
- a. Straight across to prevent ingrowing toenails
 - b. Rounded
 - c. All of the above
 - d. None of the above
9. Some of the common equipment for manicure and pedicure include:
- a. Nail brush
 - b. Nail scissor
 - c. Cuticle cleaner
 - d. All of the above
10. Fill in the blanks:
- a. The other two type of henna are _____ and _____.
 - b. The root of the fingernail is known as the _____.
 - c. The cuticle of the fingernail is called the _____.
 - d. _____ are a result of using drying agents like detergents, cleaners, etc.
 - e. _____ make the nails appear shorter.
 - f. Cuticle remover is _____, so one must take care while applying it.
 - g. It is advisable to use an _____ nail-polish remover.
 - h. Apply _____ daily to hydrate the hands and the feet.
11. Match column 'A' with column 'B'

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

12. What is an emery board?
13. What is a base coat?
14. How to file oval and square nails?

GLOSSARY

Term	Description
Allergic or sensitive skin	The skin becomes allergic and sensitive because of broken capillaries and results in rashes or irritation through strong preparation.
Anatomy	Anatomy describes the structure of a human body and relationship of body parts with one another.
Emery board	This has two sides: a coarse side for shortening nails and a fine side, which is used for shaping and bevelling
Eponychium	The cuticle of the fingernail is also called the 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.
hyponychium	The hyponychium is the area between the nail plate and the fingertip.
Nail plate	The nail plate is the actual fingernail, made of translucent keratin. The pink appearance of the nail comes from the blood vessels underneath the nail.
perioncyhium	The perioncyhium is the skin that overlies the nail plate on its sides. It is also known as the paronychia edge.
Physiology	Physiology is the study of the function of the body parts and the body as a whole.
Skin	The skin acts as a protective shield for the body.
Sterile matrix	The nail bed is part of the nail matrix called the sterile matrix. It extends from the edge of the germinal matrix, or lunula, to the hyponychium. The nail bed contains the blood vessels, nerves, and melanocytes, or melanin producing cells.

Summary:

1. Healthy nails are smooth, shiny and translucent pink. Systematic problems in the body can show in the nails as nail disorders or poor nail growth.
 2. Fingernails grow faster than toenails at a rate of 3mm per month. It takes 6 months for a nail to grow from the root to the free edge. Toenails grow about 1 mm per month and take 12-18 months to be completely replaced.
 3. The structure we know of as the nail is divided into six specific parts - the root, nail bed, nail plate, eponychium (cuticle), perionychium, and hyponychium.
 4. Preparation is the key to being a professional therapist regardless of the treatment being carried out. Many salons have a designated working area for manicure and pedicure treatments.
 5. Wherever, a therapist carries out a treatment she should ensure all materials, equipment and products are within easy reach.
 6. Classifications of contra-indications are:
 - a. Contra-indications that prevent the treatment (Can-not treat)
 - b. Contra-indications that restrict the treatment (Work around)
 7. A manicure consists of various procedures including filing, shaping of the free edge, certain treatments, massage of the hand and the application of polish. For the hands, the soaking of a softening substance and the application of a lotion is a common specialty.
 8. There are the five basic shapes that are most commonly found or preferred by customers: square, round, oval, squoval, or pointed. Though other blended combinations of these shapes exist, these five nail shapes are definitely the most common.
 9. Pedicures involve working on nails, removing dead skin cells on the bottom of feet using a rough stone called a pumice stone and other implements.
-

Sector: Beauty & Wellness
Job Role: Beauty Therapist

UNIT 4: DEPILATION SERVICES

UNIT 4: DEPILATION SERVICES

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Identify type of hair;
- Explain the structure of hair;
- Describe the “Growth cycle of hair”;
- List equipment and products required for waxing;
- Prepare work area for waxing;
- Perform skin sensitivity test;
- Perform waxing treatment;
- Explain the importance of threading; and
- Perform eyebrows and upper lips threading.

INTRODUCTION

We have studied hair discolouration technique such as 'Bleaching'. In this unit, we will study two techniques of unwanted hair removal.

The two techniques which are used to remove unwanted hair are:



Waxing



Threading

SESSION 1: WAXING PROCEDURE

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Name two commonly used methods to remove unwanted hair;
- Explain anatomy of hair;
- Explain the function of ‘Cuticle’, ‘Cortex’ and ‘Medulla’;
- Explain the different stages of hair growth;
- Explain the precautions to be taken for waxing treatment;
- List equipment and product required for waxing;
- Prepare working area for waxing;
- Conduct skin sensitivity test;
- Identify general contra – indications;
- Maintain client records; and
- Perform waxing treatment.

Types of hair

A Beauty Therapist providing treatment such as ‘Waxing’ and ‘Threading’ should understand the basic anatomy and physiology of hair.

The different types of hair are:

- Scalp hair
- Eyelashes
- Body hair
- Underarm and pubic hair

Scalp hair: Acts as the heat insulator and protects the head.

Eyelashes: Hair present on the eyelashes prevents any dust particle entering the eye.

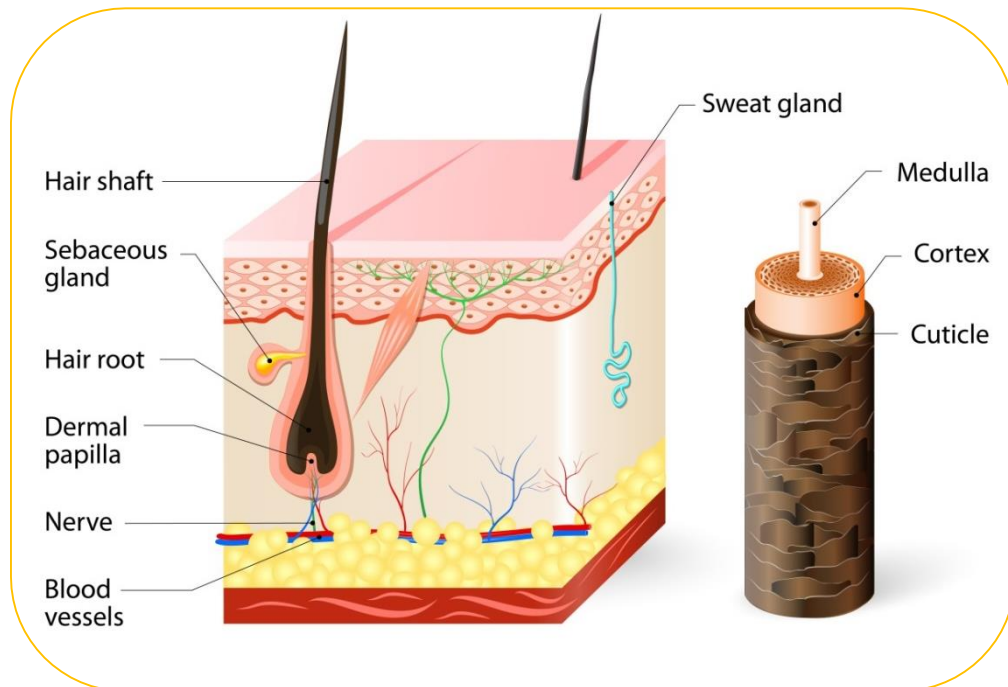
Body hair: Acts as heat insulators.

Underarm and pubic hair: Provide cushion against the friction caused by the movement

Structure of hair

A single hair is referred to as 'hair shaft'. Hair shaft consists of:

- the cuticle
- the cortex
- the medulla



Cuticle

- It is the outermost layer of the hair.
- The cuticle protects everything underneath.
- The cuticle is made up of many layers of overlapping scales.

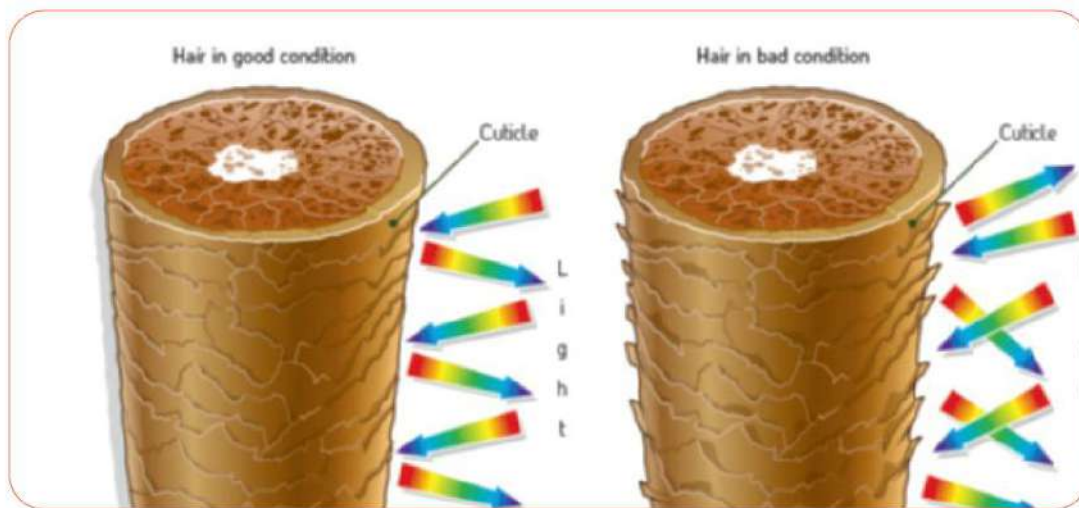
Cortex

- The cortex lies underneath the cuticle.
- The cortex is made up many twisted strands.

Medulla

- The centre part of the hair shaft is called as Medulla.
- The actual colour of the hair is determined by the colour pigments present in the medulla.

The amount of reflection determines the condition of the hair. Healthy hair looks shiny and the bad hair looks dull.

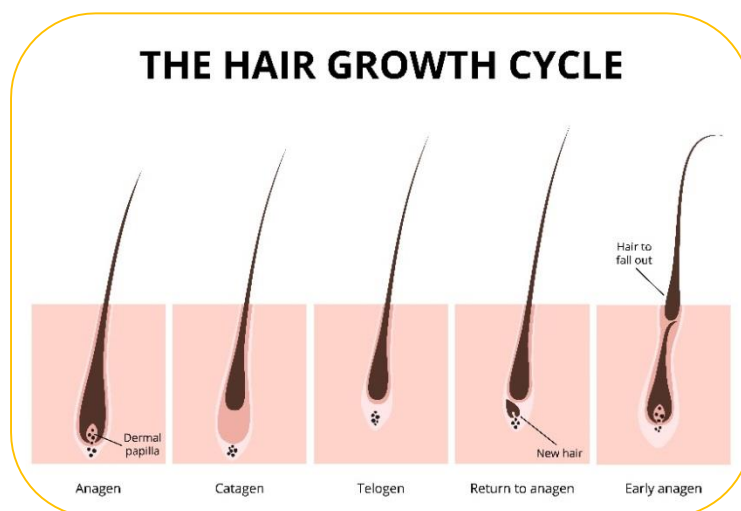


The growth cycle of hair

An average, hair grows 1.25 cm (½ inch) per month. It is also estimated that on an average we lose 80-100 hair a day. A single strand does not grow continuously throughout its life.

The stages of the life cycle of hair are:

- anagen
- catagen
- telogen
- exogen



Anagen

During the anagen phase, the hair follicle is active and the hair is growing continuously. New hair in early anagen grows faster than old hair, the average growth being 1.25 cm per month.

Catagen

The next phase of the hair growth cycle is called as 'catagen'. During this cycle, hair follicle undergoes a period of change and do not grow. This phase lasts for about 2 weeks. New cells are formed. At any time only about 1% of follicles are in the catagen stage.

Telogen

This is the period of rest for hair follicles. This stage lasts for about 3-4 months. Approximately 13% of the follicles are in the telogen state at any one time.

Exogen

After the resting period, follicles begin to lengthen. When the follicle reaches full length, a new hair begins to grow.

Waxing**Definition**

Waxing is a temporary hair removal method that uses a warm wax to remove hair from the desired area. The wax is applied directly to the skin and then removed once the wax has cooled and attached to the hair. Most popular areas for waxing are eyebrows, upper lip, bikini, backs, arms, legs and underarms but can generally be done on any area of the body.

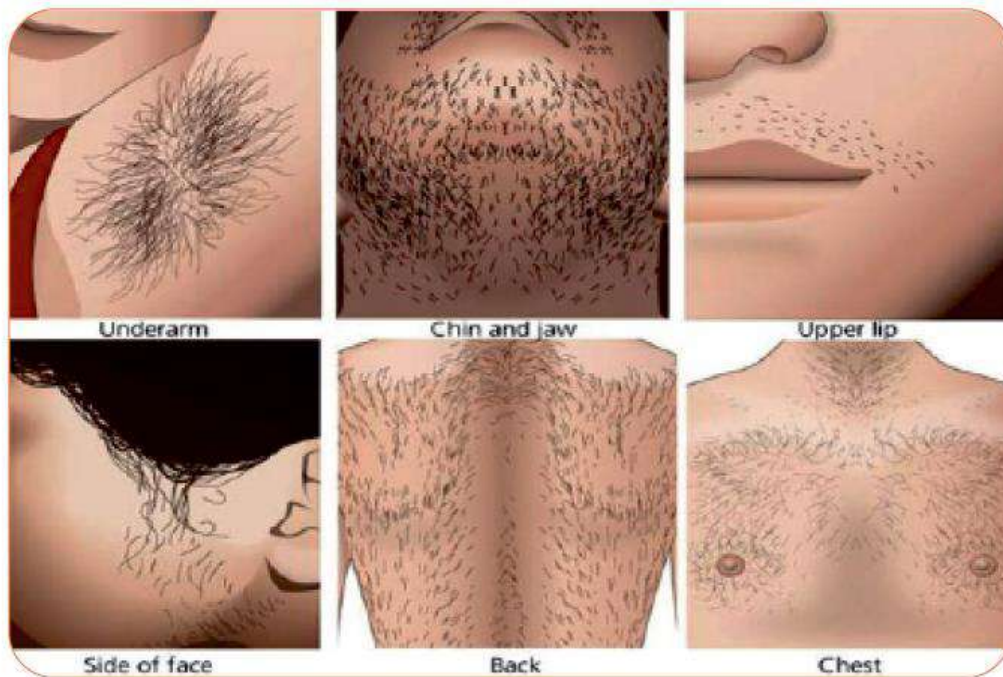
Importance of Waxing

There are many benefits to waxing versus other forms of hair removal. It is an effective method to remove large amounts of hair at one time. Hair in waxed areas will not grow back for two to eight weeks. When hair is shaved or removed by depilatory cream, the hair is removed at the surface rather than the root. Within a few days, the hair can be seen at the surface. With these

methods, hair tends to grow back in rough stubble. Areas that are repeatedly waxed over long periods of time often exhibit regrowth that is softer.

Drawback

There are many drawbacks of waxing as well. Waxing can be painful when the strip is removed from the skin. Although the pain is not long-lasting, it can be intense, particularly in sensitive areas. Another drawback to waxing is the expense: waxing is usually performed by a licensed aesthetician/beautician and in some cases the cost can be high, depending on the area waxed, the number of sittings necessary. Another drawback of waxing is that some people experience ingrown hairs, red bumps and minor bleeding. This is more likely to occur when waxing areas with thick hair, especially the first few times when follicles are strongest. While usually impossible to eliminate, ingrown hairs can be reduced by regularly exfoliating and applying an astringent or a solution of astringent and oil.



A beauty therapist should discuss with the client about the following precautions to be taken before going for the waxing treatment.

24 to 48 hrs before the Treatment

Appraise the client on the following precautions. These precautions have to be conveyed to the client at least two days before the treatment.

- Don't apply body lotion to the waxing area
- Never take bubble bath
- Baby oil or body oil must not be used

- Hair must not be shaved for at least three days before treatment

Types of waxing

There are primarily two types of waxing: Hot and cold.

- **Hot wax:** This is the most common treatment given in salons, which involves heating up of wax in order to apply it on the skin. It sets and grips the hair. In this method, either the strip of paper or cloth is applied and pulled off, taking hair along with it or the wax solidifies and pulled off.



- **Cold wax:** It is nearly same except that it comes in the form of readymade strips of wax. They don't require heating. The strips are rubbed between the palms and the wax is warmed by the body temperature. The two strips are pulled apart and applied on the skin. Next, the strip is pulled off, removing the hair. It is not messy as is the case with hot wax.



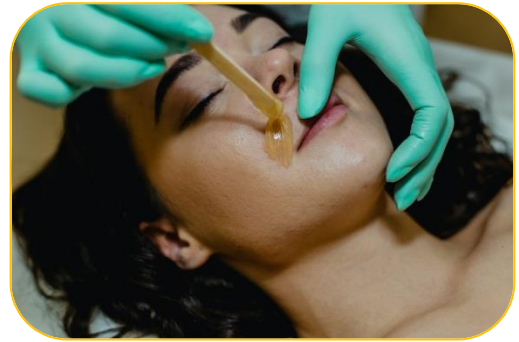
Different types of hot wax

There are further different types of hot waxing.

- **Soft wax:** It is also known as strip waxing and includes spreading a thin layer of hot wax on the skin. A strip of paper or cloth is applied over it and pulled off taking the hair along with it. It is mostly used on larger areas like arms and legs.



- **Hard wax:** It is used over smaller and sensitive areas like upper lips, underarms and bikini area. In this method, the warm wax is applied directly to the skin and given some time to cool and harden and then, pulled in opposite direction to that of hair growth. It doesn't harm the skin as this type of wax only binds to hair and not the skin.



- **Fruit wax:** It is similar to hard wax and mostly recommended for sensitive skin. This type of wax is beneficial to skin as it is rich in anti-oxidants and vitamins owing to its ingredients, berries and plum. It is gentle on skin and hence, costlier.

- **Chocolate wax:** It is a wax rich in antioxidants due to chocolate and nourishment owing to glycerine, oils like almonds, soyabean, etc. It doesn't lead to inflammations or redness and is gentle on the skin. It is costlier but is great for skincare as well.



- **Sugar wax:** It is a mixture of sugar, lemon and hot water. It pulls the hair in the same way as other types of wax but is made up of natural ingredients. It only sticks to the hair and not the skin and hence, can be used multiple times without causing any redness or injuries.



Facial Waxing

This procedure can leave the face smooth and free of hair if done correctly. It is a convenient and easy method which removes hair from the roots giving a longer hair-free time. But care should be taken, as it can lead to infections and breakouts.



Advantages of facial waxing

- It is beneficial for people with lot of facial hair as other methods like bleaching turns the face looking golden.
- Shaving leads to the growth of stubble which is quite hard while waxing uproots the hair and the hair which grow back are smooth.
- The hairless effect lasts for two or more weeks depending on the growth.
- It leads to greater precision over other methods. It allows to control the area to be waxed. It allows the removal of hair only when they have wax over them.
- Waxing acts on hair follicles and leads to reduction in the growth of hair over time.
- It is economical and effective at the same time.
- It has an exfoliating effect as it removes dead skin cells along with unwanted hair.
- It works on all types of skin, as in, equally effective for fine as well as coarse hair.

Disadvantages of facial waxing

- It is painful due to the sensitive and delicate skin over the face. However, it varies from person to person.
- It leads to red patches as an immediate effect but it reduces after a short while.
- It can lead to ingrown hair if not done correctly.
- It can lead to infection, irritation, burns or allergic reactions if done incorrectly.

Limitations of facial waxing

- It can be done only over a suitable length of hair, i.e., atleast 1 cm.
- It cannot be done over moisturised skin.
- No oil or lotions should be applied on the day of waxing.
- It shouldn't be done over cuts or wounded skin.



Alternative facial hair removal procedures

- **Wet shaving:** Razor blade is used to remove the hair lathered with shaving gel. It is quick and safe to do daily. It is painless, inexpensive and has an exfoliating effect. It might lead to hard hair growing back.
- **Electric or dry shaving:** It is done by using an electric razor which is glided over the skin. It traps the hair which are cut by a moving blade underneath the razor. It is less messy and can be done anywhere and anytime. Electric razors are expensive and need to be charged from time to time.



- **Depilatory compounds:** These are available in the form of creams, lotions, foam, etc; which dissolve the hair at the surface of the skin. They are to be applied for 3-10 minutes and removed with the help of a wash cloth or a plastic stick and it takes the hair along with it. It leads to round edged hair which appears to be soft after growing back. It doesn't lead to any nicks or cuts on the skin. They have an unpleasant smell and may cause irritation or allergic reactions.



- **Epilator:** They are like electric razors but they don't cut the hair rather pull them out of the follicles under the skin. It has long-lasting results and hair that grow back are finer. It takes time as an epilator cannot pull a large amount of hair at once. The hair must be a little longer so that an epilator is able to pull them. It is a bit expensive than other methods.



- **Laser:** The hair follicles are targeted by the laser that passes a pulsating light beam through the skin. Primarily the pigment at the base of the follicle, i.e., melanin gets targeted by the intense heat from the laser and prevents the hair from growing back. However, it's not a permanent solution and leads only to hair reduction. Potential risks of blistering, scarring or change in skin color do exist but are very rare. Professionals treatments can be painful but specialists may apply a topical anesthetic.



- **Electrolysis:** It uses a fine needle to transmit a mild current in the hair follicle to destroy it. It is the only method that can be called permanent. It is painful and may lead to red patches or tiny scars which



usually heal. Usually, 4 to 6 sittings spanning over several months are considered to be necessary but may be increased depending on the amount of hair or hormones. It is time consuming and expensive and should be performed only by a certified electrologist.

- **Sugaring:** Sugar wax is a mixture of sugar, lemon, water and glycerine and is used to pull unwanted hair. It is painful but doesn't damage the skin as it adheres only to the hair. It has no burning sensation afterwards and minimal redness and ingrown hair. This method can be used for very short hair and they can use hands or fingers to pull the suger wax.



- **Tweezing:** It uses a small instrument which is handy and doesn't require any professional training. It helps in pulling the hair from the root. It can only be used in case of less or random hair around but will be difficult and time-consuming in case of a lot of hair.



- **Abrasive mitts:** This method uses friction to remove hair. A mitt is coated with a rough surface or a smoothing surface that is used to buff away the hair but the skin must be dry. It is inexpensive, fast and painless. It has an exfoliating effect. It lasts for a short time and requires to be repeated every 2 or 3 days. It can cause irritation if too much pressure is applied.



- **Intensive pulse light:** It is a form of light therapy in which multiple wavelengths are used which scatter within the skin targeting the pigment. This leads to destruction of growing cells that make the hair. It is a little different from laser which uses one specific wavelength. IPL is cheaper and less effective in comparison to laser technology.



Working area preparation

Working area preparation plays a very vital role in any treatment. A Beauty Therapist is required to set the treatment area as per the standards of the spa. This will help in providing effective service.

Any waste resulting from the waxing should be considered as contaminated waste. Certain guidelines should be followed to dispose off waste.

The following guidelines may help to dispose off wastes:

- Used strips should be put into small lined bins.
- Put all the waste from small bins into larger lined clinical waste bins.
- Use industrial gloves to dispose off clinical wastes.

The following guidelines should be adhered to prepare the working area:

- Cover the couch properly to avoid any spillage.
- To dispose off general waste and wax waste, use two separate bins with inner lining.
- Place the bins behind or under the couch.
- Select suitable heating unit as per the type of wax.
- Heat the wax before hand as it takes at least half an hour to attain the same temperature.
- Make sure that an antiseptic cleaner is available.
- Wear disposable gloves to prevent any infections.
- Use only recommended applicator or disposable wooden spatula.
- Place cotton wool, tissues and jewelry bowl for the client.
- Sterilise pair of scissors or tweezers.
- Ensure availability of aftercare leaflets given to the client.

Consult, plan and prepare for waxing with the client

Follow the below mentioned procedure to provide the consultation:

- Provide a thorough and professional consultation explaining the procedure, after care precautions and time required to provide the treatment.
- Ensure that the consultation and treatment are provided in a private room.
- Make the client feel comfortable.
- Encourage client to ask questions without any hesitation.

Conducting a skin sensitivity test

As discussed in the previous sections, it is mandatory to perform skin sensitivity test before proceeding with any treatment involving chemicals. Obtain written permission from the client before proceeding to the treatment.

Follow the below guidelines for the wax treatment:

- **Analyse** the skin condition by performing the sensitivity test. The sensitivity test should be performed on the forearm as it is free from hair, clean and dry.

- **Perform** skin sensitivity test 24 hours before the treatment.
- **Record** observations on the client record card.
- **Check** that wax for operating temperature by applying the wax on to the forearm.
- **Observe** for any reactions on the skin after removing the wax.
- **Inform** the client to observe for any redness, swelling, and irritation for the next 24-48 hours.
- If any reactions are observed, then inform politely that this treatment is not suitable for their skin.

Contra-Indications to Treatment:

Make sure that area is free from contra-indications before beginning any treatment.

General contra-indications

Some contra –indications are:

- Recent scar tissue
- Hypersensitive skin
- Cuts or abrasions
- Bruising in or around the area to be treated
- Allergy to any products a therapist will be using (such as rosin, found in sticking plasters and wax)
- Blood diseases (HIV, hepatitis)
- Use of skin-thinning drugs such as Retin A or Accutane
- Diabetes
- Defective circulation
- Inflamed or aggravated skin

Client records

A beauty therapist is supposed to note down each and every detail of the client as per the standard format. Note any contra-indications, reaction, client preferences for products and homecare products sold on the record card.

The client's record should contain the complete information of the client and should be legible.

Preparing the client for treatment:

- Inform the client to take bath before the treatment.
- Request the client to wear clean undergarments and a cotton T-shirt if they want their back to be waxed so that the area is not too sweaty before the treatment.
- Ask client about any allergies or inform the client to consult their doctor.

Maintaining client modesty:

- Make the client feel comfortable during the process of treatment.

- Offer a hand towel over the lap to the client; provide the client with some personal space to get undressed.
- The treatment room must be located in an area which is not accessed by the general public, and the privacy of the client must be taken care of.

Waxing

Preparation

1. Position the client according to the area being waxed, taking into account the mobility and comfort of the client.
2. Protect the client's clothes with towels and disposable paper.
3. When waxing the eye brows, apply eye pads to protect the eyes and petroleum jelly to control the amount of hair being removed.
4. Remove all Jewellery in the areas to be waxed.

Equipment and Products Required for Waxing

The following equipment and products are required for waxing.

- Heating unit and sufficient amount of wax
- Plastic and paper sheet in order to protect the couch and area surrounding the couch
- Paper to protect client clothing
- Antiseptic lotion – to clean and degrease skin
- Purified, unperfumed powder – to dry skin and hair
- Cotton wool – for application of products
- Scissors – to cut long hair or strips
- Tweezers – for removal of stubborn hair
- Spatulas
- Tissues
- Soothing lotion
- Barrier cream
- Orange stick
- Two bins and bin liner
- Disposable gloves and protective apron
- Pillow
- After sugaring lotion
- Cleanser
- Towels
- Strips – muslin, fibre
- Jewellery bowl

Waxing procedure

The step by step process of waxing is explained below:

Step 1: Make the client feel comfortable.

Step 2: Choose most appropriate pre-wax application product.

Step 3: Identify the area to be waxed.

Step 4: Heat the wax in a warmer until it is just melted.

Step 5: Dust the area with baby powder before applying the wax. Baby powder or cornstarch will absorb body oils and moisture, allowing the wax to stick to the hair (not the skin), making the process much less painful.

Step 6: Test the temperature of the wax by applying on to the wrist.

Step 7: Apply warm wax to skin with a small wooden spatula. Check the length of the hair that are to be removed. The hair should ideally be between 1/8-inch and 1/4-inch (3 mm and 6 mm) long.

If the hair is too short, then the wax won't pull the hair out by the roots.

If the hair is too long, significant discomfort might be experienced.

Step 8: Take a strip of cloth, place it on the wax, and smooth it in with the direction of hair growth.

Step 9: Once the wax is cooled and slightly hardened pull the wax in the opposite direction of the hair growth. Remove the strip. Hold the skin taut by pulling at it from a point underneath the edge of the fabric strip and pull the strip off against the direction of hair growth. Do this very quickly. Do not pull it off at a 90° angle, but at a shallower angle.

Step 10: Once the strip is removed, hand pressure can be applied to the area that has been waxed to minimise discomfort.



The treatment can be concluded with the following steps.

- Remove stray hairs with tweezers.
- Request the client to check the waxed area with the help of a mirror.
- Apply after wax- lotion on to the body.
- Brief aftercare treatment to the client.



Aftercare advice

Provide the following advice to the client after the treatment:

- Keep the skin clean for 24 hours after the treatment.
- Wash hands and then apply any soothing or antiseptic cream and avoid touching the area with unclean hands.
- Avoid using any fragranced deodorants, sprays or powders.
- Avoid taking hot or bubble shower as it can cause irritation.
- Avoid going to the gym or any kind of workouts or sports for 24 hours as it would increase perspiration in the area.
- Avoid wearing dirty clothes. Wear cotton clothes in order to avoid irritation.

SESSION 2: THREADING PROCEDURE

LEARNING OUTCOMES

On completion of this unit the student will be able to:

- Explain the necessity of threading;
- List benefits of threading; and
- Perform eyebrows and upper lip threading.

Threading

Threading is the most common method of removing facial hair. The disadvantage is that the effect is temporary and the procedure has to be repeated periodically. It is useful for areas like the upper lip and the eyebrows. In fact, threading is done to shape the eyebrows. On sensitive skins, there can be redness or a rash. Avoid threading on areas with eruptions, like pimples or acne. A zinc ointment or ice can be applied to soothe the skin.



Benefits of threading

The following are the benefits of threading.

- Less painful
- Less time- consuming
- Threading is quicker as more hair is removed in each go
- Suitable for more skin types
- No harmful chemicals are required
- Precise and perfect for a smooth, completely hair free look
- Hair grows back finer and slower when threading has been done
- Suitable for short hair, long hair, fine and coarse hair

Preparation of the client

Protect the client's hair by wrapping it to avoid snagging hair on his or her head. After the hair is wrapped, thoroughly wash the hands and wear gloves. Cleanse the area to be treated, wipe it with a mild liquid antiseptic and allow it to dry. Avoid creams, as they will remain on the hair and reduce the gripping effectiveness of the threading.



Threading technique

A cotton thread is required for threading treatment. The length of the thread should be between 24 to 30 inches. A beginner is required to use shorter length of thread for practising. An expert can use the longer length of thread. As a beginner, start practising with shorter length of the thread.

Threading is mostly done on the eyebrows, the area above it, the upper lip, the sides of the face, the chin and under the jaw. A cotton thread must be used to perform the threading of these areas.

Tools required for threading eyebrows

The following tools are required for eyebrows threading:

- Thin Thread (about 24 inches long) of strong and good quality
- Thick thread will not remove hair effectively enough. Thin fine thread will grip from its root better
- Eyebrow brush; to brush the eyebrow hair along the same direction before and after
- Scissors (for trimming the brows)

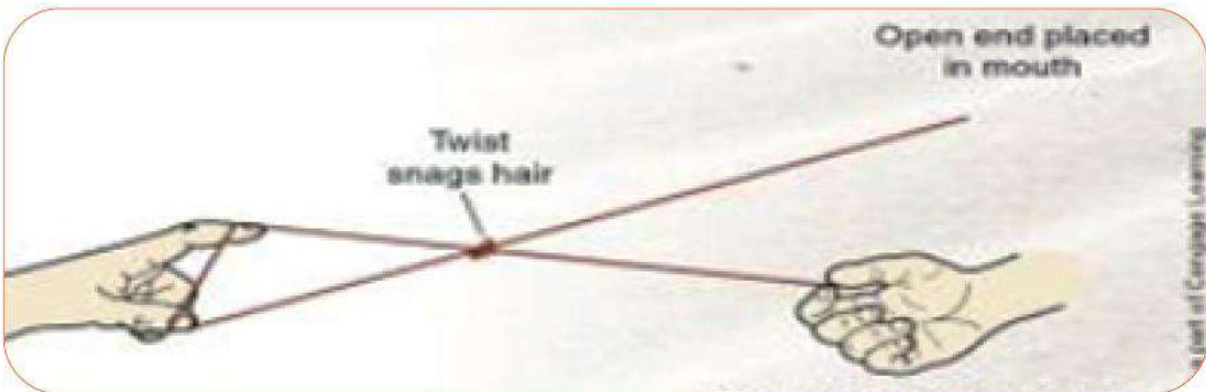
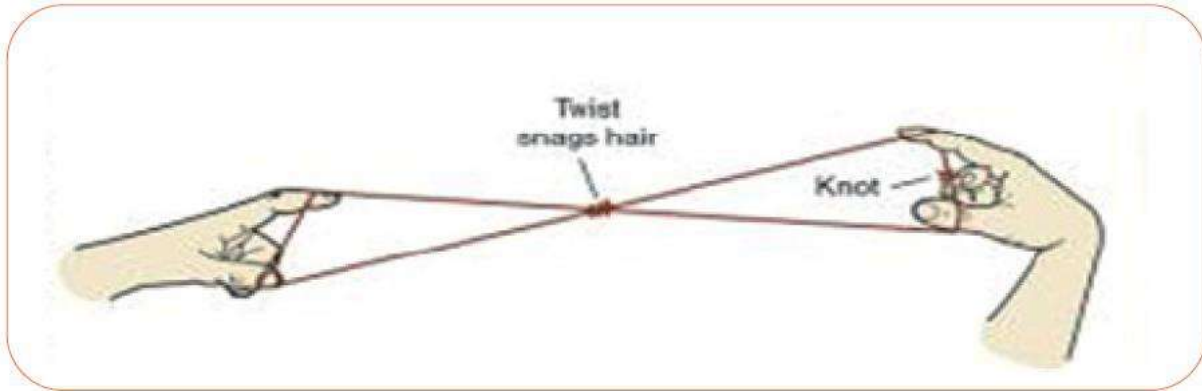
Process of eyebrow threading

Step 1: Knot the ends of the thread together forming a loop.

Step 2: Place forefinger, middle finger and thumbs through each end of the loop in a “cat’s cradle”.

Step 3: Twist the loop at one end approximately a dozen times.

Step 4: Coax the twist into the centre of the loop making sure the knot is at one end near the finger so it doesn’t interfere with the twisting.



Step 5: To start threading, place the upper end of the twist under the unwanted hair, so that they hang over the twisted thread. Spread the lower finger to manipulate the twist in an upward direction, thus entrapping and snagging the unwanted hair and plucking them out.

Step 6: Move the twist towards the lower finger by spreading the upper finger and dropping some of the plucked hair. Shift the focus to another area of unwanted hair. The fingers of a Beauty Therapist must move quickly, at the rate of one movement every 1/4 seconds.



As the twist becomes congested with hair, the rapid movement of the twisting is inhibited. So twist a new part of the loop or use a new thread.

Step 7: Once the service complete, apply a soothing solution to the skin.

Upper lip threading

Procedure for upper lip threading

Step 1: Use a good quality cotton thread which is about 2 feet long.



Step 2: Ensure that the thread is strong enough and doesn't snap easily.

Step 3: Hold one end of the thread in the mouth and the other in the hand.

Step 4: Wind the thread at the centre around ten times.

Step 5: To remove oiliness, apply talcum powder on the upper lip.

Step 6: Place the thread on the upper lip of the client.

Step 7: Ask the client to place the tongue under the lip in order to tighten the skin on the lip.

With the hand movement, shift the wound-up portion to the other side making sure that it holds the hair while moving forward. The hair will be lifted from the root and plucked out as it moves back and forth.

Step 8: After the upper lip is done, massage the upper lip of the client with a lotion or apply astringent.

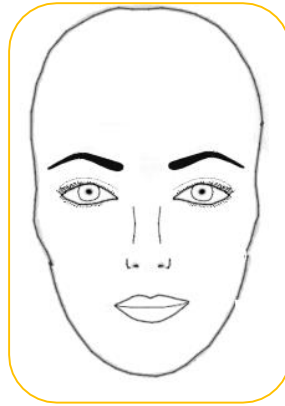
Eyebrow shapes according to Face shapes

There are six basic face shapes and each must flaunt a different eyebrow shape to balance the look. Some of the eyebrow shapes are shown below.

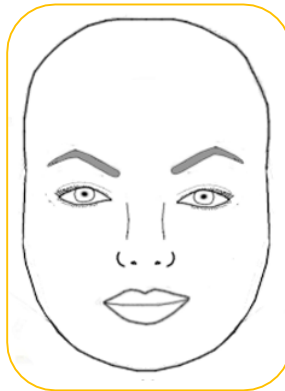


The individual face shape shape has been discussed below:

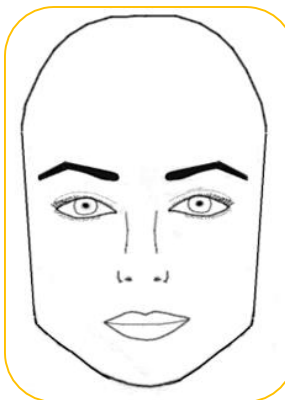
- **Oval face shape:** This shape is considered as an ideal face shape because it appears to be proportionate. Every eyebrow shape suits this face shape. Mostly soft angled eyebrow shape is created to accentuate the look.



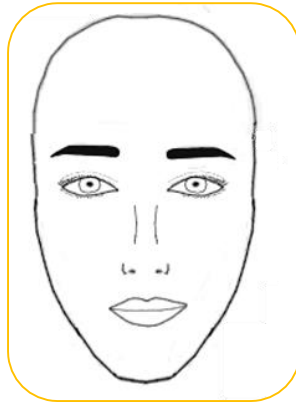
- **Round face shape:** This face shape lacks any angles, hence, the eyebrow shape should be arched to divert the attention from the width of the face and make it appear longer. Rounded brows should be avoided.



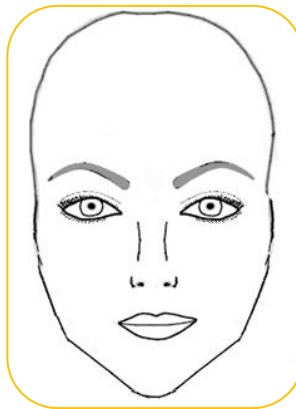
- **Square face shape:** This face shape has angles, hence, it must be softened with strong brows. The jawline can be balanced with a thick eyebrow which has a sharp peak at the top of the brow making it angular.



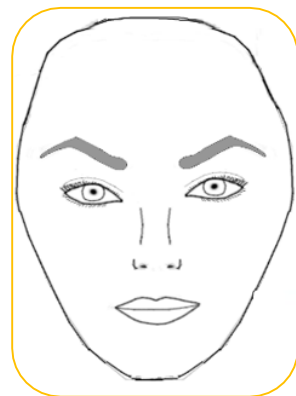
- **Long face shape:** The goal is to make a long face appear shorter. So horizontal flat brows can accomplish this task and make the face look balanced.



- **Heart face shape:** This face shape is wider at the forehead and tapers at the cheeks followed by a pointed chin. To balance the forehead and the chin, round brows with softer peaks work the best and accentuates the lovely heart shape of the face.



- **Diamond face shape:** This face shape is highly angular being the widest at the cheekbones and narrower at the forehead as well as the jaw line. Two shapes can balance the look- curved or round brows will make it appear less angular, centre arched eyebrows will make it appear less widened.



Threading techniques to suit male clients

It was considered that hair removal and beauty treatments were a female thing. But, now a days men are also opting various beauty treatments. They go for facial waxing, shaping the brow, removing the unibrow look, cleaning up the area around their ears and back of the neck, etc. They also go for beard shaping, trimming, shaving, shaping of temple hair, etc. The facial hair removal procedures listed for women are also available for men. Threading is also done which is painful and time consuming as compared to waxing because men have coarse and excess hair.

The latest trend of using hard wax which can be pulled by hands or fingers is also being used.

- **Shaping the beard:** This is done by trimming the excess or long hair and defining the edge of the beard. Electric razors, scissors or epilators can be used for trimming. To remove stray and random hair, threading or hard wax can be applied, which gives longer hair free look and finer hair growing back.



- **Nose hair removal:** This is difficult using a scissor or a razor but waxing is a convenient and effective method. Small amount of wax is put at the opening with the help of a stick, allowed to cool and harden and then pulled taking along the nose hair.



- **Ear hair removal:** Hard wax is put on the ear and allowed to cool and harden, then pulled off. This is difficult to remove with a razor or trimmer as ear hair are fine and there's no flat surface to shave. Wax can be applied on the curves of ear and pulled to remove the hair.



PRACTICAL EXERCISE

Activity 1: Perform waxing

Materials Required:

- Heating unit and sufficient amount of sugar
- Plastic and paper sheeting in order to protect the couch and area surrounding the couch
- Paper to protect client clothing
- Antiseptic lotion – to clean and degrease skin
- Purified, unperfumed powder – to dry skin and hair
- Cotton wool – for application of products
- Scissors – to cut long hair or strips
- Tweezers – for removal of stubborn hair
- Spatulas
- Tissues
- Soothing lotion
- Barrier cream
- Orange stick
- Two bins and bin liner
- Disposable gloves and protective apron
- Pillow
- After sugaring lotion
- Cleanser
- Towels
- Strips – muslin, fibre
- Jewellery bowl

Step by Step Procedure:

Step 1: Make the client feel comfortable.

Step 2: Choose most appropriate pre-wax application product.

Step 3: Identify the area to be waxed.

Step 4: Heat the wax in a warmer until it is just melted.

Step 5: Dust the area with baby powder before applying the wax. Baby powder or cornstarch will absorb body oils and moisture, allowing the wax to stick to the hair (not the skin), making the process much less painful.

Step 6: Test the temperature of the wax by applying on to the wrist.

Step 7: Apply warm wax to skin with a small wooden spatula. Check the length of the hair that is to be removed. The hair should ideally be between 1/8-inch and 1/4-inch (3 mm and 6 mm) long.

If the hair is too short, then the wax won't pull the hair out by the roots.

If the hair is too long, you may experience significant discomfort.

Step 8: Press the fabric into the wax. Take a strip of cloth, place it on the wax, and smooth it in with the direction of hair growth. Place cloth strip over wax and allow the wax to cool.

Step 9: Once the wax is cooled and slightly hardened pull the wax in the opposite direction of the hair growth. Remove the strip. Hold the skin taut by pulling at it from a point underneath the edge of the fabric strip and pull the strip off against the direction of hair growth. Do this very quickly. Do not pull it off at a 90° angle, but at a shallower angle.

Step 10: Once the strip is removed, hand pressure can be applied to the area that has been waxed to minimise discomfort.

Activity 2: Perform upper lip threading

Materials Required:

- Cotton thread
- Talcum powder
- Lotion or astringent

Step by Step Procedure:

Step 1: Use a good quality cotton thread which is about 2 feet long.

Step 2: Ensure that the thread is strong enough and doesn't snap easily.

Step 3: Hold one end of the thread in the mouth and the other in the hand.

Step 4: Wind the thread at the centre around ten times.

Step 5: To remove oiliness, apply talcum powder on the upper lip.

Step 6: Place the thread on the upper lip of the client.

Step 7: Ask the client to place the tongue under the lip in order to tighten the skin on the lip.

With the hand movement, shift the wound-up portion to the other side making sure that it holds the hair while moving forward. The hair will be lifted from the root and plucked out as it moves back and forth.

Step 8: After the upper lip is done, massage the upper lip of the client with a lotion or apply astringent.

CHECK YOUR PROGRESS

1. List two most commonly used methods for unwanted hair removal.
 2. List different types of hair.
 3. Name stages of hair growth cycle.
 4. List equipment required for waxing treatment.
 5. How will you conduct skin sensitivity test?
 6. List some of the contra indications of the skin sensitivity test.
 7. Rearrange waxing sequence
 - a. Make the client feel comfortable.
 - b. Apply and remove the hair in small sections.
 - c. Ensure that you have lifted the hair from the skin completely and they are all caught up in the wax.
 - d. Test the temperature of the wax by applying on to your wrist.
 - e. Choose most appropriate pre-wax application product.
 - f. Identify the area to be waxed.
 - g. Apply thick coat of the wax on a small area with the help of a thick rim.
 8. What aftercare advices will you provide to the client after waxing?
 9. List benefits of threading.
 10. Explain the process of threading.
 11. Rearrange upper lips threading sequence.
 - a. Place the thread on the upper lip of the client.
 - b. Use a good quality cotton thread which is about 2 feet long.
 - c. Ensure that the thread is strong enough and doesn't snap easily.
 - d. After the upper lip is done, massage the upper lip of the client with a lotion or apply astringent.
 - e. With your hand movement, shift the wound-up portion to the other side making sure that it holds the hair while moving forward. The hair will be lifted from the root and plucked out as it moves back and forth.
 - f. Hold one end of thread in the mouth and the other in the hand.
 - g. Wind the thread at the center around ten times.
 - h. To remove oiliness, apply talcum powder on the upper lip.
 - i. Ask the client to place the tongue under the lip in order to tighten the skin on the lip.
-

12. Say True (T) or False (F)

- a. Telogen is the first stage of hair growth cycle. (T/F)
- b. Hair follicle undergoes a period of change in the Catagen stage. (T/F)
- c. The rest period for hair follicles is called as Telogen. (T/F)
- d. Threading is technique to remove unwanted body hair. (T/F)

13. Match column 'A' with column 'B'

Column 'A'	Column 'B'
1.Scalp hair	a.Acts as heat insulators
2.Eyelashes	b.Hair present on the eyelashes prevents any dust particle entering the eye
3.Body hair	c.Provide cushion against the friction caused by the movement
4.Underarm and pubic hair	d.Acts as the heat insulator and protects the head

14. Fill in the blanks:

- a. _____ lies underneath the cuticle.
 - b. _____ is the period of rest for hair follicles.
 - c. A _____ is required for threading.
 - d. Chemicals such as _____ and _____ are used as bleaching agents.
-

GLOSSARY

Term	Description
Anagen	During the anagen phase, the hair follicle is active and the hair is growing continuously.
Catagen	During this cycle, hair follicle undergoes a period of change and do not grow.
Cortex	The cortex lies underneath the cuticle.
Cuticle	It is the outermost layer of the hair.
Medulla	The centre part of the hair shaft is called as Medulla.
Telogen	This is the period of rest for hair follicles.

Summary

1. The two techniques which are used to remove unwanted hair are 'waxing' and 'threading'.
 2. A single hair is referred to as 'hair shaft'.
 3. Hair shaft consists 'cuticle', 'cortex', 'medulla'.
 4. The stages in the life cycle of hair are:
 - a. anagen
 - b. catagen
 - c. telogen
 - d. exogen
 5. A beauty therapist is required to set the treatment area as per standards of the spa. This will help in providing effective service.
 6. Any waste resulting from the waxing should be considered as contaminated waste.
 7. Use industrial gloves to dispose of clinical wastes.
 8. Provide a thorough and professional consultation explaining the procedure, after care precautions and time required to provide the treatment.
 9. Analyse the skin condition by performing the sensitivity test. The sensitivity test should be performed on the forearm as it is free from hair, clean and dry.
 10. General contra-indications
 - a. Recent scar tissue
 - b. Hypersensitive skin
 - c. Cuts or abrasions
 - d. Bruising in or around the area to be treated
 - e. Allergy to any products you will be using (such as rosin, found in sticking plasters and wax)
 - f. Blood diseases (HIV, hepatitis)
 - g. Use of skin-thinning drugs such as Retin A or Accutane
 - h. Diabetes
 - i. Defective circulation
 - j. Inflamed or aggravated skin
 11. Some conditions, such as moles, infected in growing hair and skin tags, will mean the treatment may need adapting to and you would avoid the area
 12. Adhere to the recommended procedure for waxing
 13. This treatment removes the entire hair follicle
 14. Threading is often done on the eyebrows, the area above it, the upper lip, the sides of the face, the chin and the under jaw
 15. A cotton thread is required for threading treatment
 16. The length of the thread should be between 24 to 30 inches.
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