

# Beauty Therapist

(Job Role)

Qualification Pack Ref Id: BWS/00102

Sector: Beauty and Wellness

Textbook for Class XI

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(Job Role)

Qualification Pack: Ref. Id. BWS/Q0102

Sector: Beauty and Wellness

Textbook for Class XI



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NCERT

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

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## **FOREWORD**

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

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

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

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

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

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

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

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

HRUSHIKESH SENAPATY  
*Director*

National Council of Educational  
Research and Training

New Delhi  
June 2018

## **ABOUT THE TEXTBOOK**

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

A Beauty Therapist is responsible for arranging and providing various beauty therapy services, such as manicure, pedicure, threading, waxing, mehendi and make-up. The textbook for the job role of a 'Beauty Therapist' has been developed to impart knowledge and skills through hands-on learning experience, which forms a part of experiential learning.

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

- (1) BWS/N9001 : Prepare and maintain the work area
- (2) BWS/N0104 : Perform skincare services
- (3) BWS/N0105 : Perform depilation services
- (4) BWS/N0401 : Perform manicure and pedicure services
- (5) BWS/N0106 : Perform make-up services
- (6) BWS/N0128 : Operate electronic equipment to provide safe facial services
- (7) BWS/N0129 : Perform salon reception duties
- (8) BWS/N9002 : Maintain health and safety standards in the work area
- (9) BWS/N9003 : Create a positive impression in the work area

Unit 1 of the textbook introduces the various career opportunities in the Beauty and Wellness sector. It also describes various beauty therapy services, such as manicure, pedicure, make-up, hairdo, etc., and the importance of such treatments. General guidelines for maintaining the work area, as well as, health and safety standards to be followed within the sector are covered in the Unit. Unit 2 deals with skincare services. It describes the actions of the face, neck and shoulder muscles so that the learners can use this information while providing massage to a client. The Unit also includes bleaching, a beauty treatment that destroys melanin and gives a pale golden look to finer facial hair. Unit 3 deals with manicure and pedicure services. It also covers the anatomy of the hand, feet and nail, so that the learners get an in-depth understanding of the kind of treatment or therapy that the client needs to be given. Unit 4 deals with depilation services, such as waxing and threading, wherein unwanted body hair are removed. It also deals with alternative hair removal techniques.

Vinay Swarup Mehrotra

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*“Healthy skin is crucial for providing  
the right canvas for applying make-up,  
to enhance natural beauty and create  
natural healthy looking skin.”*

*– Caroline Frazer*

# Unit



# Beauty and Wellness Industry, and Beauty Therapy

## INTRODUCTION

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

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

## BEAUTY AND WELLNESS INDUSTRY IN INDIA

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

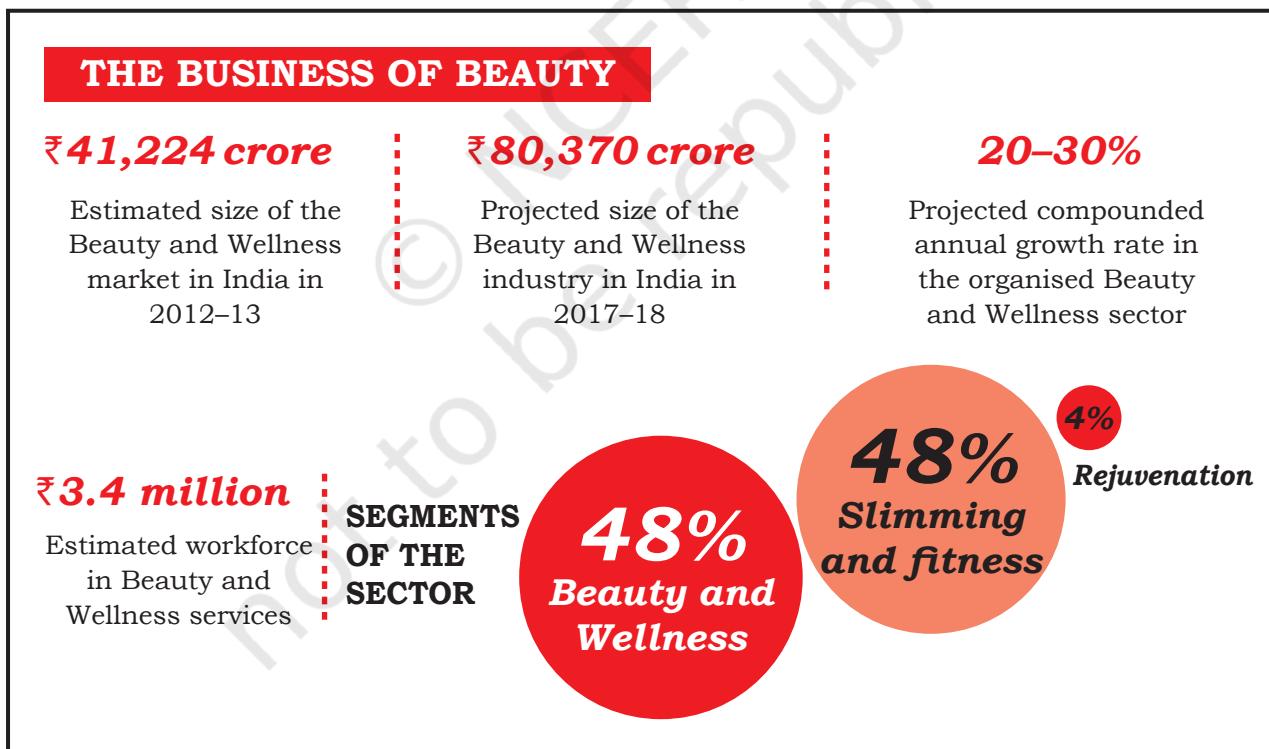


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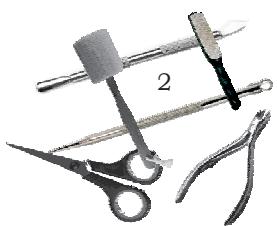
of employment opportunities. The reason for this exponential growth is rising consumerism, globalisation and changing lifestyles of Indian consumers. The rapid growth of the Beauty and Wellness Industry, along with the entry of many small and large companies, has led to a huge demand for trained personnel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



*Fig. 1.1: A customer undergoing a beauty therapy*



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



One segment of the Beauty and Wellness Industry that is doing particularly well is specialised hair care. Another segment expanding rapidly is bridal make-up. Earlier, it was, usually, only the bride who visited a salon prior to the wedding. But these days, even the bridegroom, friends and relatives of both the bride and the groom go for beauty treatments and related services in salons, which often offer special packages for this type of clientele.

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

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

## **SESSION 1: CAREER OPPORTUNITIES IN THE BEAUTY AND WELLNESS SECTOR**

### **Major sub-segments in the Beauty and Wellness sector**

The Beauty and Wellness sector has several sub-segments. The major sub-segments are depicted in Fig. 1.3.

#### **Beauty centres or salons**

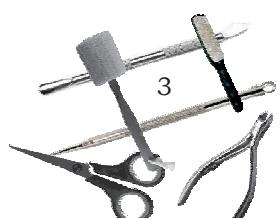
A beauty salon provides skin, hair, nail care and other related therapies to improve the overall look of a person. These services are provided as per customers' requirements.

#### **Hair salons**

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



Fig. 1.3: Major sub-segments in the Beauty and Wellness sector



## **NOTES**

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

### **Product and counter sale**

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

### **Fitness and slimming**

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

### **Rejuvenation centres**

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

### **Alternative therapy centres**

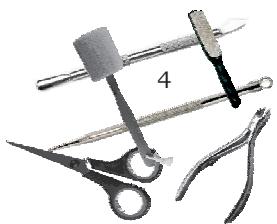
Clinical diagnosis and treatments under alternative therapy are provided in this segment. Alternative therapy relates to natural healing methods, which are different from the regular western medical treatments or allopathic or pharmaceutical procedures. Apart from naturopathy, this includes crystal healing,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

### **Unisex salons**

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

### **International beauty brands**

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



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

## Career path for Beauty Therapist

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

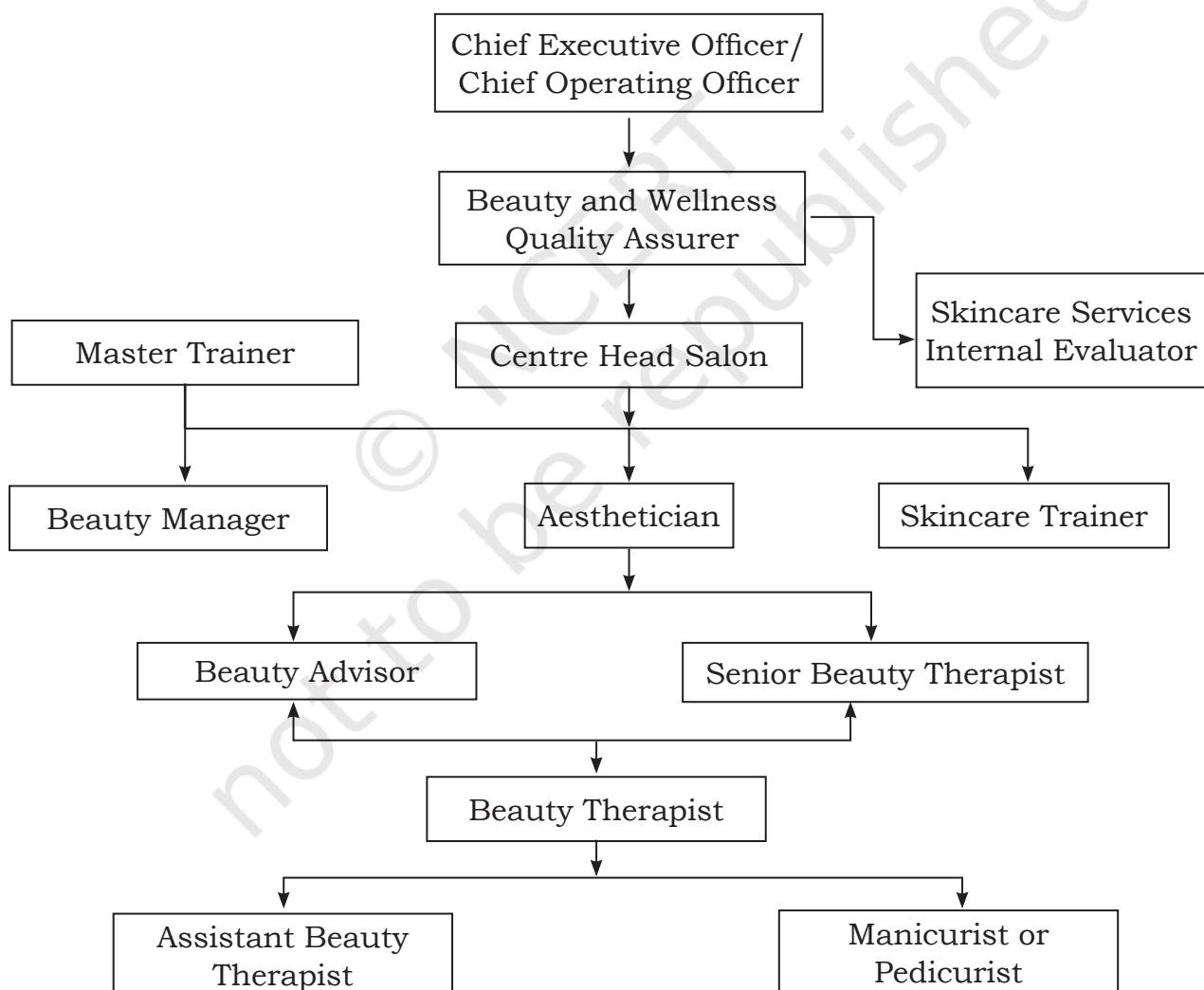
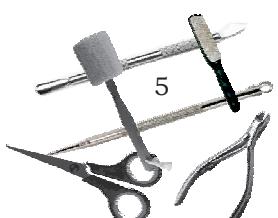


Fig. 1.4: Career path in skincare services



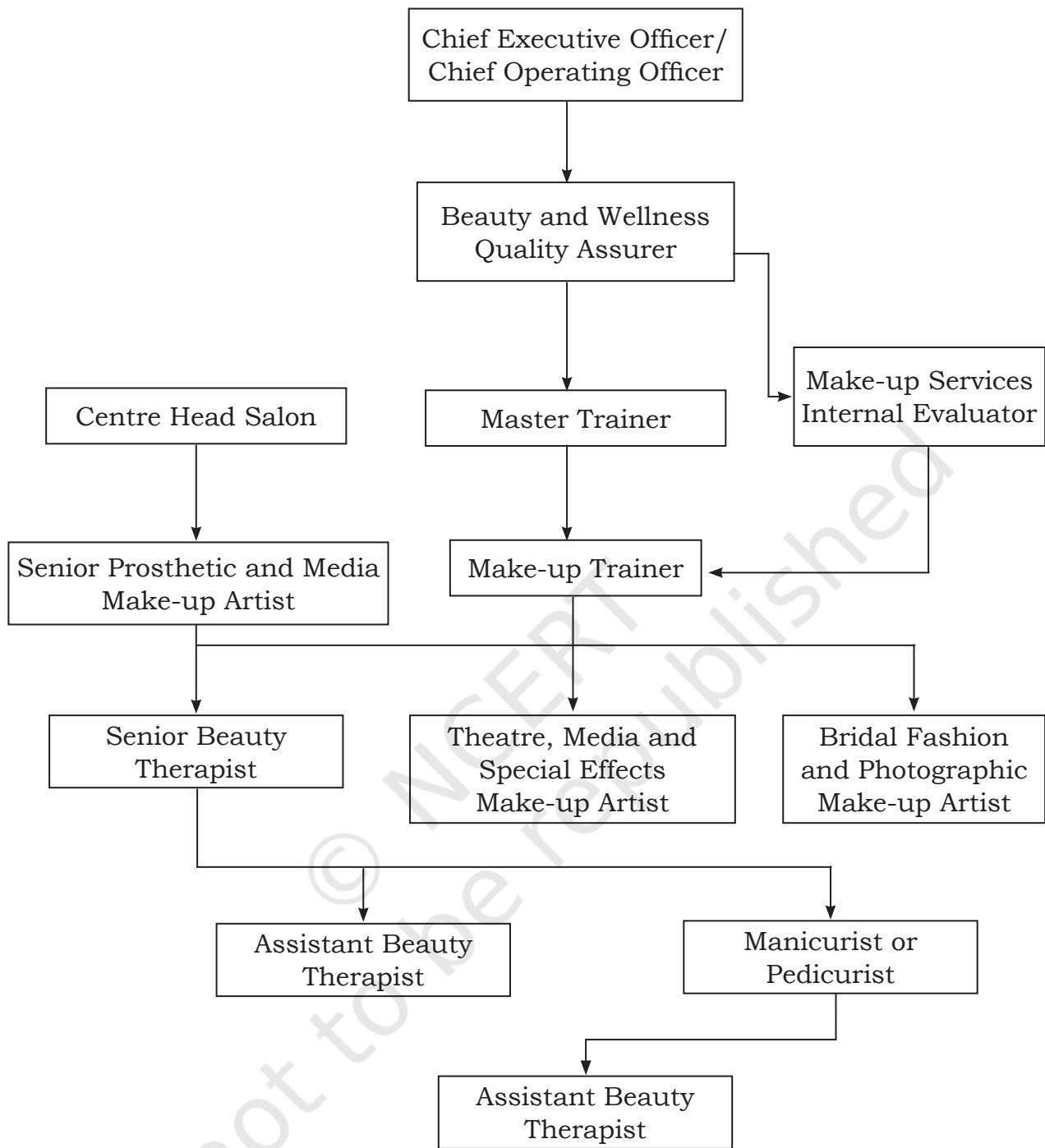
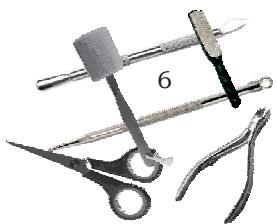
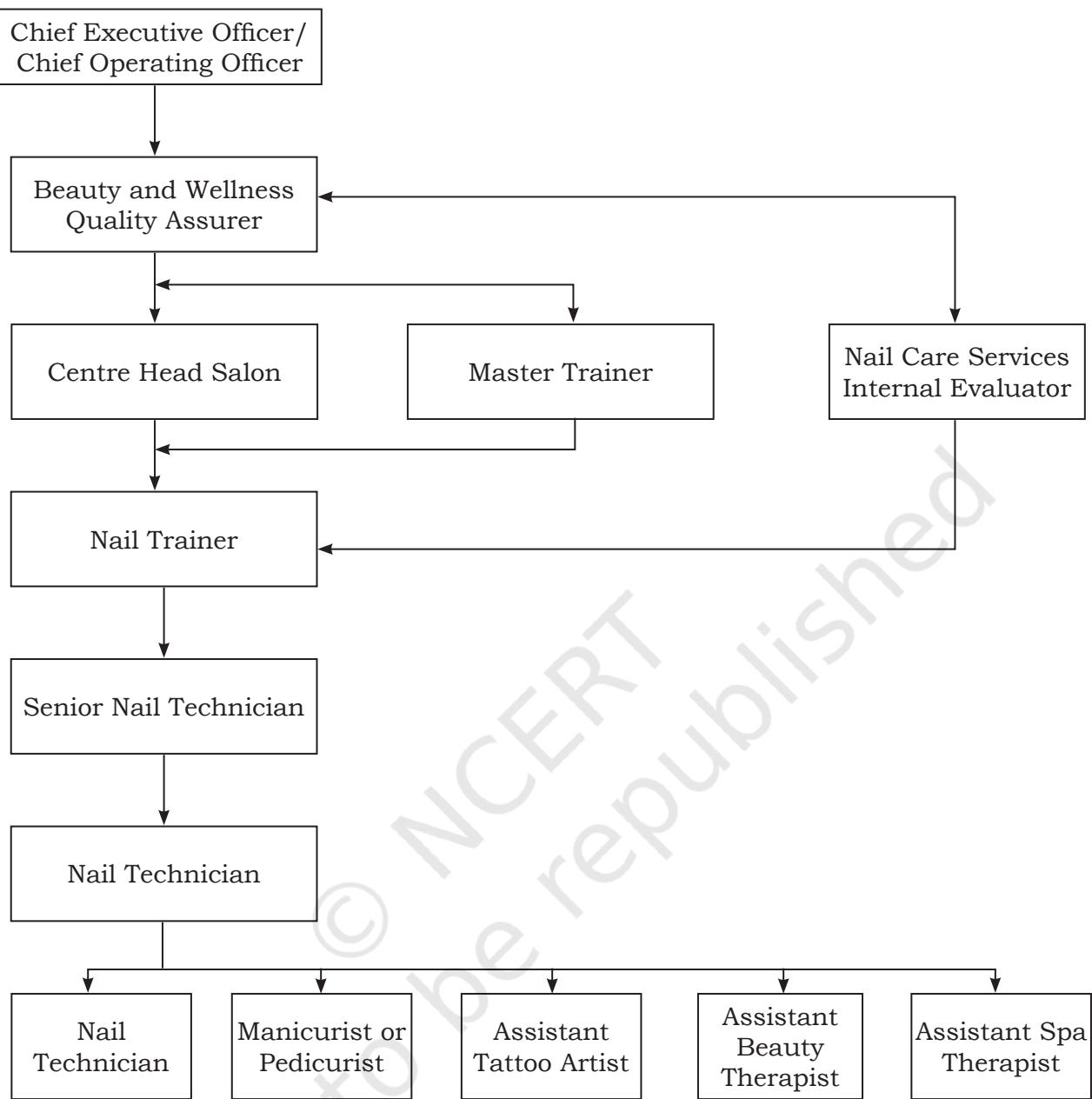


Fig. 1.5: Career path in make-up services





*Fig. 1.6: Career path in nail care services*

## Practical Exercises

### Activity 1

Prepare a flow chart on the career path for a Beauty Therapist in skincare services.

Material required: chart paper, sketch pens, pencil, eraser, sharpener and ruler



## NOTES

### Procedure

- Collect information on various job positions of a Beauty Therapist in skincare services.
- Prepare a flow chart on the career path for a Beauty Therapist in skincare services.
- Present it before the class.

### Activity 2

Identify training and employment opportunities locally available for a Beauty Therapist.

Material required: notebook and pen

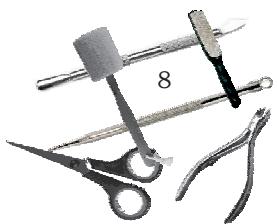
### Procedure

- Visit various beauty salons in a nearby market.
- Talk to beauticians and find out the various activities they perform in a day.
- Find out if they provide training for becoming a Beauty Therapist.

## Check Your Progress

### A. Multiple Choice Questions

1. \_\_\_\_\_ involve(s) counter sale of beauty products, including cosmetics and toiletries, which address age-related health and appearance issues of clients.
  - (a) Fitness and slimming
  - (b) Alternate therapy centres
  - (c) Rejuvenation centres
  - (d) Product and counter sales
2. \_\_\_\_\_ include(s) the core spa industry services, such as spa operation, spa education, spa products and events.
  - (a) Fitness and slimming
  - (b) Alternative therapy centres
  - (c) Rejuvenation centres
  - (d) None of the above
3. Unisex salons offer Beauty and Wellness services to \_\_\_\_\_.
  - (a) men
  - (b) women
  - (c) both (a) and (b)
  - (d) None of the above



## NOTES

### B. Fill in the Blanks

1. A Beauty \_\_\_\_\_ provides skin, hair, nail care and other related therapies to clients to improve their overall appearance.
2. Fitness and \_\_\_\_\_ centres provide services in the field of physical exercises, yoga, aerobics, other mind and body practices, and fitness and slimming.
3. The role of a Beauty Therapist includes applying the right \_\_\_\_\_, providing skincare services and doing the hairstyle.
4. Customers, generally, visit a salon to avail beauty treatments and \_\_\_\_\_.

### C. Subjective Questions

1. Describe any two sub-segments of the Beauty and Wellness sector.
2. Describe the career path of a Beauty Therapist in nail care services.

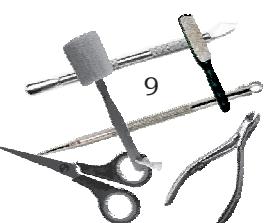
### What have you learnt?

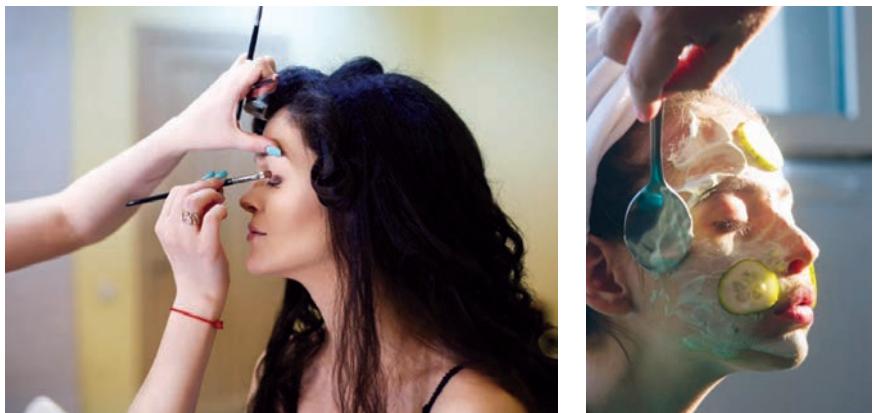
#### After completing this Session, are you able to:

- describe different services offered in the Beauty and Wellness sector.
- identify the various sub-segments of the Beauty and Wellness sector.
- Draw a flow chart for the career path for a Beauty Therapist in nail care, skincare and make-up services.

## SESSION 2: BEAUTY THERAPY SERVICES

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





(a)

(b)

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

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

**Manicure  
and pedicure**

**Threading**

**Waxing**

**Bleaching**

**Face  
clean-up**

**Make-up**

**Hairdo**

**Mehendi**

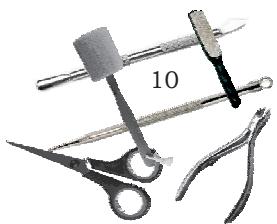
### **Manicure**

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

- softening the hands.
- improving blood circulation in the hands.
- relaxing the hand and finger muscles.
- improving the appearance of hands and nails.

### **Pedicure**

This treatment helps improve the appearance of feet and toenails. Like manicure, it also includes exfoliation,



using a pumice stone, and massage, followed by painting the toenails. Pedicure helps in:

- softening the feet.
- improving blood circulation in the feet.
- giving shape to toenails.
- improving the appearance of feet and toenails.
- relaxing aching feet.
- reducing hard and dead skin cells.

The major difference between manicure and pedicure lies in the area to be treated, positioning of the client, treatment of hard skin and massage procedure.

## Threading

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

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

## Waxing

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

In strip waxing, a thin layer of wax is applied on the skin and a cloth or disposable paper strip is placed over it and pulled against the direction of hair growth, removing the 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



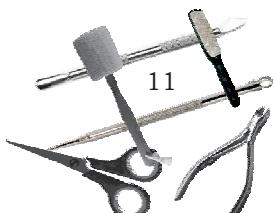
Fig. 1.8: Manicured hands and pedicured feet



Fig. 1.9: Threading of the forehead



Fig. 1.10: Waxing of the hand



cooling, the wax hardens, which helps in the easy removal of unwanted hair. It is said to be less painful and removes even the finest hair.



Fig. 1.11: Bleaching of the face

## Bleaching

Bleach refers to a bleaching agent, which helps lighten the skin tone. Bleaching is done to lighten the colour of facial hair (Fig. 1.11). Bleaching is done for the following purposes:

- reducing dark spots and freckles
- lightening dark areas on the elbow or underarm
- brightening the skin
- lightening the facial hair and making them less visible

## Face clean-up

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

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

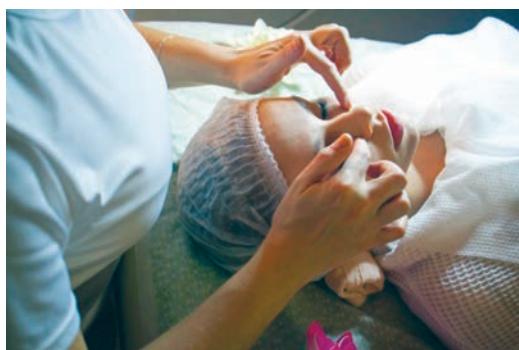


Fig. 1.12: Face clean-up

## Make-up

It is a process of applying cosmetics on the face to enhance one's appearance (Fig. 1.13). Lipstick, eyeliner, eye shadow, mascara, foundation, kohl, lip gloss, lip balm, concealer, face powder, etc., are commonly used in make-up.

The film and TV industry, including television media, and theatre, need make-up artists on a regular payroll. Hence, there



Fig. 1.13: Applying make-up

is often an opening in this sector. Make-up has the following benefits:

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

## Hairdo

A hairdo or hairstyle is a way in which the hair is styled (Fig. 1.14). It is considered as an important aspect of personal grooming and fashion, and is popular among both men and women. A hairstyle is achieved by arranging the hair in a certain way by the use of combs, blow-dryer and cosmetics like hair gel, etc. Styling the hair is also called 'hairdressing', especially when practised as an occupation. Hairstyling includes adding accessories, such as hairbands, clips, pins, barrette, tiaras, etc., to the hair to hold it in place and enhance its appearance. It has the following benefits:

- enhances the appearance of the hair and face, thus, increasing the confidence of a person
- helps in taming unruly hair



Fig. 1.14: Making a hairstyle

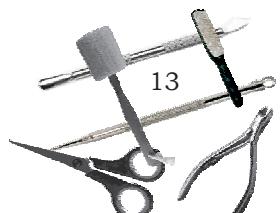
## Mehendi (henna)

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

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



Fig. 1.15: Applying mehendi



## Practical Exercises

### Activity 1

Prepare a collage depicting the various services provided by a Beauty Therapist.

Material required: chart paper, glue stick, beauty magazines, pencil, eraser and sketch pens

#### Procedure

- Collect pictures of various services provided by a Beauty Therapist, such as waxing, manicure, pedicure, make-up, hairdo, etc., from magazines.
- Now, make a collage using the pictures.
- Write a brief note on each of the services as identified by you.
- Present it before the class.

### Activity 2

Role-play of a Beauty Therapist in preparing a client for waxing.

Material required: notebook and pen

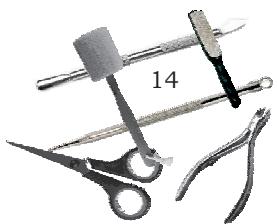
#### Procedure

- Identify the various tasks (seating a client, wearing protective clothing, removing the client's jewellery and keeping them in a safe place, etc.) that are performed by a Beauty Therapist in waxing.
- List the items required to carry out the service.
- Decide the characters to be played by the students, such as Beauty Therapist, Assistant Beauty Therapist, client and other staff members working in a salon.
- Write down the communication to be made between the Beauty Therapist and the client before initiating the service.
- Ask for the client's feedback after the service.

## Check Your Progress

### A. Multiple Choice Questions

1. \_\_\_\_\_ helps in improving the appearance of feet and toenails.
  - (a) Threading
  - (b) Hairstyle
  - (c) Pedicure
  - (d) Bleaching



## NOTES

2. Manicure is a treatment for improving the appearance of \_\_\_\_\_.
  - (a) hands
  - (b) feet
  - (c) toenails
  - (d) face
3. Face clean-up is done for \_\_\_\_\_ the skin pores and allowing the skin to breathe.
  - (a) clogging
  - (b) unclogging
  - (c) exfoliating
  - (d) congesting

### B. Fill in the Blanks

1. In threading, the hair is pulled out in a \_\_\_\_\_ motion, wherein the thread traps the hair and pulls it out.
2. A \_\_\_\_\_ is achieved by arranging the hair in a certain way by the use of combs, blow-dryer and cosmetics like hair gel, etc.
3. Styling the hair is also called \_\_\_\_\_, especially when practised as an occupation.
4. Strip and \_\_\_\_\_ are the two types of waxing.

### C. Subjective Questions

1. What is the difference between manicure and pedicure?
2. What is the purpose of waxing?

### What have you learnt?

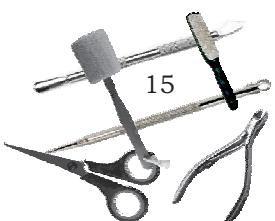
**After completing this Session, are you able to:**

- list the different services performed by a Beauty Therapist.
- describe the benefits of various beauty services.

## SESSION 3: PREPARING AND MAINTAINING

### THE WORK AREA

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



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

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



(a)

(b)

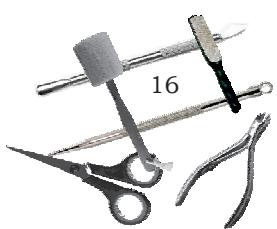
Fig. 1.16 (a) and (b): The work area of a beauty salon

### Maintenance of record cards

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

- previous treatments taken by a client
- treatment the client has been booked for
- history of the client about the products to be used, skin type, and if the person is allergic to any product

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



## **Essentials of the work area**

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

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

## **Sterilisation and disinfection methods**

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

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

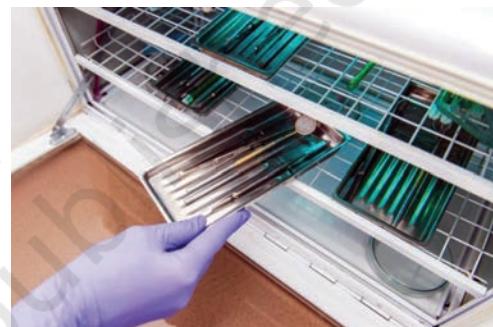
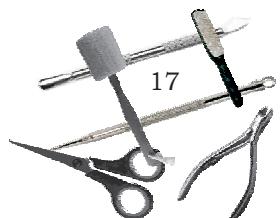


Fig. 1.17: Sterilisation of equipment



## Equipment and material used in a beauty salon

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



(a) Tweezers



(b) Scissors



(c) Pumice stone



(d) Metal scrapper



(e) Cuticle nipper



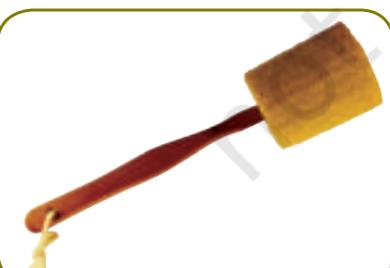
(f) Cuticle trimmer



(g) Comedone extractor



(h) Facial sponge



(i) Loofa



(j) Cuticle cutter



(k) Face pack brush

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

## **Personal presentation and behaviour**

The way a person presents oneself impacts one's professional life to a great extent. The way the person looks, speaks, acts or greets the client — everything needs to be appropriate at all times.

### **Tips for Beauty Therapist**

A Beauty Therapist must:

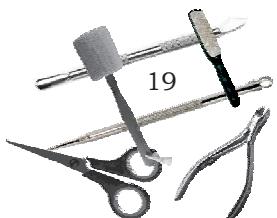
- wear the salon uniform and make sure that it is clean, neat and ironed.
- maintain high level of personal hygiene as the person will be working closely with customers.
- maintain a neat hairstyle (long hair can be tied neatly in a ponytail or bun).
- avoid heavy make-up.
- ensure that the breath is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



*Fig. 1.19: Be polite with clients*

## **Safe disposal of waste**

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



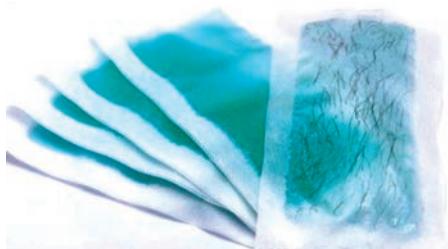


Fig. 1.20: Used wax strips need to be thrown in a covered bin



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



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

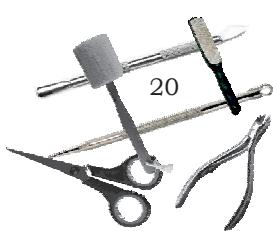
- Throw disposable items like cotton, tissues, wax strips, etc., in a covered bin immediately after use (Fig. 1.20).
- Sweeping of the floor and disposal of waste hair must be done before another treatment is started (Fig. 1.21).
- Maintain a neat surrounding in the salon by putting things in their respective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

## Storage of tools and equipment

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



Fig. 1.23: Store tools in a tray



## Compliance of rules and norms

## NOTES

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

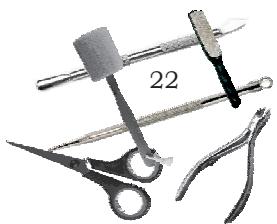
There are certain generic norms that a beauty salon must follow.

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



## Responsibilities of Beauty Therapist

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



## NOTES

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

## Practical Exercises

### Activity 1

Prepare a list of equipment used in a beauty salon.

Material required: chart paper, glue stick, pictures of material used in a beauty salon, pencil, eraser and sketch pens

#### Procedure

- Take a chart paper and draw or paste pictures of any five tools and equipment used in a beauty salon.
- Write down the use of each tool and equipment that you have selected.
- Present it before the class.

### Activity 2

List the responsibilities of a Beauty Therapist.

Material required: notebook, pen, pencil and eraser

#### Procedure

- Visit a beauty salon and observe the various activities being performed by a Beauty Therapist.
- Describe any one activity with regard to the following:
  - Sanitisation
  - Sterilisation
  - Dealing with clients
  - Maintaining record cards
  - Preparing the work area
  - Receiving customer feedback
- Present it before the class.



## Check Your Progress

### A. Multiple Choice Questions

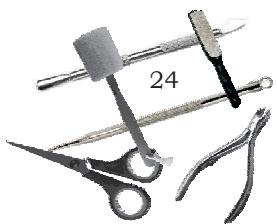
1. A method of killing microorganisms with the help of steam is \_\_\_\_\_.  
 (a) sterilisation  
 (b) wiping  
 (c) baking  
 (d) steaming
2. \_\_\_\_\_ is not a characteristic of a Beauty Therapist?  
 (a) having knowledge about products  
 (b) positive body language  
 (c) clean personal appearance  
 (d) being in a hurry
3. A salon needs to be registered and must have a \_\_\_\_\_ to operate.  
 (a) safe drinking water  
 (b) licence  
 (c) positive body language  
 (d) None of the above
4. The basic sanitation practices in a salon involve \_\_\_\_\_.  
 (a) keeping a dustbin  
 (b) sterilising the equipment  
 (c) using clean towels and gowns  
 (d) All of the above

### B. Fill in the Blanks

1. Safe disposal of waste is an important step, as it helps in preventing infections and \_\_\_\_\_.
2. \_\_\_\_\_ is of utmost importance in the Beauty and Wellness sector.
3. The process of \_\_\_\_\_ destroys germs completely.
4. The \_\_\_\_\_ kit must always be kept in an accessible place.
5. Dispose waste material as per organisational standards in a \_\_\_\_\_ and hygienic manner.

### C. Subjective Questions

1. Describe any five responsibilities of a Beauty Therapist.
2. What do you mean by maintaining record cards?
3. Name any six tools that need to be sterilised.



## What have you learnt?

## NOTES

### After completing this Session, are you able to:

- prepare and maintain the work area.
- prepare a client for treatment.
- identify the equipment and tools used to carry out various beauty services.
- sterilise and disinfect equipment and tools.
- segregate and dispose of the waste appropriately.

## SESSION 4: HEALTH AND SAFETY IN THE WORK AREA

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

The following needs to be taken care of in a salon:

- identifying hazards and evaluating risks at a workplace
- health and safety laws
- workplace policies
- maintaining hygiene in the workplace

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

### Fire safety

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

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



## FIRE SAFETY

## ELECTRICAL SAFETY

## CHEMICAL SAFETY

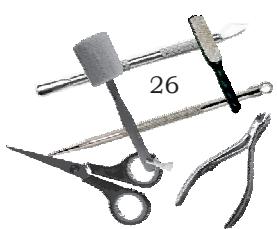
## POSTURE, LIFTING AND CARRYING

## PARLOUR HYGIENE

### Types of fire

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

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



## Types of fire extinguisher

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



### Wet Chemical Extinguisher

To extinguish cooking fires and ordinary combustibles; used to extinguish fires caused by the following:

- Cooking oil
- Paper
- Clothes
- Animal or vegetable fat
- Wood

(a)



### Foam Extinguisher

To extinguish flammable liquid fires caused by the following:

- Oil-based paints
- Greases
- Hydrocarbon liquids

(b)



### Water Extinguisher

To extinguish fires caused by ordinary combustibles, such as:

- Paper
- Wood
- Clothes

(c)



### Halon Extinguisher

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

(d)

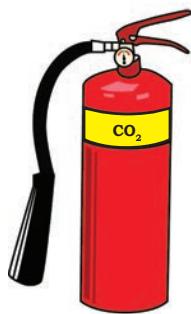




### Powder Extinguisher

To extinguish most types of fire (not preferred to be used in fighting electronic appliances fires)

(e)



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

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

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

(f)

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

### Water and foam

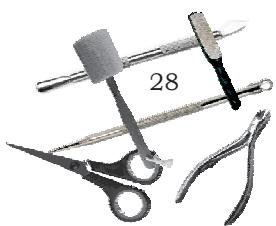
Water works by eliminating the heat element. It is better to use water only for Class A fires because it can cause hazards in case of other fires. If used for Class B fires, it can spread the flammable liquid, and in case of Class C fires, it can lead to shocks. Foam can be used for Class A and B fires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

### Carbon dioxide

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

### Dry chemical

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



### **Wet chemical**

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

### **Clean agent**

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

### **Dry powder**

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

### **Water mist**

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

### **Cartridge operated dry chemical**

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

## **First action**

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

- 1) Stay calm and do not panic.
- 2) Alert the people around.
- 3) Dial fire service helpline number 101 (in India) immediately.
- 4) Use your presence of mind and decide between escaping (in case of a major fire) and trying to extinguish the blaze if it is a minor one.
- 5) If one chooses to extinguish the fire, then choose the type of extinguisher carefully, depending on the type of fire.



Fig. 1.25: Signage for assembly point

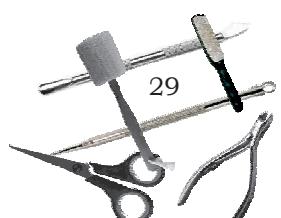




Fig. 1.26: Always use the stairs to evacuate a building

- 6) If one is not able to douse the blaze, it is better to escape the building.
- 7) Make way to the nearest assembly point or designated area in case of an emergency (Fig. 1.25).
- 8) If one is on a floor other than the ground floor, then the person must use stairs (Fig. 1.26) to evacuate a building and never use the lift.
- 9) If someone is trapped inside, inform the firemen and do not re-enter the building under any circumstance.



Fig. 1.27: Wash the burn with cold water

### First aid

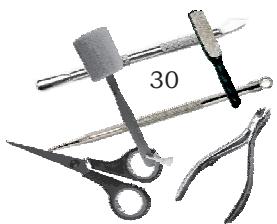
If one catches fire, one must ‘stop, drop, cover and roll’. This is the first thing that needs to be done to douse the flames on clothes. In case of burns, follow these steps.

- 1) Wash the affected area with running cold water for at least 20 minutes (Fig. 1.27).
- 2) Put a wet cloth on the affected area, if running cold water is unavailable.
- 3) Do not use ice, butter, creams, etc., on the burn.
- 4) Immediately remove clothing and jewellery on the affected area to protect the skin from further heat and prevent the blood flow from stopping.
- 5) Do not burst the blisters as 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 enough breathing space.
- 8) Reach out for medical assistance immediately.

### Rescue techniques

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

- 1) Look out for the nearest exit point — door or window.
- 2) While making your way out, shout out if anyone is left trapped inside.



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

## **Electrical safety**

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

### **Risks**

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

### **People at risk**

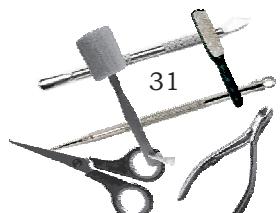
- Maintenance staff, who look after machines and their operations
- Workers, working near an equipment, and those working without taking any training or precautions
- People, who misuse an equipment or try to use faulty equipment

### **Causes of common hazards**

- Exposed electrical parts like cables, broken plugs and sockets damaged appliances, etc. (Fig. 1.28)



Fig. 1.28: Be careful of exposed cables



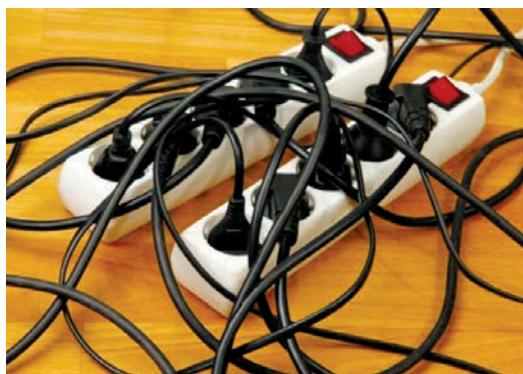


Fig. 1.29: Overloaded extension cords

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

## Electrocution

When one comes in contact with a voltage, high enough to cause a current flow, the person experiences a shock, causing serious injury or death. It is called 'electrocution'. The minimum current experienced by a human body is 1 milliampere (mA), and if the person experiences a current of 100 mA or more, it can be fatal. Moreover, electric shocks lead to various other complications that can be severe and damaging.

### ***Effects of electrocution***

#### *Burns*

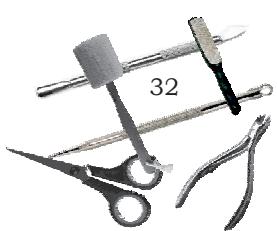
Electric shocks may lead to burns, which may be minor or major, depending on the voltage of the current experienced. Shocks above 500 volt can cause breakdown of the skin and injury to internal organs. Burns caused by such shocks can affect the heart too. In extreme cases, organ failure is followed by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

#### *Neurological effects*

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

#### *Fibrillation*

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



***Damage to bones***

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

***Damage to respiratory system***

Electric shocks can also paralyse the respiratory system, affecting the heartbeat or altogether stopping it.

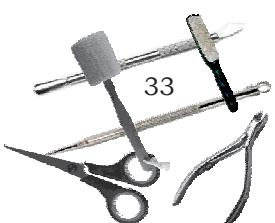
***Preventing electric shocks***

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

- 1) Keep all electrical appliances unplugged when not in use and at the time of a power cut.
- 2) Ensure that an extension cord is not overloaded and replace it when it gets damaged. Pull out the plug only after turning off the switch.
- 3) Electric appliances always need to be kept away from water. Do not keep or use any appliance near wash basins and never spill water on them.
- 4) Do not touch an electronic device with wet hands.
- 5) Make sure that the insulated grounding system or earthing is functional.
- 6) Do not try to repair an appliance on your own. Let an electrician handle the repair work.
- 7) Keep the electric appliances away from the reach of children.

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

- 1) Do not touch a victim with bare hands when the person suffers an electrocution. However, try to separate the person from the source of current.
- 2) Rescue is safe when power has been cut off and the rescuer is standing on some insulating material. Know the source of electrocution, and then try to rescue the victim.
- 3) Make a call to the emergency helpline numbers immediately.



- 4) Careful judgement and planning is important while rescuing a person. Do not proceed if not sure.
- 5) Check for injuries. There can be visible or hidden injuries like bleeding, burns or fractures.
- 6) Cover the victim with a blanket to regulate the person's body temperature. But do not cover in case of large wounds or burns.
- 7) Stay calm and monitor the condition of the victim.

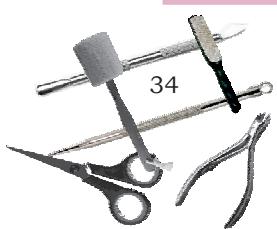
## Chemical safety

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

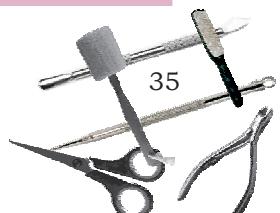
### Harmful chemicals

There are some chemicals that are harmful to health but it may be difficult to avoid these due to the lack of safer alternatives. The following table gives information on some of the harmful chemicals and products containing them, and precautions that must be taken.

<b>Chemical name</b>	<b>Found in products</b>	<b>Symptoms of exposure</b>	<b>Potential long-term effects</b>
Dibutyl Phthalate	Nail polish	Nausea, dizziness, eye and skin irritation	Reproductive toxicity, birth defects
Formaldehyde or Methylene Glycol	Nail hardener, nail polish, keratin hair straighteners	Breathing problems, coughing, wheezing, skin rashes, eye, nose and throat irritation	Cancer, dermatitis
Toluene	Nail polish, nail glue, hair dye, wig, hair glue or hairpiece bonding glue	Dizziness, headache, skin rashes, eye, nose and throat irritation	Liver and kidney damage, birth defects, pregnancy loss
Methyl Methacrylate (MMA)	Artificial nails	Breathing problems, chest pain, eye, nose and throat irritation, headache and nausea	Loss of smell, reproductive toxicity, asthma



Cyclopentasiloxane or Cyclomethicone	Flat iron sprays, thermal protection sprays	Under the high heat of a flat iron, cyclopentasiloxane creates formaldehyde	Skin irritation
Formaldehyde	Nail polish, body wash, shampoos, conditioners, cleansers, eye shadows, etc.	Leads to breathing problems, coughing, wheezing, skin rashes, eye, nose and throat irritation	Cancer, dermatitis
Styrene	Hair extension glue, lace wig glue	Vision problem, trouble in concentrating, tiredness	Cancer
Trichlorethylene	Hair extension glue, lace wig glue	Dizziness, headache, nausea, eye and skin irritation	Liver and kidney damage, dermatitis, double vision
1,4 Dioxane	Hair extension glue, lace wig glue	Eye and nose irritation	Cancer, liver and kidney damage
2-butoxyethanol or Ethylene Glycol Monobutyl Ether	Disinfectants, cleaners	Headache, eye and nose irritation	Reproductive toxicity
Quaternary Ammonium compounds or Dimethyl Benzyl Ammonium Chloride	Disinfectants and cleaners	Skin, eye and nose irritation	Asthma
P-phenylenediamine	Hair dye, henna tattoo	Skin irritation	Dermatitis
Glyceryl Thioglycolate	Permanent wave solution, 'acid perm'	Skin irritation	Dermatitis
Ammonium Persulfate	Hair bleach	Eye, skin and nose irritation, coughing, shortness of breath	Asthma, dermatitis
Ethyl Methacrylate	Artificial nails	Eye and skin irritation, rashes on eyelids, face or neck, difficulty in concentrating, coughing and shortness of breath	Asthma
Acetone	Nail polish remover, hairspray	Eye, skin and throat irritation, dizziness	Eye, skin and throat irritation, dizziness



Acetonitrile	Nail glue remover	Eye, skin and throat irritation, reddening of the face, chest pain and nausea	Weakness, exhaustion
Butyl Acetate, Ethyl Acetate or Isopropyl Acetate	Nail polish, nail polish remover, wig glue or hairpiece bonding glue	Eye, skin and throat irritation, headache, dizziness	Eye, skin and throat irritation, dermatitis
Methacrylic Acid	Nail primer, eyelash glue	Skin burns, eye, nose and throat irritation	Kidney damage, dermatitis, reproductive toxicity



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

## Chemical handling

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

### Personal Protective Equipment

All personnel working in a salon must wear Personal Protective Equipment (PPE) to avoid a mishap or injury. PPE includes apron, mask, gloves and head cover.

### Work areas

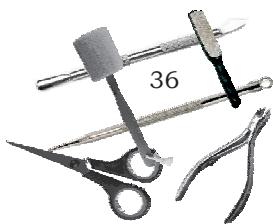
Never use tabletops as storage areas. However, chemicals for immediate use can be put on tabletops of the work area.

### Close bottles

The lids of bottles or jars, in which chemical products are stored, must be closed tightly after use and kept away from the edges so that they do not fall and spill on to the floor.

### Labels

All bottles must be labelled with the name of the chemicals or products stored inside, hazard pictogram and description about the product. Make sure that the labels are not worn out or damaged.



### *Transportation*

Do not carry chemicals and products loosely or in hands. Use a tray or cart to carry the products and avoid mishaps.

### *Check at regular intervals*

Examine the inventory at regular intervals so that the expired chemicals can be discarded and replaced with new ones.

### *Keep the floor clean from chemicals*

In case, a chemical spills on the floor, then immediately clean it (Fig. 1.31).

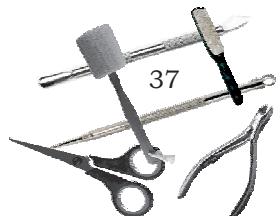


Fig. 1.31: In case a chemical spills, immediately clean the floor

## **Chemical storage**

Storing chemicals safely is important as even the slightest carelessness has the potential to cause a hazard and major accidents. Liquid chemicals are more dangerous as compared to powders because they can spill over to larger areas and increase the risk. So, there needs to be a storage area and containment facility to curb accidents. The personnel working in the salon must be trained in storing and using the chemicals. They must also be aware of what needs to be done in case of an emergency. Precautions that can help prevent accidents are as follows.

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



## First aid

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

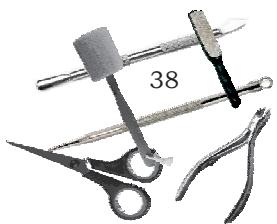
- 1) inform the authorities and emergency contacts immediately.
- 2) not try to neutralise an injury with other chemical(s) as it can make it worse.
- 3) not touch a burn, apply an ointment on the affected area or burst the blisters. The person must wait for a doctor instead.
- 4) keep a check on the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

## Posture, lifting and carrying

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

## Methods to avoid posture-related problems

- Do not strain a particular body part for a long period.
- Move and stretch the body parts between services or after every half-an-hour.
- Change your body posture by carrying out a variety of services or activities.
- While sitting at the time of rendering a service, it is important to have the chair at the right height.
- Exercise to keep the body fit and flexible.



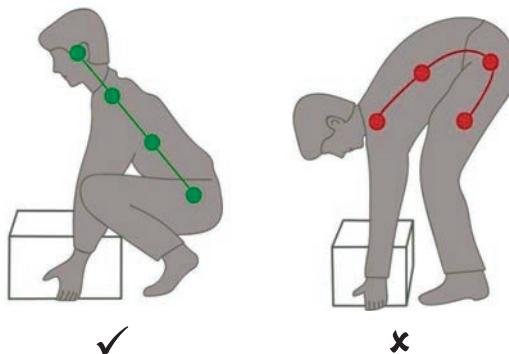


Fig. 1.32: The correct and incorrect postures while lifting a weight

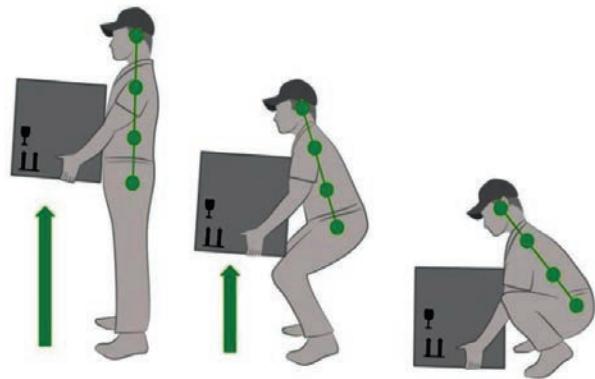


Fig. 1.33 (a-c): Follow these steps while lifting a weight

## Measures to adopt while lifting and carrying loads

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

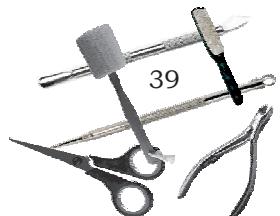
## Risks at workplace

We have already studied about the hazards that one may come across at a workplace. The risks associated with these hazards are:

- tripping over stray wires,
- bumping into equipment and things placed in the way and falling or getting injured,
- electric shocks or fire due to loose or frayed cables,
- slipping on water or some other liquid spilled on the floor,
- allergy from unsterilised tools, and
- burns from heating rods and hot water.



Fig. 1.34: Hazards at a workplace



## Parlour hygiene

A Beauty Therapist's role in maintaining hygiene in a salon is of utmost importance as it can make or mar its image. The person must be careful about cleaning and maintaining hygiene in the salon. Few important areas that need to be taken care of are as follows.



Fig. 1.35: Wash the hands with a hand wash or an anti-bacterial soap before and after a treatment

### Wash hands

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



Fig. 1.36: Keep the work surface clean and disinfected

### Work surface

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

### Chairs and couches

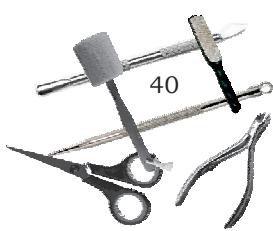
Chairs and couches must be cleaned daily (Fig. 1.37). Couches and chairs are, usually, made of material like Polyvinyl chloride (PVC), also known as polyvinyl or vinyl. They are easy to clean but cannot be disinfected with ethanol containing disinfectants as they react with the material, making it brittle. The cracks that appear due to brittleness are prone to microbe accumulation.

### Tools and instruments

All tools and instruments must be cleaned and disinfected before use. Read the manufacturer's instructions before cleaning an equipment.



Fig. 1.37: Keep the chairs and couches clean



## Floor

The floor must be cleaned with a disinfectant regularly. Make sure that nothing spills or drops on the floor. If something spills on the floor, then clean it immediately.

## NOTES

## Personal Protective Equipment (PPE)

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

### Apron

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

### Gloves

It protects the hands from getting contaminated and catching infections.

### Head cover

It prevents the hair from coming in contact with a chemical, and causing hindrance during a treatment.

### Shoes

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

### Mask

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

## Practical Exercises

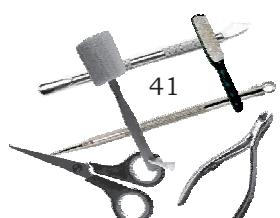
### Activity 1

Prepare a first aid box.

Material required: cardboard box and various first aid material (cotton, anti-septic liquid, cotton swabs for cleaning wound, sterilised gauze, forceps, scissors, safety pin, Band-Aid, bandages, etc.), white chart paper, sketch pens, pen, pencil and eraser

### Procedure

- Take a cardboard box and cover it with a chart paper.
- Now, make the first aid symbol on it with a red sketch pen.



- Put different first aid material in the box.
- Demonstrate it in the class.

### Activity 2

Prepare a chart on the use of fire extinguishers.

Material required: chart paper, sketch pens, pen, pencil and eraser

#### Procedure

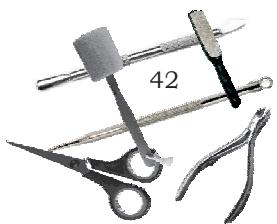
On the chart paper, draw a table as given below and put a tick (✓) or cross (✗) mark in the blank space provided.

Fire extinguisher used	Colour						
Type		Fires caused by wood, paper, etc.	Fires caused by flammable liquids	Fires caused by flammable gases	Fires caused by burning metals like magnesium and aluminium	Fires caused by electrical equipment	Fires caused by cooking oils
Water							
Foam							
Dry powder							
M28/L2							
CO <sub>2</sub>							
Wet chemical							

### Check Your Progress

#### A. Multiple Choice Questions

1. Class \_\_\_\_\_ fire is triggered by wood, paper, cloth, trash and plastics.  
 (a) A              (b) B              (c) C              (d) K
2. Water and foam fire extinguisher is the most suitable for Class \_\_\_\_\_ fire.  
 (a) D              (b) B              (c) C              (d) A
3. Dry powder fire extinguisher is used for Class \_\_\_\_\_ type of fire.  
 (a) B              (b) D              (c) C              (d) A
4. Personal Protective Equipment include \_\_\_\_\_.  
 (a) scissors              (b) forceps  
 (c) apron              (d) tweezers



## NOTES

### B. Fill in the Blanks

1. In extinguishing fire, \_\_\_\_\_ works by eliminating the heat element.
2. Wet chemical works by eliminating the heat and creating a barrier between \_\_\_\_\_ and fuels.
3. Carbon dioxide \_\_\_\_\_ is effective in extinguishing electrical fires.
4. A \_\_\_\_\_ prevents cross-infection and inhalation of chemical fumes.

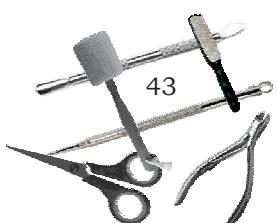
### C. Subjective Questions

1. What is electrocution? Write down the effects of electrocution.
2. Write a brief note on the type of fire extinguishers.

## What have you learnt?

### After completing this Session, are you able to:

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



## **Beauty Therapist-Class 11- Unit 1 Session 1**

### **A. Multiple Choice Questions**

1. \_\_\_\_\_ involve(s) counter sale of beauty products, including cosmetics and toiletries, which address age-related health and appearance issues of clients.
  - (a) Fitness and slimming
  - (b) Alternate therapy centres
  - (c) Rejuvenation centres
  - (d) Product and counter sales
2. \_\_\_\_\_ include(s) the core spa industry services, such as spa operation, spa education, spa products and events.
  - (a) Fitness and slimming
  - (b) Alternative therapy centres
  - (c) Rejuvenation centres
  - (d) None of the above
3. Unisex salons offer Beauty and Wellness services to \_\_\_\_\_.
  - (a) men
  - (b) women
  - (c) both (a) and (b)
  - (d) None of the above

### **B. Fill in the Blanks**

1. A Beauty \_\_\_\_\_ provides skin, hair, nail care and other related therapies to clients to improve their overall appearance.
2. Fitness and \_\_\_\_\_ centres provide services in the field of physical exercises, yoga, aerobics, other mind and body practices, and fitness and slimming.
3. The role of a Beauty Therapist includes applying the right \_\_\_\_\_, providing skincare services and doing the hairstyle.
4. Customers, generally, visit a salon to avail beauty treatments and \_\_\_\_\_.

### **C. Subjective Questions**

1. Describe any two sub-segments of the Beauty and Wellness sector.
2. Describe the career path of a Beauty Therapist in nail care services.

## **Beauty Therapist-Class 11- Unit 1 Session 2**

### **A. Multiple Choice Questions**

1. \_\_\_\_\_ helps in improving the appearance of feet and toenails.  
(a) Threading  
(b) Hairstyle  
(c) Pedicure  
(d) Bleaching
  
2. Manicure is a treatment for improving the appearance of \_\_\_\_\_.  
(a) hands  
(b) feet  
(c) toenails  
(d) face
  
3. Face clean-up is done for \_\_\_\_\_ the skin pores and allowing the skin to breathe.  
(a) clogging  
(b) unclogging  
(c) exfoliating  
(d) congesting

### **B. Fill in the Blanks**

1. In threading, the hair is pulled out in a \_\_\_\_\_ motion, wherein the thread traps the hair and pulls it out.
2. A \_\_\_\_\_ is achieved by arranging the hair in a certain way by the use of combs, blow-dryer and cosmetics like hair gel, etc.
3. Styling the hair is also called \_\_\_\_\_, especially when practised as an occupation.
4. Strip and \_\_\_\_\_ are the two types of waxing.

### **C. Subjective Questions**

1. What is the difference between manicure and pedicure?
2. What is the purpose of waxing?

## **Beauty Therapist-Class 11- Unit 1 Session 3**

### **A. Multiple Choice Questions**

1. A method of killing microorganisms with the help of steam is \_\_\_\_\_.  
(a) sterilisation  
(b) wiping  
(c) baking  
(d) steaming
2. \_\_\_\_\_ is not a characteristic of a Beauty Therapist?  
(a) having knowledge about products  
(b) positive body language  
(c) clean personal appearance  
(d) being in a hurry
3. A salon needs to be registered and must have a \_\_\_\_\_ to operate.  
(a) safe drinking water  
(b) licence  
(c) positive body language  
(d) None of the above
4. The basic sanitation practices in a salon involve \_\_\_\_\_.  
(a) keeping a dustbin  
(b) sterilising the equipment  
(c) using clean towels and gowns  
(d) All of the above

### **B. Fill in the Blanks**

1. Safe disposal of waste is an important step, as it helps in preventing infections and \_\_\_\_\_.
2. \_\_\_\_\_ is of utmost importance in the Beauty and Wellness sector.
3. The process of \_\_\_\_\_ destroys germs completely.
4. The \_\_\_\_\_ kit must always be kept in an accessible place.
5. Dispose waste material as per organisational standards in a \_\_\_\_\_ and hygienic manner.

### **C. Subjective Questions**

1. Describe any five responsibilities of a Beauty Therapist.
2. What do you mean by maintaining record cards?
3. Name any six tools that need to be sterilised.

## **Beauty Therapist-Class 11- Unit 1 Session 4**

### **A. Multiple Choice Questions**

1. Class \_\_\_\_\_ fire is triggered by wood, paper, cloth, trash and plastics.  
(a) A              (b) B              (c) C              (d) K
2. Water and foam fire extinguisher is the most suitable for Class \_\_\_\_\_ fire.  
(a) D              (b) B              (c) C              (d) A
3. Dry powder fire extinguisher is used for Class \_\_\_\_\_ type of fire.  
(a) B              (b) D              (c) C              (d) A
4. Personal Protective Equipment include \_\_\_\_\_.  
(a) scissors              (b) forceps  
(c) apron              (d) tweezers

### **B. Fill in the Blanks**

1. In extinguishing fire, \_\_\_\_\_ works by eliminating the heat element.
2. Wet chemical works by eliminating the heat and creating a barrier between \_\_\_\_\_ and fuels.
3. Carbon dioxide \_\_\_\_\_ is effective in extinguishing electrical fires.
4. A \_\_\_\_\_ prevents cross-infection and inhalation of chemical fumes.

### **C. Subjective Questions**

1. What is electrocution? Write down the effects of electrocution.
2. Write a brief note on the type of fire extinguishers.

# Unit

2



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## Do you know?

Skin is the largest organ of the human body. On an average, adults have around 8 pounds (3.6 kg) and 22 sq ft of skin.

# Skincare Services

## INTRODUCTION

A Beauty Therapist is a professionally trained individual, who specialises in beauty and wellness services, and offers services from head to toe in order to improve a person's overall appearance. The therapist performs skincare, make-up, depilation, manicure and pedicure services.

The person must have knowledge of beauty and wellness, safety and hygiene standards to be followed in a salon, beauty products, and a range of beauty services that are available in market.

This Unit gives an insight into anatomy and physiology of the skin and skincare services that are performed by the Beauty Therapist, such as cleansing, application of toners and skin fresheners, application of moisturisers, and bleaching.

In order to provide effective skincare services, the person must have knowledge about the basic anatomy and physiology of the skin. The students will also learn to identify the skin type. A make-up must be suggested based on a client's skin type. The students must also understand the effects of voluntary movements of face, neck and shoulder muscles.

## SESSION 1: ANATOMY AND PHYSIOLOGY OF THE SKIN

The Beauty Therapist needs to be aware of the basic anatomy and physiology of the skin in order to provide effective skincare services. ‘Skin’ is the protective or outer covering of the body. It is a waterproof, insulating shield, guarding the body against extremes of temperature, sunlight and harmful chemicals.

**Skin:** The skin acts as a protective shield for the body. The Beauty Therapist needs to be aware of the basic anatomy and physiology of the skin in order to provide effective skincare services to clients.

**Anatomy:** It refers to the structure of the human body and the relationship of different body parts with each other.

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

### Layers of the skin

The skin consists of three layers.

- Epidermis
- Dermis
- Hypodermis or subcutis

### Epidermis

Epidermis is the outermost or epithelial layer of the skin. It is a waterproof protective layer that covers the body and serves as a barrier to infections. It prevents loss of water from the body. The epidermis also prevents the entry of foreign bodies into the body. It does not have direct blood supply as it contains no blood vessels, and all nutrients are transferred to it from the dermis. The epidermis has three main type of cells. They are:

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

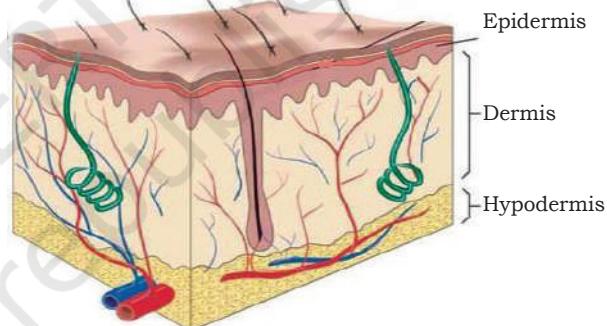


Fig. 2.1: Layers of the skin

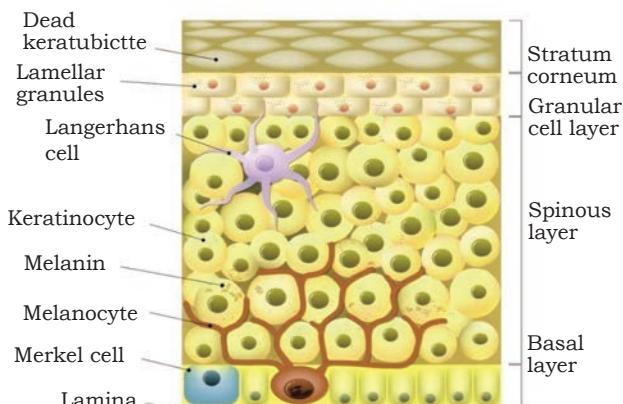


Fig. 2.2: Uppermost layer of skin — epidermis



### **Keratinocytes**

Keratinocytes become more mature or differentiated and accumulate keratin as they move outwards. They eventually fall or rub off. A specialised structure 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 ensures that the epidermis sticks firmly to the underlying dermis.

### **Melanocytes**

These are found in the basal layer of the epidermis. These cells produce a black-coloured pigment called ‘melanin’, which is responsible for skin pigmentation. Melanin is packaged into small parcels called ‘melanosomes’, which are then transferred to keratinocytes. Melanin protects the skin against ultraviolet rays.

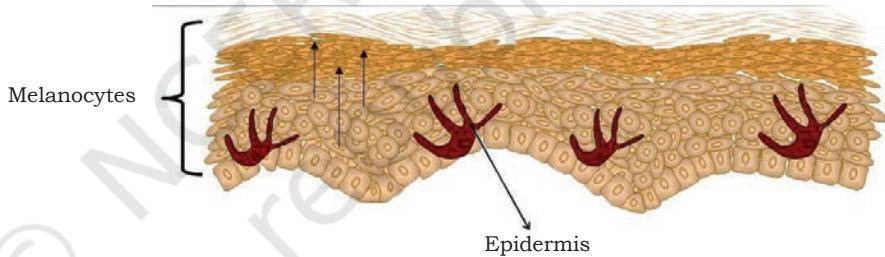


Fig. 2.3: Melanocytes in epidermis

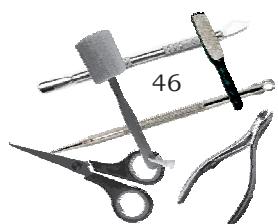
### **Langerhans**

These are the immune cells found in the epidermis. These are responsible for helping the body identify ‘allergens’ (material foreign to the body).

### **Other type of cells found in epidermis**

#### *Merkel cells*

These are found in the basal layer of the epidermis. Special immune-histochemical stains are needed to visualise merkel cells, which are also known as ‘merkel-ranvier cells’ or ‘tactile epithelial cells’. These are oval-shaped mechanoreceptors necessary for light touch sensation and found in the skin of vertebrates. However, their exact role and function is not understood.



## Dermis

It is the fibrous connective tissue or supportive layer of the skin. It lies below the epidermis. It contains blood capillaries, nerve endings, sweat glands, hair follicles, and other structures. Dermis consists of collagen and elastin fibre.

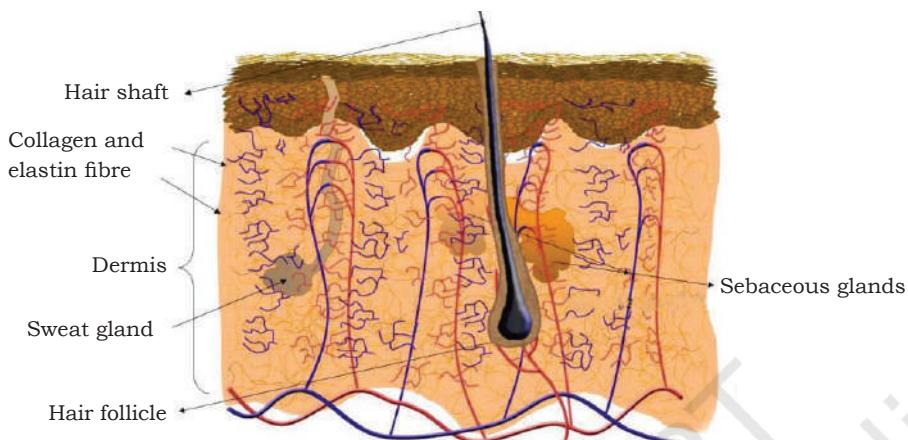


Fig. 2.4: Structure of the dermis

### **Collagen fibre**

This type of fibre predominates the dermis. Collagen fibre has enormous tensile strength and provides the skin with strength and thickness. Collagen bundles are small in the upper or papillary dermis and form thicker bundles in deeper or reticular dermis.

### **Elastin fibre**

It provides elasticity and pliability to the skin.

Collagen and elastin fibre are bound together by mucopolysaccharide gel, in which nutrients and wastes can diffuse into and form other tissue components. The dermis also contains nerves, blood vessels, epidermal adnexal structures, tissues and cells.

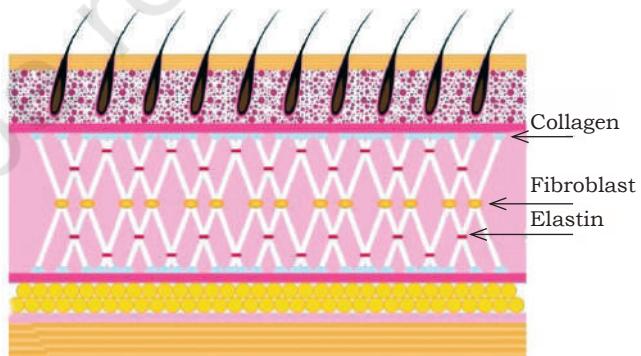
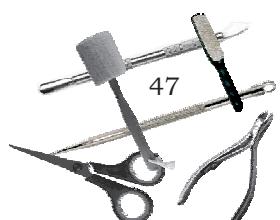


Fig. 2.5: Collagen fibre of the skin



## Hypodermis or subcutis

It is a layer that lies below the dermis. It is also called ‘subcutaneous tissue’, ‘hypodermis’ or ‘panniculus’. Subcutis mainly consists of fat cells (adipocytes), nerves and blood vessels. The fat cells are organised into lobules, which are separated by structures called ‘septae’, which contain nerves, larger blood vessels, fibrous tissue and fibroblasts. Fibrous septae may form dimples in the skin (cellulite).

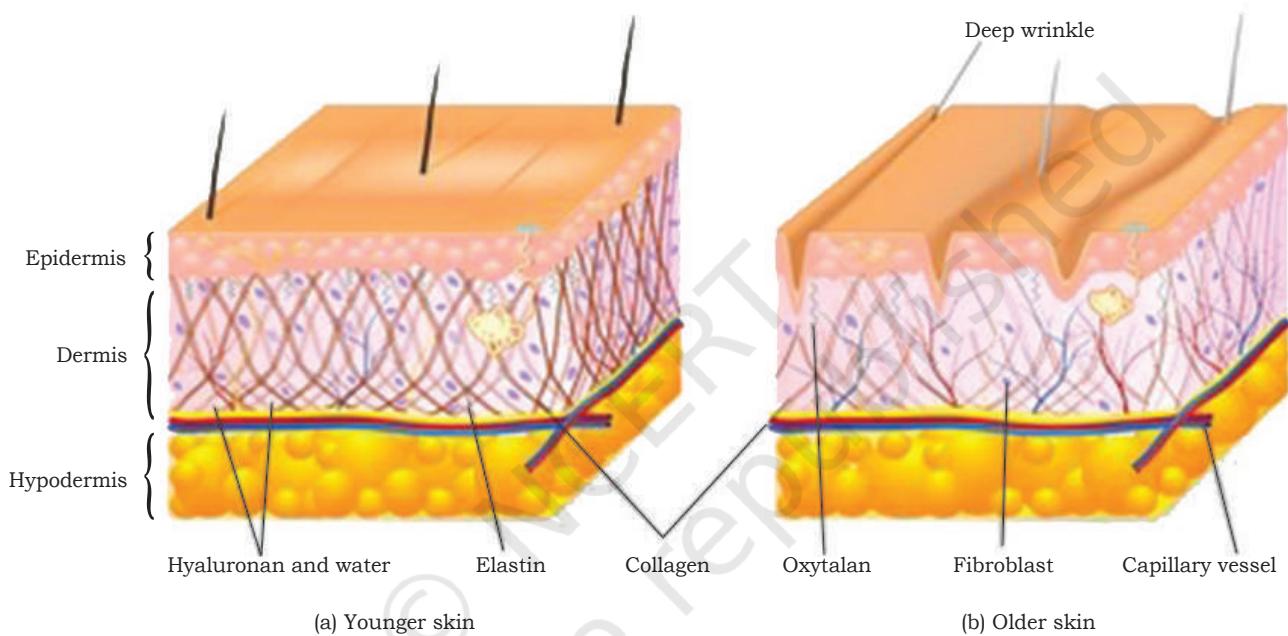


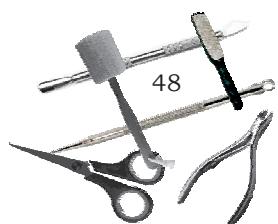
Fig. 2.6: Collagen fibre in younger and older skin

## Functions of the skin

Skin is the largest organ of the body. It performs key functions, resulting from multiple chemical and physical reactions taking place within it. The basic functions of the skin are as follows.

### Protection

Skin protects the body from injury, heat, radiation, chemicals and microorganisms. 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.

## NOTES

### Thermo regulation

The skin also serves as a temperature regulator, enabling the body to adapt to different temperatures and atmospheric conditions by regulating moisture loss. This is done by controlling the secretion of sweat by sweat glands followed by evaporation of sweat from the surface of the skin.

### Hormone synthesis

An active form of vitamin D is synthesised in the skin in the presence of sunlight.

### Excretion

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

### Immunological role

The skin plays immunological role too as the langerhans cells pick antigens from the skin and carry them to the lymph nodes.

### Sensory function

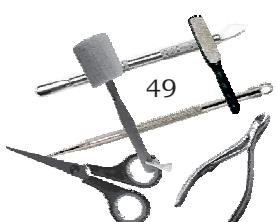
The skin has an intricate network of fine nerve terminals between epidermal cells and specialised nerve endings in the dermis and around cutaneous appendages. These nerve endings carry the sensation of touch, pain, temperature, wetness and itchiness.

## Practical Exercises

### Activity 1

Group discussion on the basic knowledge that a Beauty Therapist must have as regards to the anatomy of skin.

Material required: notebook and pen



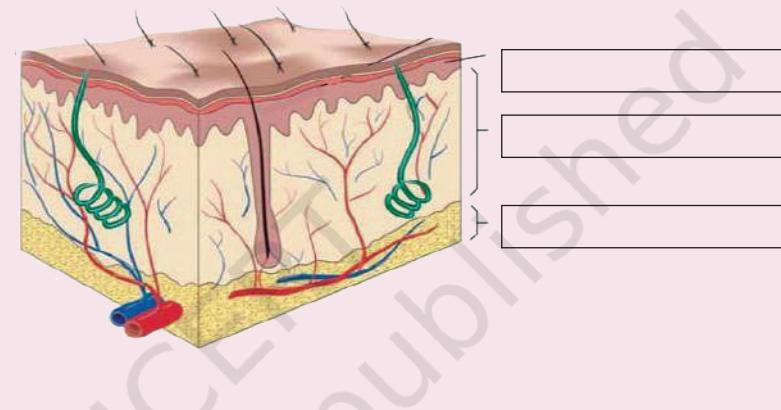
## NOTES

### Procedure

- The class is divided into groups, each having 3–4 members.
- One student will lead each group and ask one's respective group to discuss the basic knowledge required for a Beauty Therapist as regards to the anatomy of skin.
- The group leaders will present the discussion points of their respective groups before the class.
- Other students will note down the important points in their notebooks.

### Activity 2

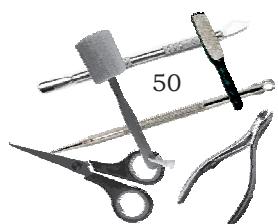
The anatomical structure of the skin is given below. Label the parts of the skin.



### Check Your Progress

#### A. Multiple Choice Questions

1. Epidermis has \_\_\_\_\_ cells.
  - (a) keratinocytes
  - (b) melanocytes
  - (c) langerhans
  - (d) All of the above
2. Which of the following are the functions of the skin?
  - (a) Protection
  - (b) Excretion
  - (c) Both (a) and (b)
  - (d) None of the above
3. Epidermis is the \_\_\_\_\_ layer of the skin.
  - (a) lowermost
  - (b) outermost
  - (c) middle
  - (d) None of the above



## NOTES

4. \_\_\_\_\_ protects the skin from ultraviolet rays.
- (a) Epidermis
  - (b) Subcutis
  - (c) Melanin
  - (d) Langerhans

### B. Fill in the Blanks

1. The uppermost layer of the skin is \_\_\_\_\_.
2. Dermis consists of \_\_\_\_\_ and elastin fibre.
3. Melanocytes produce a black-coloured pigment called \_\_\_\_\_.
4. Langerhans are the \_\_\_\_\_ cells found in the epidermis.
5. Dermis is the \_\_\_\_\_ connective tissue or supportive layer of the skin.

### C. Subjective Questions

1. Name the three layers of the skin.
2. List five functions of the skin.

## What have you learnt?

### After completing this Session, are you able to:

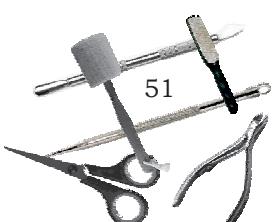
- explain the structure and functions of epidermis, dermis and subcutis.
- state the functions of the skin.
- name the cells found in the skin.

## SESSION 2: TYPES OF SKIN AND SKINCARE

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

### Basic skin types

A Beauty Therapist needs to have knowledge about the basic skin types before suggesting a treatment to the client. There are four basic skin types — normal, dry, oily and combination skin. Many internal and



## NOTES

external factors determine the condition of the skin, such as climate, pollution, medication, stress and hereditary factors.

### Normal skin

'Normal' skin is balanced. It is neither too dry nor too oily. The overall sebum and moisture content in such a skin is balanced but the T-zone (forehead, chin and nose) may be slightly oily. It is the rarest skin type. Therefore, it is important to take care of one's skin and keep oneself hydrated always.

#### **How to identify**

- Normal skin is healthy, soft and has a translucent glow.
- It does not have any mark or blemish.
- It has fine pores.
- There is adequate blood circulation in such a skin.
- Such a skin is not prone to sensitivity.
- The pH of such a skin is 5.5–5.8.

### Dry skin

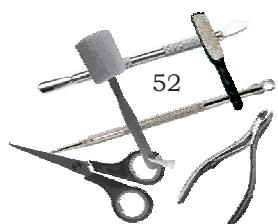
Dry skin produces less sebum than normal skin. As a result, the skin lacks lipids required to retain moisture and builds a protective shield against external influences. Dry skin is because of lack of lubrication from the sebaceous glands.

#### **How to identify**

- Dry skin can feel tight and rough, and looks dull.
- Such a skin has fine lines near the eyes and mouth. Elderly women having dry skin have prominent wrinkles and facial lines.
- It slowly loses elasticity with age.
- It is sensitive to irritation, rashes and infections.
- It is itchy if not moisturised regularly.
- The soles of the feet of people having dry skin develop cracks.

### Oily skin

Oily skin is the result of clogging of sebaceous glands, causing sluggish blood circulation. Such a skin has



increased sebum production as compared to normal skin. Many factors lead to the over production of sebum, and hence, oily skin. They are — genetics, hormonal changes, medication, stress and use of certain make-up products.

## NOTES

### **How to identify**

- Oily skin is thicker and coarser as compared to other skin types.
- It is characterised by a glossy shine.
- There are visible pores.
- Oily skin, usually, has pimples, blackheads and whiteheads.
- The skin is also prone to acne.
- Such skin is, generally, found around the nose and chin.

### **Combination skin**

This type of skin is common. The skin type varies in the T-zone and cheeks. An oily T-Zone and dry cheeks indicate combination skin.

### **How to identify**

- It is characterised by an oily T-zone.
- The skin has large pores in the T-zone.

### **Other skin types**

#### **Allergic and sensitive skin**

Such skin is sensitive to cold, heat, wind and rain. It becomes allergic and sensitive because of broken capillaries, and results in rashes or irritation through strong perspiration.

#### **Matured Skin**

It is somewhat similar to dry skin in appearance. It appears parched, saggy and dehydrated. The skin has deep lines.

### **How to perform skin analysis?**

The following steps must be followed to perform skin analysis.



## NOTES

- Step 1: Inform the client about the steps to be performed as part of skin analysis.
- Step 2: Cover the client's eyes with cool and wet cotton pads.
- Step 3: Now, look at the client's skin on the face and neck, using a magnifying glass in order to determine the skin type, skin conditions and the course of treatment.
- Step 4: Slightly stretch small section of the skin using middle and index fingers.
- Step 5: Cleanse the skin by following the recommended procedure.

### **Skincare techniques**

There are three important skincare techniques — cleansing, application of toners and skin fresheners, and moisturising.

#### **Cleansing**

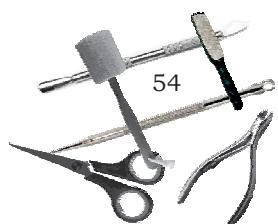
Cleansing is a common beauty treatment offered by most beauty salons. It is done to remove impurities accumulated in the skin pores. Cleansing lotion, gel or milk can be used for deep cleansing. Cleansing cream is used for cleansing and removing make-up. The cream melts as soon as it comes in contact with the skin, thus, allowing it to penetrate into the pores for deep cleansing. The cream also prevents the occurrence of blackheads.

#### **Application of toners and skin fresheners**

Toners are applied to refresh and cool the skin, and also remove traces of grease on the skin. Fresheners provide a soothing effect to the skin. Toners and fresheners are used as finishing agents for cleansing. These also make the skin soft and healthy.

#### **Moisturising**

Moisturisers are used to keep the skin soft and supple. These are made up of Normalising Moisturising Factor (NMF) ingredients. Moisturisers delay wrinkle formation.



## Aging of the skin, facial muscles and muscle tone

Aging is a natural process, in which major body parts and systems get affected over time. Aging is of two types — internal and external. Internal aging is caused by the genes one inherits, for example natural skin aging. External aging is caused by environmental factors, such as pollution, smoking, alcohol consumption, sun exposure, etc., for example actual premature skin aging. The early signs of aging start appearing around 28–30 years but they vary from person-to-person. Let us study about the natural aging process.



Fig. 2.7 (a–c): Aging process of the skin, facial muscles and muscle tone

## Skin cells

The formation of skin cells takes place in the bottom of the epidermis. Gradually, the cells move to the surface, where they die. In this way, dead cells are continually shed away from the skin. 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. Dryness increases, which leads to the formation of fine lines, wrinkles and sagging of the skin.

## Age spots

These are caused by prolonged exposure to sunlight and can be brown, black or gray in colour. Aging leads to increase in melanin, which causes skin pigmentation, leading to age spots.



Fig. 2.8: An age spot on the skin



## Bruising of the skin

The skin consists of three layers — epidermis, dermis and hypodermis or subcutis, which get thinner with age. The blood vessels, therefore, are prone to injury as they lose insulation and protection provided by the skin.

## Formation of wrinkles

Aging leads to decrease in the production of skin proteins—collagen and elastin, which are essential for younger and healthy skin. Collagen provides firmness and strength, while elastin provides flexibility and resilience to the skin. The reduced production of proteins leads to sagging of the skin and wrinkle formation. However, beauty therapies, such as red light therapy, LED, high frequency, etc., help activate collagen and elastin production.

## Dry skin

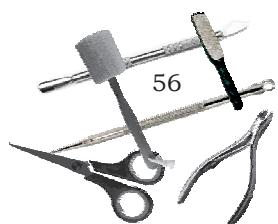
The skin gets dryer with age. As the number of oil producing glands decreases, there is a loss of fat and moisture, resulting in thinning of the skin. Even the skin type changes from oily to normal to dry. Besides, soaps, hot or cold temperatures, and use of some beauty products may further make the skin drier.

## Shrinking of muscles

Muscles also age and lose their tone with time. Facial skin and skin at the neck are attached to muscles. The shrinking of muscles makes signs of aging more apparent and the entire face starts to sag with age.

## Bone loss

Our face is supported by various bones, such as brow bone, nose, jawline and chin. With age, the skins under the eyes, around the nose, mouth and cheeks sag, and the jawline becomes less distinct due to bone loss. Many go for filler and botox treatments in order to get a younger looking face and skin. But these treatments are expensive and done only by specialists.



## **Face masks and their effect on the skin**

Face masks are beneficial in removing impurities, exfoliating, hydrating, soothing and toning the skin. There is an appropriate mask for every skin type.

### **Need for face mask**

Face masks penetrate deep into the skin — to areas where a moisturiser fails to reach.

Masks rejuvenate the skin by moisturising, detoxifying and replenishing it. A face mask must always be chosen according to the client's skin type, such as hydrating masks for dry skin, soothing and calming mask for sensitive skin, cleansing mask for oily skin, natural mask to nourish dull skin, and so on.



*Fig. 2.9: Applying the face mask*

### **Types of face mask**

A particular mask is not suitable for all skin type. Everyone has a unique skin type and each mask has its own set of properties. As mentioned above, the Beauty Therapist must select a mask keeping in view the client's skin type. Face masks are mainly of the following types.

#### **Clay mask**

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



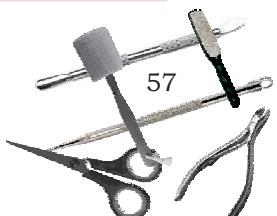
*Fig. 2.10: Clay mask*

#### **Peel-off mask**

It, generally, comes in gel, plastic or paraffin sub-types. Such a mask does not absorb as much oil and dirt as clay mask. Peel-off mask is mainly used for tightening the skin and promoting blood circulation. It works best for mature and dry skin as it hydrates and nourishes the skin.



*Fig. 2.11: Peel-off mask*



### **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 make the skin soft.



Fig. 2.12: Cream mask

### **Thermal mask**

Such a mask when applied to the face, gradually, warms the surface tissue and opens 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.



Fig. 2.13: Thermal mask

### **Warm oil mask**

It contains beneficial oils, such as almond oil, olive oil, vitamin oil, etc., in equal parts. Therefore, it is best for people having dry or mature skin as it makes the skin soft and supple, and imparts a healthy glow to it by promoting blood circulation.



Fig. 2.14: Warm oil mask

### **Natural mask**

It is based on the rejuvenating properties of plants, herbs and fruits like cucumber, papaya and oatmeal, and is good for every skin type. Natural mask moisturises and revitalises normal to dry skin, and provides nourishment derived from natural ingredients to the skin.

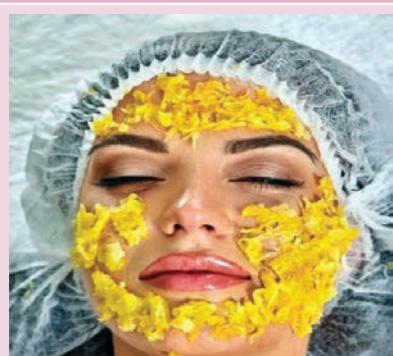
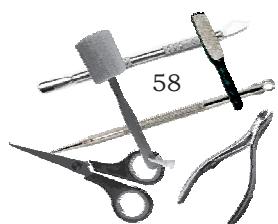


Fig. 2.15: Natural mask

## **Face mask: Points to remember**

- Do not apply face mask more than three times a week. Apply it on alternate days.
- Always cleanse the skin before applying the face mask as it is important to remove the impurities that might seep deeper into the skin, if not cleansed.



- The mask must not be left on the face for more than 20 minutes.
- Apply the mask evenly, with clean fingers or a mask brush.
- If the skin is inflamed or breaking out, applying mask in downward-outward motion will immediately reduce redness. For dull and dry skin, apply the mask in upward movement in order to increase blood circulation.
- Time the mask according to the manufacturer's instructions on the product's package.
- If the mask does not have exfoliating properties, scrub the skin gently before applying the mask. This allows the mask to penetrate into the skin. It is difficult to apply the mask, if there are dead skin cells on the face. Therefore, it is important that they are removed from the skin after cleansing.
- Some masks are removed by rinsing with water, while others are removed by wiping gently with a damp and warm cotton pad.
- After the mask is removed, moisturise the skin while it is still damp to lock in the hydration.

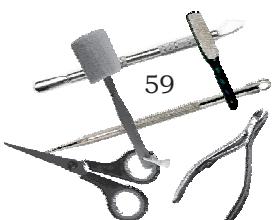
### Procedure of face mask application

The general guidelines that need to be followed while applying face mask are as follows.

- Make the client wear a head band to prevent hair coming in the way. Tuck a facial tissue under the edge to prevent the hair from getting soiled.
- Prepare mask as per the manufacturer's instructions on its package.
- Cleanse the skin to remove all impurities, excess oil and make-up.
- Apply the mask methodically with a brush, covering the face and neck evenly. Ensure that the mask is applied up to the hairline to the base of the neck. Avoid the area around the eyes and mouth.



*Fig. 2.16: Removal of face mask*



- Apply wet and cool eye pads over the eyes.
- Time the mask from this point and leave it to rest for 10 to 20 minutes.
- After the time is over, discard the eye pads and use a clean and damp sponge to soften the dried mask.
- Wipe the mask with firm upward finger movements.
- After it is removed, tone and blot the skin, and apply a moisturiser.

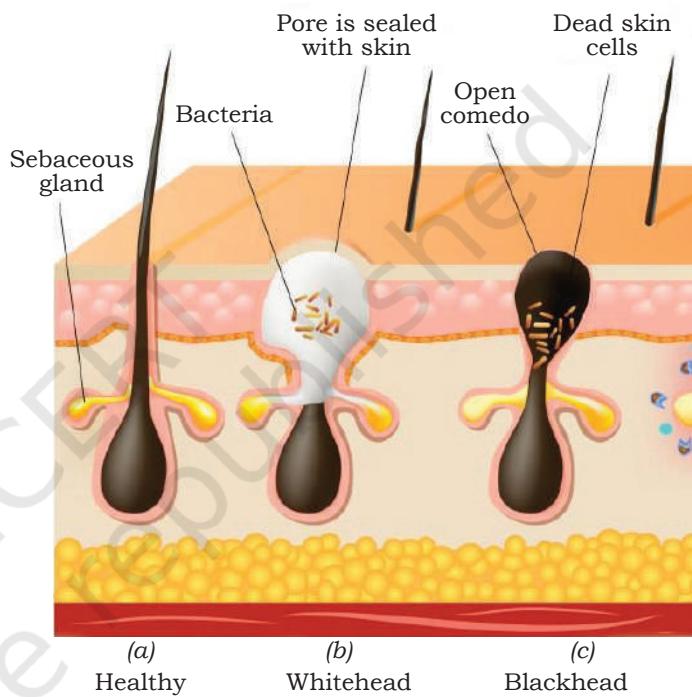


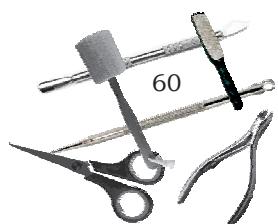
Fig. 2.17 (a–c): Skin impurities causing blackheads and whiteheads



Fig. 2.18 (a): Blackhead

### Blackhead removal

Blackheads are a type 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 on the face, neck, shoulders or even back. The main reasons of blackheads are dead skin cells not shedding naturally, changes in the hormone level, medication, acne-causing bacteria, excess oil production in the skin, etc.



## **Whitehead removal**

Whiteheads develop when dead skin cells, sebum and dirt clog the skin pores. Unlike blackheads, which can be pushed out, whiteheads are locked within the pores due to the presence of a thin layer of skin. This makes the treatment of whiteheads slightly difficult than blackheads. Whiteheads have closed ends, so these are difficult to be removed.

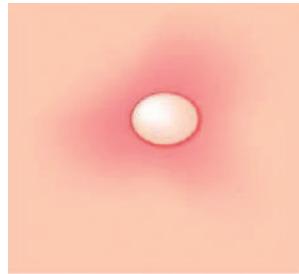


Fig. 2.18 (b): Whitehead

### **Material used to remove blackheads and whiteheads**

#### **Round loop extractor**

It is a metal loop, which slides in the pores and sweeps out the dirt without damaging or irritating the pores. It is an inexpensive and effective tool. It can be used in combination with other face cleaning methods like steaming as in case of sensitive skin. After using this tool, use a toner in order to close the unclogged pores.



Fig. 2.19: Round loop extractor

#### **Blackhead suction remover**

It is a mini vacuum that sucks impurities out of the pores using air pressure. It is a quick and painless method of removing blackheads and whiteheads.

#### **Scrub**

Oatmeal scrub is beneficial in case of whiteheads. Gentle circular motions help clean the clogged pores.

#### **Face steamer**

Put the client's face close to the steamer as recommended. Small amount of water is put into the steamer, which converts into steam. The steam helps unclog the pores, thereby, helping in the extraction of blackheads and whiteheads. Be careful while working with this machine. After steaming is over, apply toner near the clean pores.



Fig. 2.20: Skin warming using a steamer

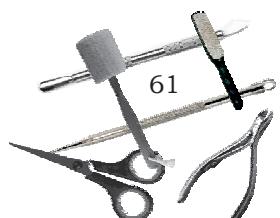




Fig. 2.21: Skin warming using hot water steam



Fig. 2.22: Skin warming using a wet towel

## Skin warming or facial steaming

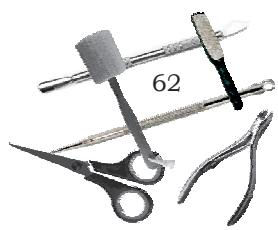
Facial steaming is also known as ‘skin warming’. Steaming has multiple benefits on the skin as natural oils flow freely into the skin, thereby, preventing the pores from getting clogged.

### Benefits

- The skin becomes more receptive to skin treatments, such as application of masks, serums, etc., after steaming.
- Steaming increases blood circulation in the face.
- It helps remove toxins from the skin through perspiration.
- It softens the dirt clogged inside the pores for easy removal.
- Steaming helps in relaxing as the skin becomes free from dirt and impurities.

### Points to remember

- Steam the client’s skin before applying the mask as it helps open the pores and enables deep cleansing.
- Cleansing and exfoliating must be followed by steaming.
- There are two common and simple ways of skin warming — hot towels and steamers.
- The first method involves dipping a clean towel into hot water and putting it on the client’s face after squeezing it lightly and cooling it. The second option is to bring the water to boil, and then, turn off the heat. Now, with a clean towel draped over the head, place the face above the pot containing the hot water to absorb the steam.
- Both the methods can be used for a minute or two. Too much steaming can cause redness.
- Keep the client’s skin type in mind before giving steam.
- The other method is using face steamers available in a salon.



## Duties of a Skincare Therapist

A Skincare Therapist cleanses and beautifies the face and body to enhance a person's overall appearance. Some of the duties performed by the therapist are as follows:

- perform facial clean-up and full-body massage to improve the health and appearance of the client's skin
- clean the work area and disinfect the equipment before starting the skin treatment
- analyse the client's skin type and condition
- discuss the available treatments with the client and decide the product that will help improve the person's skin quality
- remove all unwanted hair on the face by waxing or threading
- clean the skin before applying make-up
- recommend skincare products like cleansers, lotions, creams, face masks, etc., to the client
- teach the client to apply make-up and take care of the skin
- refer the client to a dermatologist for serious skin problems, if any

## NOTES

### Practical Exercises

#### Activity 1

Identification of skin type.

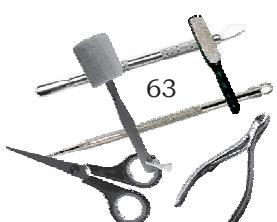
Material required: notebook and pen

#### Procedure

- The class is divided into groups, each having 3–4 students.
- One student will lead each group.
- Students in each group are asked to identify each other's skin types — normal, dry, oily, etc. They will also look for skin allergies, if any.
- Each group leader will present the observations made by their respective groups before the class.
- The other students will note down the important points in their notebooks.

#### Activity 2

Practical sessions on cleansing, moisturising and face mask application.



## NOTES

Material required: cleansing milk or lotion, face mask, brush, bowl, moisturiser, head band, apron, towel, water, eye pads, cotton and sponge pads

### Procedure

- The class is divided into groups, each having 3–4 members.
- The students in each group will practise cleansing, moisturising and face mask application as per the procedure given in this Session.
- The teacher will evaluate the performance of the students and give them feedback.

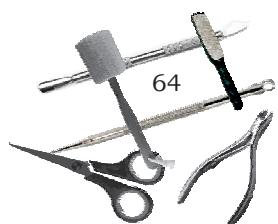
## Check Your Progress

### A. Fill in the Blanks

1. Cleansing is performed to remove \_\_\_\_\_ accumulated in the skin pores.
2. Creams are also used to prevent the occurrence of \_\_\_\_\_.
3. Moisturisers delay the formation of \_\_\_\_\_.
4. The pH of \_\_\_\_\_ skin ranges from 5.5 to 5.8.
5. Dry skin is because of lack of lubrication from the \_\_\_\_\_ gland.
6. Oily skin has a tendency of developing open pores, \_\_\_\_\_ and blackheads.
7. A \_\_\_\_\_ mask is used for tightening the skin and promoting blood circulation.

### B. Subjective Questions

1. Explain the step-by-step procedure for performing skin analysis.
2. Explain the following skincare techniques:
  - (a) Cleansing
  - (b) Moisturising
3. What is aging?
4. What causes wrinkles?
5. Name and describe any two type of skin masks.
6. What is a blackhead?



## What have you learnt?

## NOTES

### After completing this Session, are you able to:

- state the importance of skin analysis.
- explain the steps for conducting a skin analysis.
- describe the common skincare techniques.
- identify different skin types.

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

'Muscle' is a tissue that contracts and relaxes in order to move a particular part of the body. Therefore, the main function of muscles is to aid the movement of various body parts and maintain posture. Muscular movements help passage of blood, lymph and food in the digestive system. The three types of muscles found in the human body are 'cardiac', 'skeletal' and 'smooth' muscles. Cardiac muscles perform involuntary muscular movements of the heart, aiding it to pump blood throughout the body. Skeletal muscles are attached to the bones and skin. They perform voluntary muscular movements of the bones, aiding physical movements of the body, such as walking, running and writing. Smooth muscles perform involuntary muscular movements of internal organs, aiding functions, such as digestion, urination and breathing.

A Beauty Therapist must be aware of the location and functions of various voluntary muscles of the face, neck, hands and legs. In this Session, we shall study about some of the voluntary muscles of the face, neck, hands and arms so that the students are able to provide massage correctly. We will also study about the effect of voluntary movements of the following:

- Facial muscle
- Eyebrow muscle
- Muscles of the nose
- Muscles of the mouth
- Muscles of the ear
- Muscles of mastication
- Muscles of the neck



**Facial muscle**

The top of the skull is covered by 'epicranius' or 'occipitofrontalis' muscle. This muscle has two parts — occipitals (rear part) and frontalis (front part). The voluntary movement of frontalis helps in the movement of eyebrows and skull. Occipitals and frontalis are connected by the tendon.

**Eye brow muscle**

Orbicularis oculi is a facial muscle that surrounds the margin of the eye socket. It helps in blinking.

**Muscles of the nose****Procerus**

This muscle extends from the bridge of the nose to the top between the eyebrows. Wrinkles are created across the bridge of the nose by depressing the eyebrows.

**Nasalis**

Nasalis muscle of the nose compresses the nose, causing wrinkles. It is responsible for the flaring of nostrils when underwater, thereby, preventing water from entering the nose.

**Muscles of the mouth****Quadratus labii superioris**

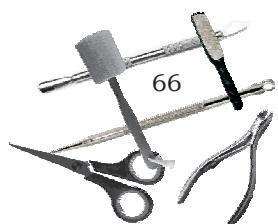
This muscle surrounds the upper part of the lip and helps in opening the mouth by lifting the upper lip. It is the reason behind a person's facial expressions.

**Quadratus labii inferiors**

This muscle surrounds the lower part of the lip. It also enables facial expressions.

**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 the cheeks when blowing and keeps food in the mouth while chewing.



## Caninus

This muscle is located under the Quadratus labii 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 lip 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.

## Muscles of the ear

### Auricularis superior

This muscle is present above the ear.

### Auricularis posterior

This muscle is present behind the ear.

### Auricularis anterior

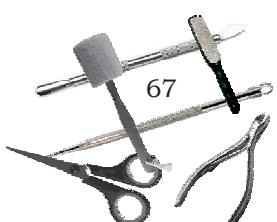
This muscle is present in front of the ear.

## Muscles of mastication

### Temporalis and mastication

This muscle coordinates the opening and closing of the mouth. It is also called 'chewing muscle'.

## NOTES



## Muscles of the neck

### Platysma

It is located in front of the throat. It pulls down the lower jaw and angles of the mouth. The expression of sadness is because of this muscle.

### 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 back of the neck. It aids in rotating the shoulder blade and controlling the swinging movement of the arm.

### Pectoralis major and minor

These muscles cover the front of the chest. They help in arm movement.

## Common body movements

### Flexion

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

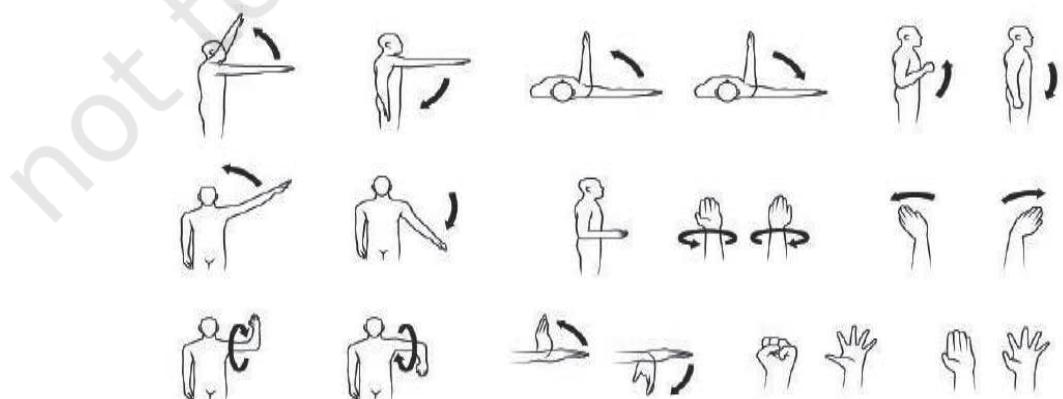
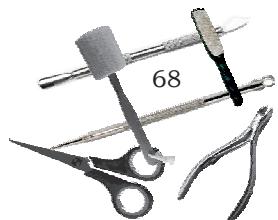


Fig. 2.23: Common body movements



## Adduction

Adduction is a movement that 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 the sagittal plane.

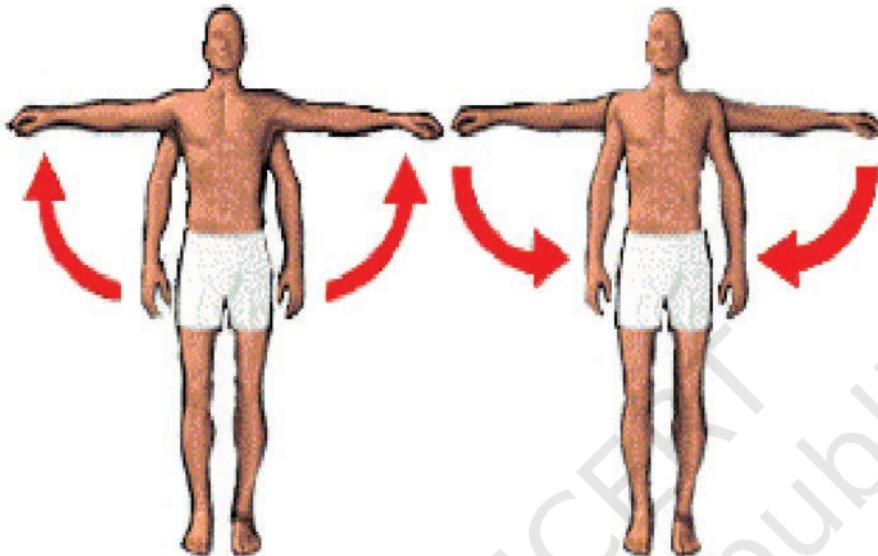


Fig. 2.24(a): Abduction

Fig. 2.24(b): Adduction

## Prone position

It refers to lying with the front or face downwards.

## Supine

It refers to lying with the front or face upwards.

## Dorsi flexion

It helps turning of the foot or toe upwards.

## Plantar flexion

This enables turning the foot downwards.



Fig. 2.25: Plantar flexion

## Practical Exercise

### Activity

Identification of muscles and their location.

Material required: notebook and pen

### Procedure

Match the muscles with their location.

1.	Nasalis	(a)	Ear
2.	Caninus	(b)	Chin
3.	Triangular	(c)	Mouth
4.	Platysma	(d)	Nose
5.	Auricularis superior	(e)	Throat

### Check Your Progress

#### A. Fill in the Blanks

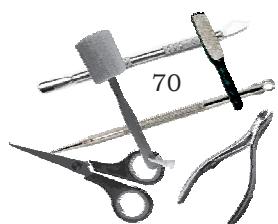
1. Epicranius muscle has two parts, namely \_\_\_\_\_ and frontalis.
2. The voluntary movement of \_\_\_\_\_ help in the movement of eyebrows and skull.
3. The movement of the lower lip is controlled by \_\_\_\_\_ muscle.

#### B. Match the Columns

<b>A</b>	<b>B</b>
1. Buccinator	(a) Situated on the tip of chin
2. Mentalis	(b) Muscle of the nose
3. Procerus	(c) Lying with the face upwards
4. Mouth muscles	(d) Gives shape to cheek
5. Supine	(e) Quadratus labii inferiors

#### C. Multiple Choice Questions

1. Which of the following is the muscle of the neck?
  - (a) Latissimus dorsi
  - (b) Temporalis
  - (c) Caninus
  - (d) Supine



2. Which of the following muscle is present behind the ear?
- (a) Auricularis superior
  - (b) Auricularis posterior
  - (c) Auricularis anterior
  - (d) None of the above

## What have you learnt?

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

- differentiate between the body movements controlled by various muscles.

## SESSION 4: BLEACHING

We have fine hair all over the body, such as stomach, back, etc. Unwanted hair must be removed by suitable hair removal procedures. The common hair removal procedures are — bleaching, threading and waxing. However, bleaching does not remove hair like threading and waxing. It only destroys the colouring pigment ‘melanin’. When a light ray passes through them, the hair appear pale golden. A number of chemicals, such as Hydrogen peroxide ( $H_2O_2$ ) and ammonia are used as bleaching agents.

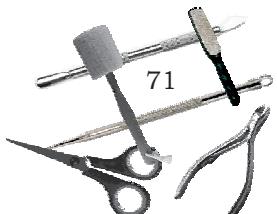


Fig. 2.26: Bleaching agent

### Patch test

As chemicals are used in bleaching, it is always recommended to perform the treatment only after conducting a ‘patch test’. This test is conducted by following these steps.

- Step 1: Select a suitable bleach based on the requirement of a client and the person’s skin type.
- Step 2: Take a teaspoon of bleaching cream.
- Step 3: Add two to three grains of ammonia to the bleaching cream and mix well.
- Step 4: Apply bleach on a small patch of the skin behind the ear.
- Step 5: Wait for 10–15 minutes and observe for allergy or redness on the skin.



## NOTES

- Step 6: If there is an allergy, then avoid using the bleach. Natural bleach can be used in this case.  
Step 7: If no allergy is observed, then one may proceed with the procedure.

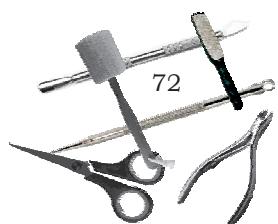
## Bleaching

### Material required

- Head band
- Medium and small size towel
- Cleansing milk
- Eye pads (tea bags, cucumber slices)
- Cotton pieces (2×2")
- Plastic, glass or ceramic bowl or plate
- Spatula
- Bleaching cream
- Ammonia
- Moisturiser
- Lacto calamine
- Ice cubes
- Chilled water

### Procedure

- Step 1: Collect the required information, such as the age of the client, the last time the person underwent bleaching procedure, etc.
- Step 2: Seat the client comfortably.
- Step 3: Identify the client's skin type and condition.
- Step 4: Conduct a patch test to check for infections or allergies.
- Step 5: Wrap a head band above the client's forehead and cover the clothes with a large towel, apron or disposable sheet.
- Step 6: Apply and spread cleansing milk all over the client's face and neck.
- Step 7: Massage the neck and face in upward and outward direction with a moist cotton pad.
- Step 8: Prepare the paste required for bleaching. Take 2–3 spatula of bleaching cream and 2–3 granules of ammonia, and mix well.
- Step 9: Apply the paste to the upper lip first, and then, to the rest of the face.



- Step 10: Place eye pads to protect the eyes from watering.
- Step 11: Now, wait for 5–7 minutes for the bleach to process.
- Step 12: Remove little bleach from few spots and observe or the colour of the hair.
- Step 13: If the hair is not bleached as desired, wait for another five minutes.
- Step 14: Again check for the effectiveness of the bleach.
- Step 15: Remove the bleach with a spatula from all over the face and neck.
- Step 16: Rub an ice cube all over the face and neck for relaxation.
- Step 17: Apply moisturiser, sunscreen lotion or oil on the face.
- Step 18: Lay a thin layer of lacto calamine in order to give a soothing effect to the skin.

## NOTES

### Advantages

- It gives instant result (within 10 minutes).
- It lightens the skin tone.
- It helps in removing suntan.

### Disadvantages

- Prolonged use of chemicals may have harmful effects on the skin and hair.
- The client requires post-bleach care.

## Practical Exercises

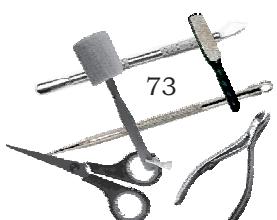
### Activity 1

Role-play on conducting patch test.

Material required: bleaching cream, ammonia granules, mixing bowl and brush

#### Procedure

- Step 1: Select bleach based on a person's skin type and requirement.
- Step 2: Apply bleach on a small patch of the skin behind the ear.
- Step 3: Wait for 10–15 minutes and observe for allergy or redness on the skin.



## NOTES

- Step 4: If there is an allergy, then avoid using chemical bleach. Natural bleach can be used in such cases.  
Step 5: If no allergy is observed, then you may proceed with the bleaching procedure.

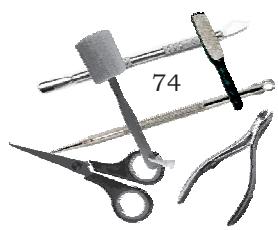
### Activity 2

Role-play on bleaching.

Material required: head band, towel, cleansing milk, eye pads (tea bags or cucumber slices), cotton pieces (2×2"), plastic glass or ceramic bowl, spatula, bleaching cream, ammonia grains, moisturiser, lacto calamine, ice cubes and chilled water

### Procedure

- Step 1: Collect required information like the age of a client, last time the person had undergone bleaching procedure, etc.  
Step 2: Offer a comfortable chair to the client.  
Step 3: Identify the client's skin type and condition.  
Step 4: Conduct a patch test to check for infections or allergies.  
Step 5: Wrap a head band above the client's forehead and cover the clothes with a large towel or apron.  
Step 6: Apply and spread cleansing milk all over the client's face and neck.  
Step 7: Prepare the bleaching paste. Follow these steps.
  - Take 2–3 spatula of bleaching cream.
  - Add 2–3 granules of ammonia to it and mix well.  
Step 8: Apply the paste to the upper lip first, and then, to the rest of the face.  
Step 9: Place eye pads on the eyes to protect them from watering.  
Step 10: Wait for 5–7 minutes for the bleach to process.  
Step 11: Remove little bleach from few spots and observe for the colour of the hair.  
Step 12: If the hair is not bleached as desired, then wait for another five minutes.  
Step 13: Again check for the effectiveness of the bleach.  
Step 14: Remove the bleach with a spatula from all over the face and neck.  
Step 15: Rub an ice cube all over the face and neck for relaxation.  
Step 16: Apply moisturiser, sunscreen lotion or oil on the face.  
Step 17: Lay a thin layer of lacto calamine on the face in order to give a soothing effect to the skin.



## Check Your Progress

## NOTES

### A. Fill in the Blanks

1. Chemicals, such as H<sub>2</sub>O<sub>2</sub> and ammonia are used as \_\_\_\_\_ agents.
2. It is recommended that a \_\_\_\_\_ test is conducted before starting the actual bleaching process.
3. Eye pads are required to protect a person's eyes from \_\_\_\_\_.
4. Bleaching paste is prepared by mixing bleaching cream with \_\_\_\_\_ grains.

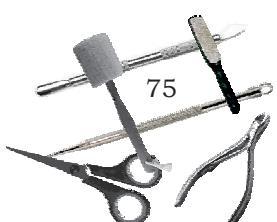
### B. Subjective Questions

1. Name two bleaching agents.
2. Write down the procedure for conducting a patch test.
3. What are the advantages of bleaching?

## What have you learnt?

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

- carry out a patch test.
- perform bleaching procedure.



## **Beauty Therapist-Class 11- Unit 2 Session 1**

### **A. Multiple Choice Questions**

1. Epidermis has \_\_\_\_\_ cells.
  - (a) keratinocytes
  - (b) melanocytes
  - (c) langerhans
  - (d) All of the above
2. Which of the following are the functions of the skin?
  - (a) Protection
  - (b) Excretion
  - (c) Both (a) and (b)
  - (d) None of the above
3. Epidermis is the \_\_\_\_\_ layer of the skin.
  - (a) lowermost
  - (b) outermost
  - (c) middle
  - (d) None of the above
4. \_\_\_\_\_ protects the skin from ultraviolet rays.
  - (a) Epidermis
  - (b) Subcutis
  - (c) Melanin
  - (d) Langerhans

### **B. Fill in the Blanks**

1. The uppermost layer of the skin is \_\_\_\_\_.
2. Dermis consists of \_\_\_\_\_ and elastin fibre.
3. Melanocytes produce a black-coloured pigment called \_\_\_\_\_.
4. Langerhans are the \_\_\_\_\_ cells found in the epidermis.
5. Dermis is the \_\_\_\_\_ connective tissue or supportive layer of the skin.

### **C. Subjective Questions**

1. Name the three layers of the skin.
2. List five functions of the skin.

## **Beauty Therapist-Class 11- Unit 2 Session 2**

### **A. Fill in the Blanks**

1. Cleansing is performed to remove \_\_\_\_\_ accumulated in the skin pores.
2. Creams are also used to prevent the occurrence of \_\_\_\_\_.
3. Moisturisers delay the formation of \_\_\_\_\_.
4. The pH of \_\_\_\_\_ skin ranges from 5.5 to 5.8.
5. Dry skin is because of lack of lubrication from the \_\_\_\_\_ gland.
6. Oily skin has a tendency of developing open pores, \_\_\_\_\_ and blackheads.
7. A \_\_\_\_\_ mask is used for tightening the skin and promoting blood circulation.

### **B. Subjective Questions**

1. Explain the step-by-step procedure for performing skin analysis.
2. Explain the following skincare techniques:
  - (a) Cleansing
  - (b) Moisturising
3. What is aging?
4. What causes wrinkles?
5. Name and describe any two type of skin masks.
6. What is a blackhead?

### **Beauty Therapist-Class 11- Unit 2 Session 3**

#### **A. Fill in the Blanks**

1. Epicranius muscle has two parts, namely \_\_\_\_\_ and frontalis.
2. The voluntary movement of \_\_\_\_\_ help in the movement of eyebrows and skull.
3. The movement of the lower lip is controlled by \_\_\_\_\_ muscle.

#### **B. Match the Columns**

<b>A</b>	<b>B</b>
1. Buccinator	(a) Situated on the tip of chin
2. Mentalis	(b) Muscle of the nose
3. Procerus	(c) Lying with the face upwards
4. Mouth muscles	(d) Gives shape to cheek
5. Supine	(e) Quadratus labii inferiors

#### **C. Multiple Choice Questions**

1. Which of the following is the muscle of the neck?  
(a) Latissimus dorsi  
(b) Temporalis  
(c) Caninus  
(d) Supine
2. Which of the following muscle is present behind the ear?  
(a) Auricularis superior  
(b) Auricularis posterior  
(c) Auricularis anterior  
(d) None of the above

### **Beauty Therapist-Class 11- Unit 2 Session 4**

#### **A. Fill in the Blanks**

1. Chemicals, such as  $H_2O_2$  and ammonia are used as \_\_\_\_\_ agents.
2. It is recommended that a \_\_\_\_\_ test is conducted before starting the actual bleaching process.
3. Eye pads are required to protect a person's eyes from \_\_\_\_\_.
4. Bleaching paste is prepared by mixing bleaching cream with \_\_\_\_\_ grains.

#### **B. Subjective Questions**

1. Name two bleaching agents.
2. Write down the procedure for conducting a patch test.
3. What are the advantages of bleaching?

# Unit

3



# Manicure and Pedicure Services



171119CH03

## INTRODUCTION

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

The Beauty Therapist, in particular, must know about the following:

- anatomical structure, functions and characteristics of nails, and the process of nail growth. The structure of the nail includes:
  - Nail root matrix
  - Nail mantle
  - Nail plate
  - Nail wall
  - Nail grooves
  - Nail bed
  - Lunula
  - Free edge
  - Hyponychium
  - Cuticle

## NOTES

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

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

Anatomy is the study of the structure of the body of humans and animals, what it is made of, i.e., bones, muscles and skin.

The human body consists of various organ systems, such as circulatory, digestive, respiratory, excretory, nervous and endocrine. A synergistic function of these systems is vital for the health and wellness of a person. Beauty therapies help relieve stress through massage and naturopathy procedures or other alternative therapies, which relax the muscles. Therefore, it is important to know about the anatomy of arms, legs, hands and feet. The main systems of human body are — respiratory, venous, arterial, muscular, digestive, skeletal, nervous, lymphatic, endocrine, urogenital and integumentary (Fig. 3.1). The knowledge of anatomy also helps in the identification of diseases, infections and contra-indications.



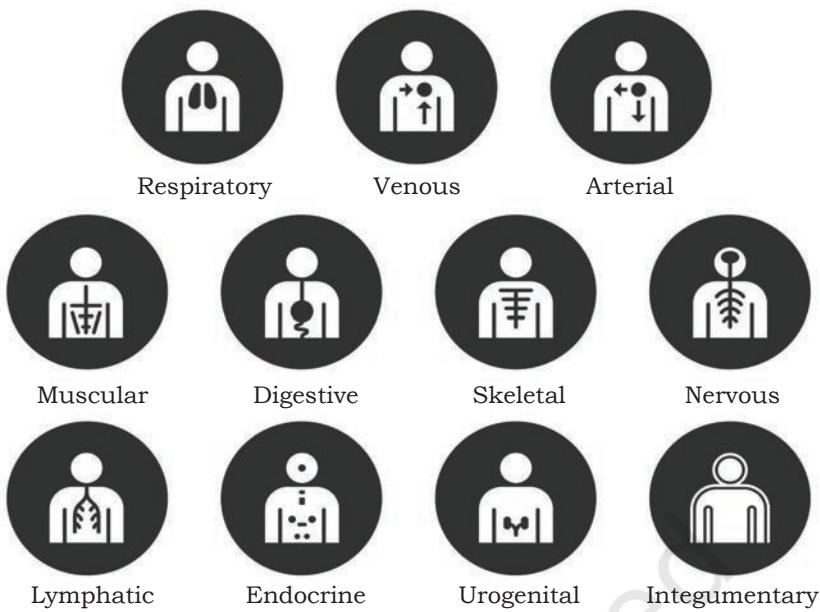
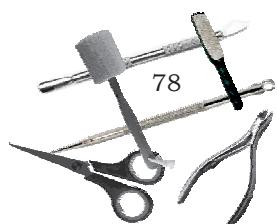


Fig. 3.1: Body systems

## Skeletal system

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

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



Massage assists the skeletal system in these ways:

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

Let us now take a look at the following diagrams [Fig. 3.2(a), 3.2(b) and 3.3] for a better understanding of bones.

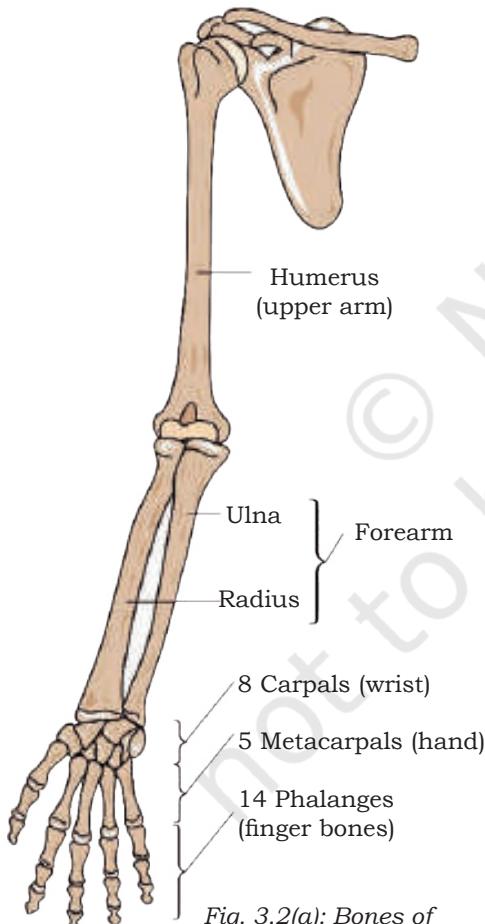


Fig. 3.2(a): Bones of the arm

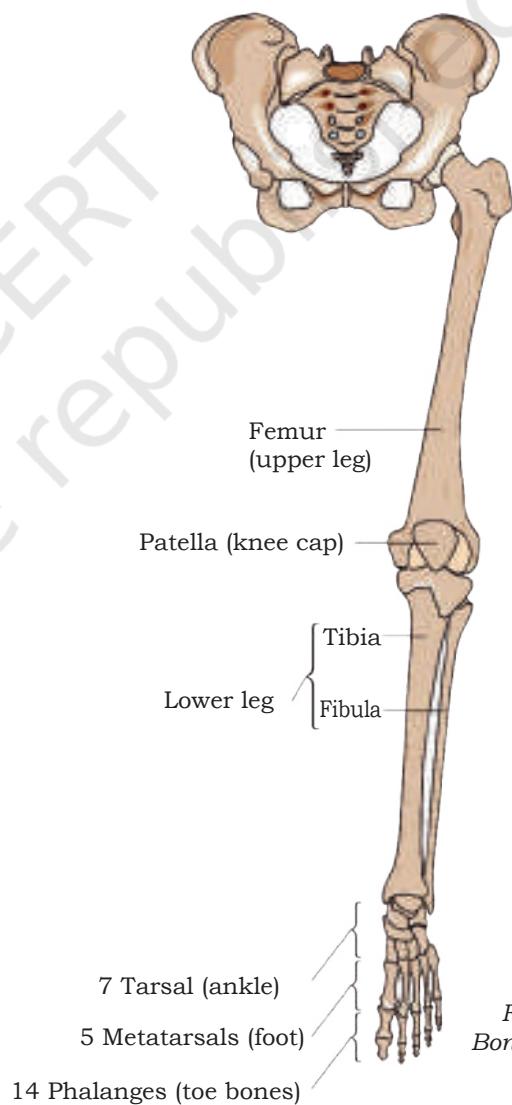
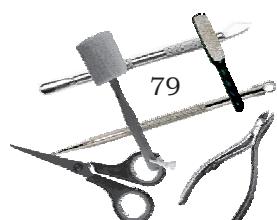


Fig. 3.2(b):  
Bones of the leg



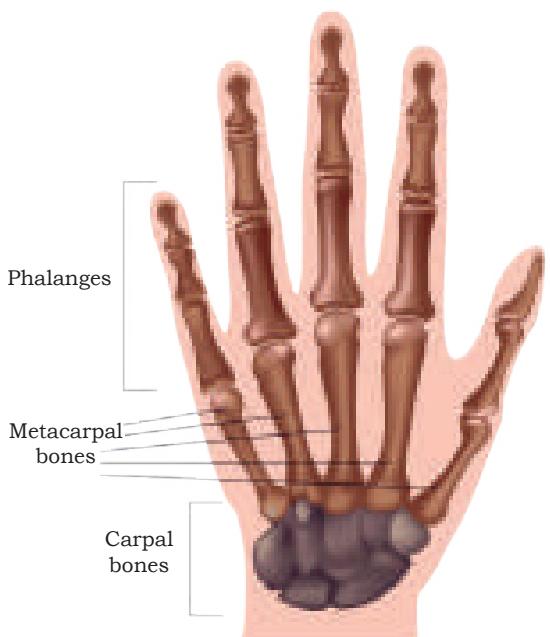


Fig. 3.3: Bones in fingers and wrist

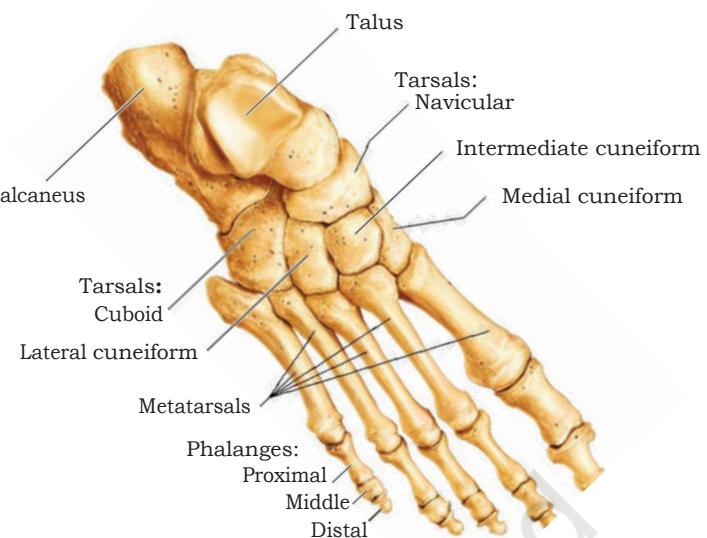


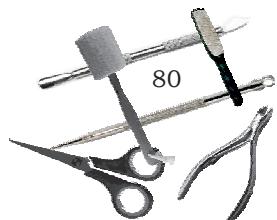
Fig. 3.4: Bones in the foot

## Muscular system

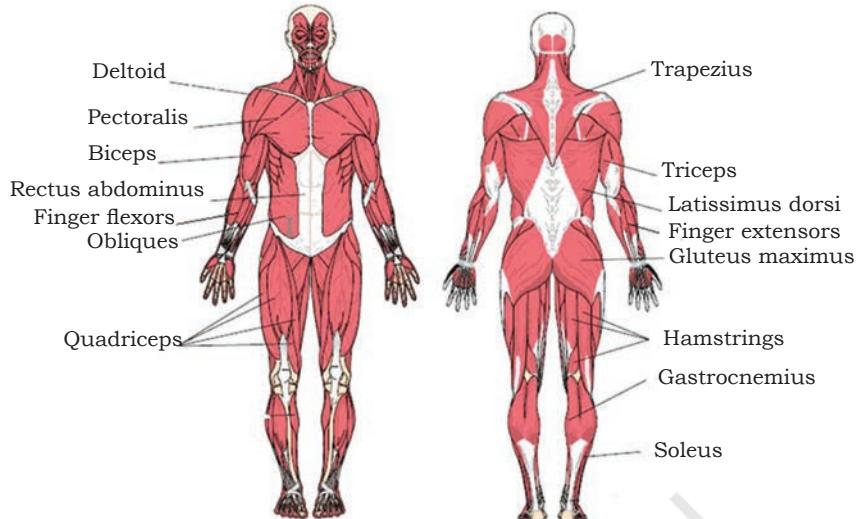
There are over 650 muscles in the body, which are responsible for providing strength, movement, balance, contraction, posture, stability and muscle tone (Fig. 3.5). Muscles are mainly of three types — skeletal, cardiac and smooth. They provide stability to joints, such as knees and shoulders, work together to contract and provide posture and heat production.

Massage assists the muscular system in the following ways:

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



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



*Fig. 3.5: Muscles in the body*

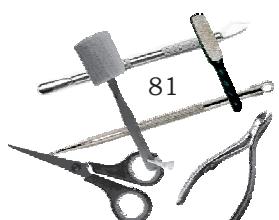
## Structure of the nail

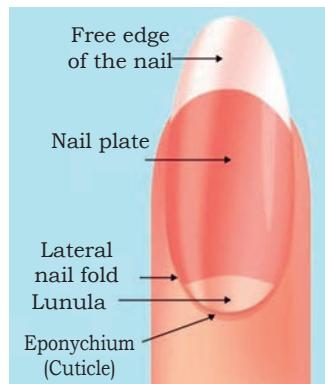
In order to provide manicure and pedicure services to clients, there is a need to learn about the structure and functions of nails. A Beauty Therapist must be able to judge when it is safe to work on clients and when they need to see a dermatologist.

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

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

The nail is divided into six parts — root, nail bed, nail plate, eponychium (cuticle), perionychium and hyponychium [Fig. 3.6 (a and b)]. Each structure has a specific function, and if disrupted, it can result in an abnormal appearing fingernail.





(a)

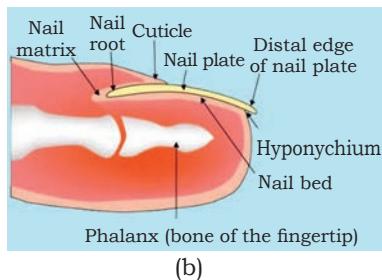


Fig. 3.6 (a and b): Structure of the nail

## Nail growth and structure

### Nail growth

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

### Nail root

The root of the fingernail is also known as ‘germinal matrix’. It lies beneath the skin behind the fingernail and extends several millimetres into the finger. The root produces most volume of the nail and the nail bed. This portion of the nail does not contain melanocytes or melanin producing cells. The edge of the germinal matrix is a white, crescent-shaped structure called ‘lunula’ [Fig. 3.6 (a and b)].

### Nail bed

Nail bed is a part of the nail matrix called ‘sterile matrix’. It extends from the edge of germinal matrix or lunula to hyponychium. The nail bed contains blood vessels, nerves and melanocytes or melanin producing cells. As the nail is produced by the root, it streams down along the nail bed, which adds ‘kerat’ to the under surface of the nail, making it thicker [Fig. 3.6 (a and b)].

### Nail plate

Nail plate is the actual fingernail and is made up of translucent keratin. The pink appearance of the nail comes from blood vessels that lie underneath the nail plate. The underneath surface has grooves along the length of the nail that helps to anchor the nail bed [Fig. 3.6 (a and b)].

### Eponychium or cuticle

The cuticle of the fingernail is also called ‘eponychium’. It is located between the skin of the finger and the nail plate, fusing these structures together and providing a waterproof barrier (Fig. 3.7).

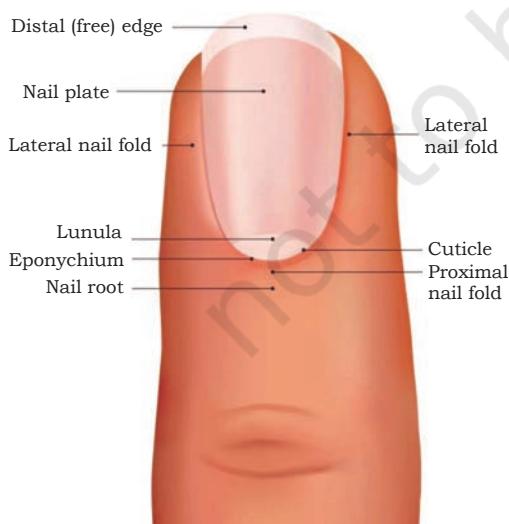
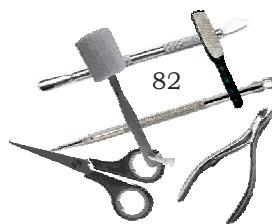


Fig. 3.7: Parts of the nail



## **Perionychium**

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

## **NOTES**

## **Hyponychium**

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

## **Practical Exercises**

### **Activity 1**

Label the bones of the arm as shown in Figure 1.

Material required: pen, pencil and eraser

#### **Procedure**

- Identify and label the bones of the arm.
- Present it before the class.

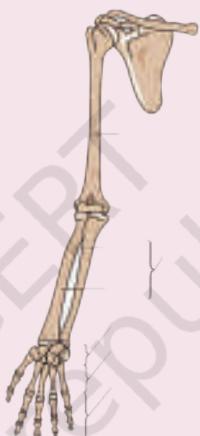


Figure 1

### **Activity 2**

Label the muscles found in the human body as shown in Figure 2.

Material required: pen, pencil and eraser

#### **Procedure**

- Identify and label the bones found in the human body.
- Present it before the class.

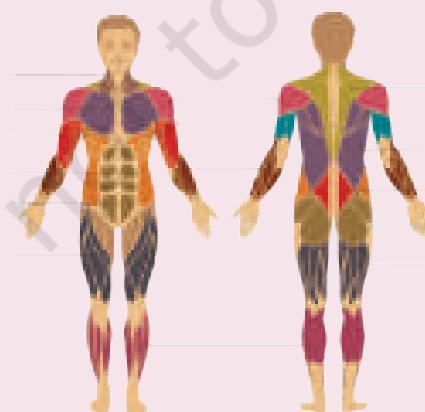


Figure 2



## Check Your Progress

**A. Multiple Choice Questions**

1. The nail is divided into \_\_\_\_\_ parts.  
 (a) four  
 (b) five  
 (c) six  
 (d) seven
2. Fingernails grow \_\_\_\_\_ than toenails.  
 (a) faster  
 (b) slower  
 (c) more  
 (d) less
3. Hyponychium is the area between the \_\_\_\_\_ plate and fingertip.  
 (a) Toe  
 (b) nail  
 (c) skin  
 (d) arm
4. The point at which two or more bones meet is called a \_\_\_\_\_.  
 (a) cartilage  
 (b) ligament  
 (c) joint  
 (d) tendon

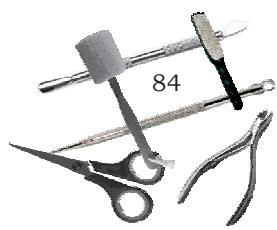
**B. Fill in the Blanks**

1. In bone \_\_\_\_\_, blood cells are produced.
2. The tissue where a muscle attaches to the bone is called \_\_\_\_\_.
3. The tissue that connects two bones is called a \_\_\_\_\_.
4. Massage helps in improving \_\_\_\_\_ circulation and \_\_\_\_\_ tight muscles and tendons.

## What have you learnt?

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

- describe the structure and functions of the bones and muscles of arms, legs, hand and feet.
- identify the different parts of a nail.



## SESSION 2: MANICURE

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

Manicure is a popular service in salons as smooth skin, well-shaped and varnished nails are vital for a well-groomed appearance (Fig. 3.8). Regular beauty treatment helps prevent minor nail damages.

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



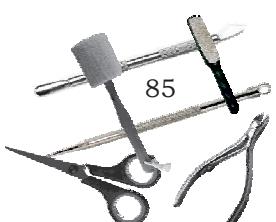
Fig. 3.8: Manicure procedure

### Preparing the work area

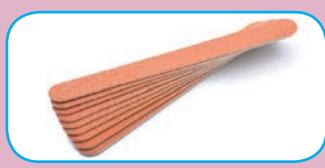
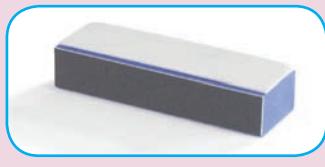
Preparation is the key to being a Beauty Therapist regardless of the treatment being carried out. Many salons have a designated work area for manicure and pedicure. Wherever a treatment is carried out, ensure that all material, equipment and products are handy.

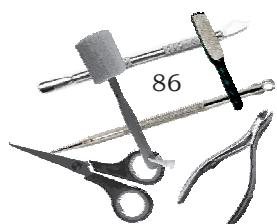
### Hygiene

- Clean trolleys, work surface(s) and shelves with surgical spirit.
- Clean and disinfect the work surface(s) prior to use.
- Use clean warm towels and bedroll for each client.
- Use disposable products.
- Use a spatula to take out products from containers.
- Clean the neck of a nail enamel bottle before putting the lid on.
- Maintain a clean and tidy work area.
- The therapist must wash the hands with soap or hand wash before and after each treatment.
- Sterilise all tools before and after use or dispose them of, depending on their type.



## Equipment and material used in manicure and pedicure

<b>Emery board</b> It has two sides — a coarse side for filing the nails and a fine side for shaping and bevelling the nails. Emery boards are difficult to clean, although some manufacturers have developed special cleansers for this purpose.	
<b>Orange stick</b> The two ends of an orange stick have different purposes. The pointed side is used to apply cuticle or buffing cream. The other side, when tipped with a cotton wool, can be used to clean under the free edge, remove excess enamel and ease the cuticle.	
<b>Cuticle knife</b> It is used to push back the cuticles and remove dead cells from the nail area.	
<b>Cuticle nipper</b> It is used to remove hangnails and dead skin cells around the cuticles.	
<b>Nail scissors</b> These are used to cut the nails.	
<b>Toenail clippers</b> These are used to cut and shorten the toenails prior to filing.	
<b>Nail buffer</b> It is a pad covered with chamois leather and has a handle. It is used in conjunction with a buffing paste. Buffing adds sheen to nails, stimulates blood circulation and growth at the matrix. It is used in pedicure and manicure, or when nail varnish is not applied. To clean the nail buffer, wipe it with an appropriate cleansing solution.	
<b>3-way buffer</b> It is used to smoothen the nails and remove longitudinal and horizontal lines on it, if any. Wipe the 3-way buffer between uses with an appropriate cleansing solution.	



<p><b>Nail brush</b></p> <p>It is used to clean the nails of clients and beauty therapists. Wash the brush in hot soapy water or sterilise it in a chemical solution before and after use. When using from nail-to-nail, clean it with a steriliser. On completion of a treatment, sterilise the brush in a cold sterilising solution.</p>	
<p><b>Hoof stick</b></p> <p>It is, usually, made of plastic but may be wooden too, having a rubber end to push back the cuticles. It is pointed at one end and may be tipped with cotton wool to clean under free edge. When using from nail-to-nail, clean it with a steriliser. On completion of the treatment, sterilise the hoof stick in a cold sterilising solution.</p>	
<p><b>Hard skin rasp or grater</b></p> <p>It is used in pedicure after the feet have been soaked in lukewarm water. It can be used in conjunction with a hard skin remover. Use it on areas of hard skin in rubbing action with light pressure. After use, wash the hard skin rasp in hot soapy water and dispose of the waste. Now, sterilise it in a cold chemical solution.</p>	
<p><b>Pumice stone</b></p> <p>It is a coarse stone used in pedicure to remove dead skin cells from the soles of the feet.</p>	

## Contra-indications

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

### Classification of contra-indications

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

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

#### *Haemophilia*

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



## NOTES

### *Arthritis*

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

### *Bruised nail*

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

### *Psoriasis of the nail*

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

### *Onycholysis*

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

### *Tineaunguium*

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

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

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

### *Onychorrhexis*

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

### *Leukonychia*

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

### *Furrows*

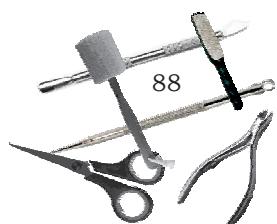
These are ridges in the nail caused by trauma, age, injury or ill-health.

### *Beau's lines*

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

### *Onychophagy*

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



### *Nail separation*

- This is a condition, wherein a part of the nail comes off or separates from the nail bed (usually, only a part comes off and not the whole nail). In severe cases, it changes the nail colour, turning the nail plate dark green or black (Fig. 3.9).
- In feet, this occurs due to wearing tight shoes (which cause shoe bites), poor blood circulation and lack of foot care.
- Nails can be treated as long as there is no fungal or bacterial infection. In case of severe separation, no treatment must be carried out.



Fig. 3.9: Nail separation

### *Ingrowing nails*

This may affect either fingernails or toenails. In this condition, the nail grows into the flesh on the sides and may cause infection (Fig. 3.10). Excessive filing of nails in the corners or vigorous cutting causes this condition. If the area is open or infection is present, nail service must not be provided.



Fig. 3.10: Ingrowing nail

### *Split and brittle nails*

- Split and brittle nails (Fig. 3.11) are, usually, the result of using drying agents like those found in harsh detergents, cleaners, paint strippers, etc. Sometimes injury to the finger or diseases like arthritis can also cause split nails.
- Manicure and pedicure increase blood circulation in hands and legs, including nails. These help in supplying more nutrients and oxygen to the affected area, which aid in cell regeneration and gradual softening of tissues.
- As part of the service, one can use hydrating hot oil or paraffin wax to hydrate the nail plate and the surrounding skin.

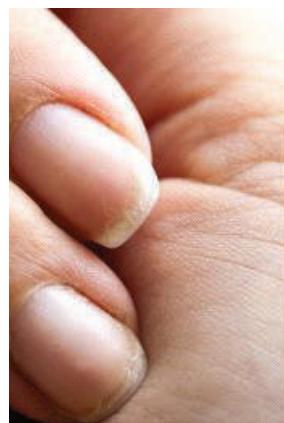


Fig. 3.11: Brittle nails

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

This is caused due to infection in the nail fold, which is the skin and the soft tissues that surround the nail (Fig. 3.12).



Fig. 3.12: Painful, red and swollen nails



## Identification of nail conditions

### Weak nails

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

### Brittle nails

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



Fig. 3.13: Ridged nails — horizontal and vertical

### Ridged nails

Ridged nails are characterised by the appearance of vertical and horizontal ridges in fingernails, which are mainly due to nutritional deficiency (Fig. 3.13). Vertical lines on nails are common. These often get severe with age as nails retain more moisture with aging. Horizontal ridges are more likely to signal a problem. Beau's lines is a condition characterised by indentations across the nail bed and is a sign of disrupted nail growth due to illness.

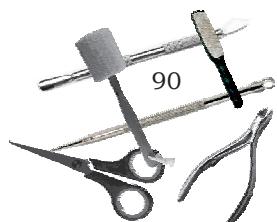
### Overgrown cuticles

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

### Manicure procedure

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

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



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

## Manicure steps

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

Step 2: Request the client to choose the kind of manicure required — varnish dark, plain, frosted or French. Recommend a suitable nail finish, which matches with the client's preference. Dark colours make the nails appear shorter, so they are not suitable for short or bitten nails.

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

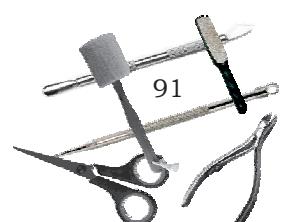
Step 4: If required, cut the nails to give them a shape as per the client's preference. This should be done only with sterilised scissors. The nail clippings need to be collected in a tissue paper and disposed of appropriately.

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

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

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

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



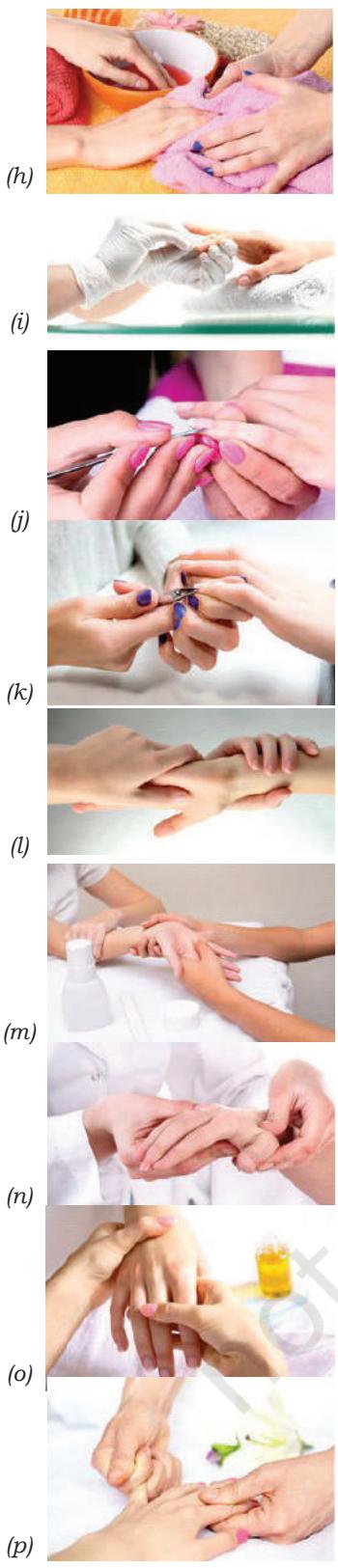


Fig. 3.14 (a-p): Manicure steps

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

Step 10: Take out one hand from the water. Dab and dry it thoroughly using a clean unused towel.

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

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

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

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

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

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

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

### Applying nail polish

The following procedures are adopted for applying nail polish (Fig. 3.15 and 3.16).

### Step 1: Base coat application

Apply the base coat starting at the cuticle. Fan out the brush over the nail as you brush towards the tip. Always work from the left to the right direction of the nail.



Fig. 3.15: Choose the nail polish colour, keeping in view the client's taste

### Step 2: Choose the colour

The nail polish colour must be chosen, keeping in view the client's preference. However, a Beauty Therapist can make suggestions regarding the nail paint colour to be applied.

### Step 3: Prep the brush

Dip the brush into the nail polish bottle. Drag it out while wiping it on the rim of the bottle to remove excess paint. Without re-dipping the brush, now wipe its other side on the opposite side of the rim, letting the excess paint flow back into the bottle. Press firmly so that the brush slightly fans and the coating is evenly distributed. Continue pulling the brush out of the bottle, while wiping the paint coat off on the rim. The objective is that as the brush is pulled out, the paint coating is pushed towards the tip on one side of the brush, resulting in a crescent shape.



Fig. 3.16: Apply the nail polish step-by-step

### Step 4: First coat

Starting at the cuticle, apply the nail polish with the help of the brush on to the nail. Press downwards. This will make the brush to fan out. Now, draw the brush to the tip of the nail while applying downward pressure, again moving from left to right to get an even coat.

### Step 5: Sealing the tips

Once the first coat is applied, go back to the leftmost part of the nail tip and drag the brush along the edge, while gently pressing downward. This seals the paint on the tip of the nail and the effect of manicure will be longer.

### Step 6: Top coat

Do exactly what was done, while applying the base coat.

## Nail shapes

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

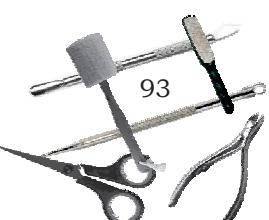




Fig. 3.17: Various nail shapes

### Oval

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

#### How to file

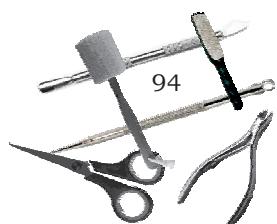
- To achieve an oval shape, straighten the sidewalls first and make sure they are even. This can be done through filing.
- File in smooth, arching motions, starting at the side of the nail moving towards the top, using a nail file.
- Work on the angles from both the sides and around the free edge to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

### Square

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

#### How to file

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



## NOTES

- Turn the hand around to straighten the free edges, noting that when looking at it, the file must be perpendicular to the nail to achieve the shape.
- File a side wall straight up, and then, change the angle to blend.
- Repeat this on the other side as well.
- Once both the sides are done, bevel the nail and sharpen the corners.

### **Squoval**

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

#### *How to file*

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

### **Round**

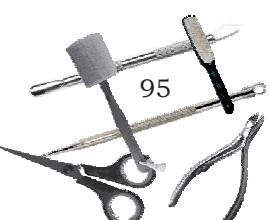
The round shape is frequently used to create a softer, less noticeable look. In case, a customer has wide nail beds and large hands, then round nails can give a slender look to the hands.

#### *How to file*

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

### **Pointed**

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



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

#### *How to file*

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

#### **Aftercare advice**

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

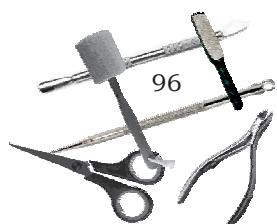
- Give enough time to the nails to dry after manicure.
- While doing household works, such as gardening or cleaning the dishes, wear waterproof gloves.
- Always dry the hands after washing them.
- Hand creams must be used regularly to keep the skin soft and protected.
- Always apply base coat under the nail polish to prevent staining.
- Apply top coat over the nail polish to prevent chipping of the nail paint.
- Use an acetone-free nail polish remover.
- Never use metal files as these may damage the nails.
- Keep workable length of the nails as very long nails cause problems and might get damaged.
- Use cuticle cream or oil the hands regularly to moisturise dry cuticles (Fig. 3.18).
- Drink adequate water and eat well to maintain a healthy skin and nail condition (Fig. 3.19).
- Do simple hand exercises to keep the joints supple for smooth movements.
- Avoid using hard soaps and detergents for washing hands.
- Avail manicure every 2 to 4 weeks for soft and shiny hands.



Fig. 3.18: Apply moisturiser to keep the hands hydrated



Fig. 3.19: Drink plenty of water



# Practical Exercises

## NOTES

## Activity 1

Identify the different equipment and material used in manicure.

Material required: chart paper, pictures of equipment and material used in manicure, glue stick, pen, pencil and eraser

## Procedure

- Collect pictures of equipment and material used in a manicure procedure.
  - Paste them on a chart paper.
  - Identify and label the pictures.
  - Present it before the class.

## Activity 2

Role-play on manicure.

Material required: entire manicure set-up, notebook and pen

### **Procedure**

- Form groups of three students each and take up the character of a Beauty Therapist, Assistant Beauty Therapist and client.
  - Now, enact a scene where the Beauty Therapist prepares the client for a manicure.
  - Identify the products and tools to carry out the service, and seat the client.
  - Act as if the Beauty Therapist is demonstrating the various techniques used in manicure service, such as filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing and polishing.

## Check Your Progress

## A. Multiple Choice Questions



4. The main purpose of cuticle nipper is to \_\_\_\_\_.  
 (a) remove hang nails and dead skin  
 (b) cut nails  
 (c) file nails  
 (d) removes toenails
5. Nail polish must be applied in \_\_\_\_\_ stroke(s).  
 (a) one      (b) two      (c) three      (d) five
6. \_\_\_\_\_ is not a nail shape.  
 (a) oval      (b) round  
 (c) squoval      (d) cylindrical
7. Identify the nail shape.  
 (a) almond      (b) square  
 (c) pointed      (d) squoval



#### B. Fill in the Blanks

1. A \_\_\_\_\_ knife is used to push back the cuticles and remove dead cells from the nail area.
2. A toenail clipper is used to cut and shorten the toenails prior to \_\_\_\_\_.
3. A \_\_\_\_\_ stone is used for removing dead skin cells from the feet.
4. Before applying the nail paint, one must check the nails for \_\_\_\_\_ and other disorders.

#### What have you learnt?

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

- identify the tools and material used in manicure.
- perform manicure service.

### SESSION 3: PEDICURE

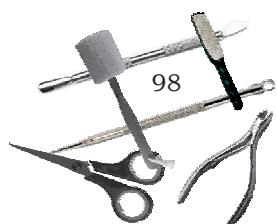
Pedicure is a service aimed at improving the appearance of the feet and toenails. Pedicure has many health benefits, including prevention of nail diseases and disorders, cosmetic and therapeutic benefits.



Fig. 3.20: Pedicure procedure

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

Leg care includes depilation (hair removal) by shaving, waxing or some other technique. This is followed by granular exfoliation, application of moisturising



cream and ending the procedure with a leg massage. A monthly treatment helps keep the feet and toenails in a healthy condition, although excessive hard skin may need frequent pedicure sessions.

## NOTES

### Purpose of pedicure

- To improve the appearance of feet and toenails
- To relax aching and tired feet
- To reduce hard skin at the sole of the feet

### Pedicure includes

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

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

- positioning of the client
- treatment of hard skin
- treatment area

### Contra-indications

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

#### Contra-indications that prevent treatment

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

#### Contra-indications that restrict treatment

- Bruised nail
- Cut and aberration on hand or fingers

### Pedicure procedure

- Wash the hands (Fig. 3.21).
- Check with the client for contra-indications, if any.





Fig. 3.21: Wash the hands



Fig. 3.22: Soak both the feet in pedi antiseptic soaking solution



Fig. 3.23: Remove old enamel from the toenails and examine them for infections



Fig. 3.24: Shorten or cut the nails using clippers



Fig. 3.25: File the nails using an emery board



Fig. 3.26: Exfoliate and scrub the foot



Fig. 3.27: Use a cuticle remover to remove excess cuticle



(a)



(b)

Fig. 3.28 (a) and (b) : Push back, lift and clean around the cuticle and free edges

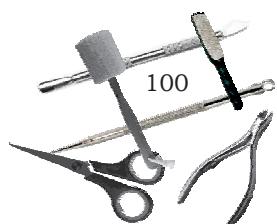




Fig. 3.29: Scrub the nails



Fig. 3.30: Separate the toes with dividers and apply a nail paint



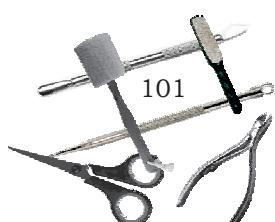
Fig. 3.31: Apply base coat, nail paint and a top coat, if required

- Use a cuticle knife, dual tool or nippers, if required. Repeat the process on the other foot as well.
- Scrub the nails, clean, rinse and dry them (Fig. 3.29).
- File rough edges on the nails.
- Massage the legs one-by-one.
- Squeak and clean the nail plate to ensure that all grease is removed.
- Separate the toes with dividers or tissue papers (Fig. 3.30).
- Choose a nail enamel colour and check its texture.
- Apply the base coat, nail enamel and top coat (Fig. 3.30 and 3.31).
- Give home care advice to the client and suggest the products that one may buy.
- Record details of the treatment.

### Pedicure massage

Pedicure massage follows the movement of kneading, tapping and solling (Fig. 3.32–3.36)

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





*Fig. 3.32: Pedicure massage*



*Fig. 3.33: Massage the leg around the knee area*



*Fig. 3.34: Massage the leg around the calf area*

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



*(a)*



*(b)*

*Fig. 3.35 (a and b): Massage the foot using palm kneading technique*



*Fig. 3.36: Give thumb frictions to the foot*

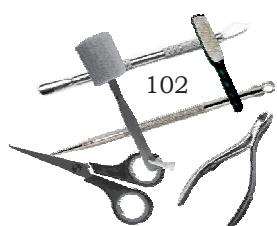


*Fig. 3.37: Apply moisturising lotion daily on the feet to keep them hydrated*

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

## **Aftercare advice**

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



- Apply moisturising lotion daily on the feet after bathing (Fig. 3.37).
- Dry the feet thoroughly after washing, especially the area between the toes.
- Regularly apply talc or special foot powder between the toes as it helps to absorb the moisture.
- Use creams, sprays and oils to keep the feet fresh during the day. Those with peppermint and citrus oils are particularly useful.
- Regularly, use a cuticle cream or oil to massage the cuticles.
- Use non-acetone varnish remover only.
- Apply creams regularly to moisturise the nails, especially, after removing the nail polish as most nail polish removers contain chemicals that dehydrate the nails.

## NOTES

### Practical Exercise

#### Activity

Identify contra-indications.

Material required: notebook and pen

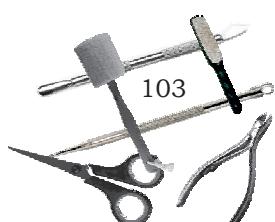
#### Procedure

- Identify nail condition (texture, diseases, etc.,) in a volunteer's foot.
- Identify the contra-indications that may restrict a pedicure service.
- Make a note of your observations.

### Check Your Progress

#### A. Multiple Choice Questions

1. Pedicure includes shaping of the nails and \_\_\_\_\_.  
 (a) cuticle treatment  
 (b) treating multiple warts  
 (c) treating fungal infections  
 (d) treating bacterial infections
2. Contra-indications that prevent treatment are \_\_\_\_\_.  
 (a) multiple warts  
 (b) fungal infections  
 (c) bacterial infections  
 (d) All of the above



3. An \_\_\_\_\_ is used for filing the nails.  
(a) clippers  
(b) emery board  
(c) cuticle remover  
(d) orange stick
4. \_\_\_\_\_ is a form of massage used to treat muscles, and reduce stiffness and pain.  
(a) Curette  
(b) Kneading  
(c) Tapping  
(d) Solling

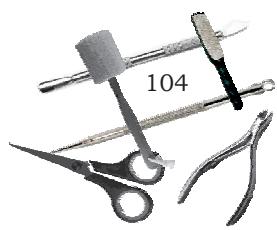
#### C. Subjective Questions

1. What is an emery board?
2. When is the base coat applied on a nail?

### What have you learnt?

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

- describe the contra-indications that may restrict a pedicure service.
- demonstrate the procedure of pedicure.



## **Beauty Therapist-Class 11- Unit 3 Session 1**

### **A. Multiple Choice Questions**

1. The nail is divided into \_\_\_\_\_ parts.  
(a) four  
(b) five  
(c) six  
(d) seven
2. Fingernails grow \_\_\_\_\_ than toenails.  
(a) faster  
(b) slower  
(c) more  
(d) less
3. Hyponychium is the area between the \_\_\_\_\_ plate and fingertip.  
(a) Toe  
(b) nail  
(c) skin  
(d) arm
4. The point at which two or more bones meet is called a \_\_\_\_\_.  
(a) cartilage  
(b) ligament  
(c) joint  
(d) tendon

### **B. Fill in the Blanks**

1. In bone \_\_\_\_\_, blood cells are produced.
2. The tissue where a muscle attaches to the bone is called \_\_\_\_\_.
3. The tissue that connects two bones is called a \_\_\_\_\_.
4. Massage helps in improving \_\_\_\_\_ circulation and \_\_\_\_\_ tight muscles and tendons.

## **Beauty Therapist-Class 11- Unit 3 Session 2**

### **A. Multiple Choice Questions**

1. \_\_\_\_\_ is a rare bleeding disorder, in which blood does not clot normally.  
(a) Onycholysis                          (b) Tineaunguiun  
(c) Leukonychia                           (d) Haemophilia
2. \_\_\_\_\_ is the swelling of one or more joints in the body.  
(a) Onycholysis                           (b) Arthritis  
(c) Leukonychia                           (d) Tineaunguiun
3. \_\_\_\_\_ are ridges in the nail caused by trauma, age, injury or ill-health.  
(a) Beau's lines                           (b) Bruised nails  
(c) Psoriasis                                (d) Furrows

4. The main purpose of cuticle nipper is to \_\_\_\_\_.  
  - (a) remove hang nails and dead skin
  - (b) cut nails
  - (c) file nails
  - (d) removes toenails
5. Nail polish must be applied in \_\_\_\_\_ stroke(s).  
  - (a) one
  - (b) two
  - (c) three
  - (d) five
6. \_\_\_\_\_ is not a nail shape.  
  - (a) oval
  - (b) round
  - (c) squoval
  - (d) cylindrical
7. Identify the nail shape.  
  - (a) almond
  - (b) square
  - (c) pointed
  - (d) squoval



#### B. Fill in the Blanks

1. A \_\_\_\_\_ knife is used to push back the cuticles and remove dead cells from the nail area.
2. A toenail clipper is used to cut and shorten the toenails prior to \_\_\_\_\_.
3. A \_\_\_\_\_ stone is used for removing dead skin cells from the feet.
4. Before applying the nail paint, one must check the nails for \_\_\_\_\_ and other disorders.

### Beauty Therapist-Class 11- Unit 3 Session 3

#### A. Multiple Choice Questions

1. Pedicure includes shaping of the nails and \_\_\_\_\_.  
  - (a) cuticle treatment
  - (b) treating multiple warts
  - (c) treating fungal infections
  - (d) treating bacterial infections
2. Contra-indications that prevent treatment are \_\_\_\_\_.  
  - (a) multiple warts
  - (b) fungal infections
  - (c) bacterial infections
  - (d) All of the above
3. An \_\_\_\_\_ is used for filing the nails.  
  - (a) clippers
  - (b) emery board
  - (c) cuticle remover
  - (d) orange stick
4. \_\_\_\_\_ is a form of massage used to treat muscles, and reduce stiffness and pain.  
  - (a) Curette
  - (b) Kneading
  - (c) Tapping
  - (d) Solling

#### C. Subjective Questions

1. What is an emery board?
2. When is the base coat applied on a nail?

# Unit



# Depilation Services



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We have already studied about hair discolouration technique, such as 'bleaching'. In this Unit, we will study about two techniques of removing unwanted hair. The two techniques that are commonly used to remove unwanted hair are waxing and threading.

## TYPES OF HAIR

A Beauty Therapist, providing treatment such as 'waxing' and 'threading', must understand the basic anatomy and physiology of hair. The different types of hair are as follows:

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

**Scalp hair:** It acts as heat insulator and protects the head.

**Eyelashes:** This is the hair present on the eyelashes. It prevents dust particles from entering the eye.

**Body hair:** Present all over the body, it acts as heat insulator.

**Underarm and pubic hair:** It provides cushion against friction caused by movement.

## HAIR GROWTH CYCLE

On an average, hair grows 1.25 cm ( $\frac{1}{2}$  inch) per month. It is estimated that we lose 80–100 hair per day on an average. A single strand of hair does not grow continuously throughout life. The stages of the life cycle of hair are as follows:

- Anagen
- Catagen
- Telogen
- Exogen

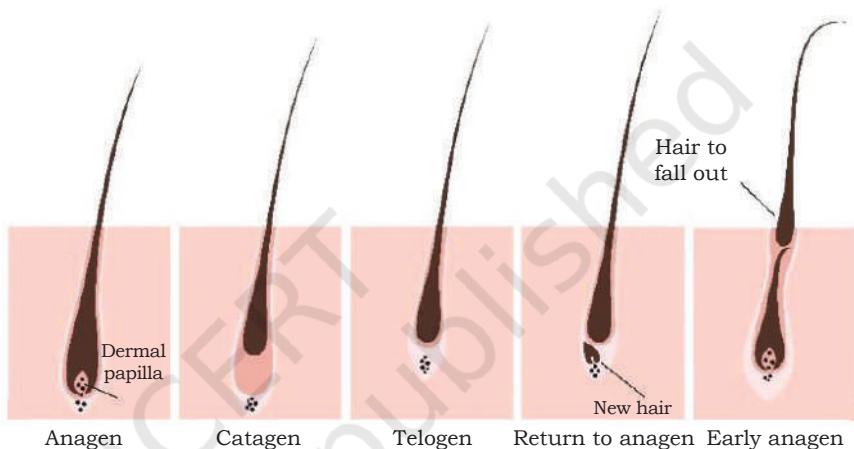


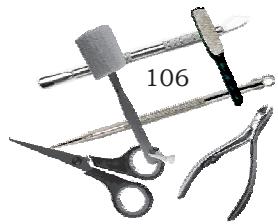
Fig. 4.1: Hair growth cycle

### Anagen

During this stage, the bulb regenerates, and then, produces a hair strand. This is the stage during which the hair follicle is active and the hair grows continuously. The stage lasts for 2–7 years. New hair in the early anagen stage grows faster than the old hair. The average growth being 1.25 cm per month.

### Catagen

The next stage of the hair growth cycle is called 'catagen'. This is the transitional phase, which lasts for 2–3 weeks. During this cycle, the hair follicle undergoes a phase of change and the hair does not grow. New cells are formed. Here, the follicles retract and start their upward migration.



## **Telogen**

This is the resulting phase, where the hair no longer grows but is attached to the follicle. This stage lasts for about 3–4 months. After about three months, there is hair fall when the hair is washed or combed. After this, the follicle can again start the anagen phase. Thus, each hair follicle produces a new strand and passes through 25–30 cycles of production in our entire lifetime. Approximately, 13 per cent of the follicles are in the telogen stage at a time.

## **Exogen**

After the resting period, follicles begin to grow. When the follicle reaches its full length, new hair starts growing.

### **SESSION 1: WAXING**

Waxing is a temporary hair removal technique, wherein warm or cold wax is used to remove hair from the desired area. The wax is applied directly to the skin and then pulled back. The unwanted hair is pulled out along with the wax. Most popular areas for waxing are eyebrows, upper lip, pubic area, back, arms, legs and underarms. However, any area on the body can be waxed.



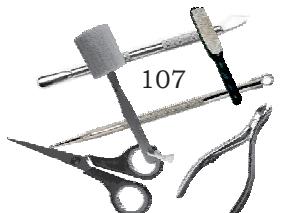
Fig. 4.2: Waxing of the arm

### **Benefits**

Waxing has several benefits compared to other hair removal techniques. It is an effective method to remove large amount of unwanted hair at one go. Hair growth in waxed areas does not happen for 2–8 weeks. When hair is shaved or removed using a depilatory cream, the hair is removed at the surface rather than the root, and within few days, the hair is visible on the surface. With these methods, hair tends to grow back in rough stubble form. Areas that are repeatedly waxed over long periods of time often exhibit re-growth that is softer.

### **Drawback**

Waxing, however, has several drawbacks. It can be painful when the strip is put on the area where wax





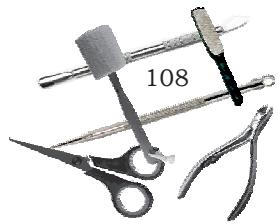
*Fig. 4.3: Common areas on human body having hair*

has been applied and pulled back. Though the pain is not lasting, it can be intense, particularly, in sensitive areas. Another drawback is the expenses involved. The cost of waxing, which is performed by a licensed aesthetician or beautician, can be high, depending on the area to be waxed and the number of sittings. Another drawback is that some people experience ingrown hair, red bumps and minor bleeding during waxing. This is likely to occur when areas having thick and dense hair are waxed, especially, the first few times when follicles are the hardest. While, usually, impossible to eliminate, ingrown hair can be reduced by regular exfoliating and applying an astringent or a solution of astringent and oil.

### **Working area preparation**

Working area preparation plays a vital role in any treatment. A Beauty Therapist is required to set the treatment area as per organisational standards. This will help in providing effective service. These guidelines must be adhered to while preparing the working area.

- Cover the couch with a disposable sheet or paper to avoid spillage on the couch.
- To dispose of general and waxing waste, use two separate bins with inner lining.



## NOTES

- Place the bins behind or under the couch.
- Select suitable heating unit as per the type of wax selected.
- Make sure that an antiseptic is available.
- Wear disposable gloves to prevent infections.
- Use only recommended applicator or disposable wooden spatula.
- Place cotton wool, tissues and jewellery bowl for the client.
- Sterilise scissors, tweezers and other equipment that are to be used in the procedure.
- Ensure availability of aftercare leaflets that need to be given to the client.

### Preparing the client

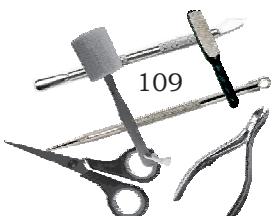
Follow these procedures while preparing the client for waxing procedure.

- Provide a thorough consultation, explaining the procedure, aftercare precautions to be taken and the time required for the procedure.
- Ensure that the consultation and service are provided in a private room.
- Make the client feel comfortable.
- Encourage the client to ask questions without hesitation.
- Before starting the procedure, position the client comfortably, depending on the area to be waxed. Take into account the person's mobility, comfort and privacy.
- Protect the client's clothes with towels and disposable sheet or clothing.
- Remove all jewellery from the area to be waxed.

### Contra-indications

Before starting the treatment, we must make sure that the area where waxing has to be done is free from contra-indications. Some of the contra-indications are:

- Recent scar tissue
- Hypersensitive skin
- Cuts or abrasions
- Bruise in or around the area to be waxed
- Allergy to any product a therapist may be using (like rosin found in sticking plasters and wax)



## NOTES

- Blood diseases (HIV, hepatitis)
- Use of skin-thinning drugs
- Diabetes
- Poor blood circulation
- Inflamed or aggravated skin

### **Precautions to be taken before waxing**

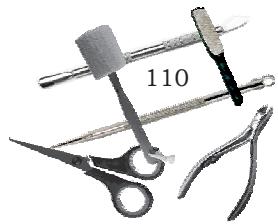
The Beauty Therapist must inform the client to take the following precautions before waxing at least two days prior to the procedure.

- Do not apply body lotion, baby or body oil on the area where waxing is to be done.
- Do not take bubble bath.
- Do not shave the hair of the area where waxing is to be done at least three days before the procedure.
- When waxing eyebrows, apply eye pads to protect the eyes and petroleum jelly to control the amount of hair being removed.

### **Material required**

The following tools, equipment and material are needed for waxing.

- Heating unit
- Wax
- Waxing strips — muslin and fibre
- Apron for the therapist
- Disposable gloves
- Plastic and paper sheet (to cover the couch and surrounding area)
- Disposable clothing or apron for the client
- Antiseptic lotion (to clean and remove oil from the client's skin)
- Purified, non-perfumed powder (to dry the skin and hair)
- Cotton wool (for applying products)
- Scissors (to cut long hair or strips)
- Tweezers (for removal of stray hair)
- Spatulas (to apply the wax)
- Tissues
- Soothing lotion
- Barrier cream
- Orange stick



- Two bins with liners
- Pillow
- After sugaring lotion
- Cleanser
- Towels
- Jewellery bowl

## Conducting skin sensitivity test

It is mandatory to conduct a skin sensitivity test before proceeding with the waxing. Obtain written permission from the client before starting the procedure. Follow these guidelines while conducting the skin sensitivity test.

- Analyse the skin condition by performing a skin sensitivity or patch test. The test must be performed on the forearm as it, generally, does not have hair and is dry.
- Perform the test at least 24 hours before the actual procedure.
- Record the observations on a client record card.
- Check if the temperature of the wax is apt by applying it on to the client's forearm.
- Observe for reactions on the client's skin after the wax is removed.
- Ask the client to inform about redness, swelling or irritation for the next 24–48 hours.
- In case there is a reaction, suggest that this treatment is not suitable for the client.

## Waxing procedure

Step 1: Make the client feel comfortable.

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

Step 3: Identify the area to be waxed.

Step 4: Heat wax in a heating unit until it melts.

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

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

Step 7: Apply the warm wax on the skin with a small wooden spatula. Check the length of the hair that has to be removed. The length of the hair must be 1/8 to



1/4 inch (3 to 6 mm). If the hair is too short, then the wax will not be able to pull out the hair from the root. If the hair is too long, significant discomfort might be experienced by the client.

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

Step 9: Once the wax has cooled and slightly hardened, pull the wax strip in direction opposite to that of the hair growth. Hold or stretch the skin tightly while pulling the strip. Do this 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 where waxing has been done to minimise discomfort.

Step 11: Remove stray hair with tweezers.

Step 12: Request the client to check the waxed area in a mirror.

Step 13: Apply after-wax lotion on the body part where waxing has been done.

Step 14: Brief aftercare advice to the client.

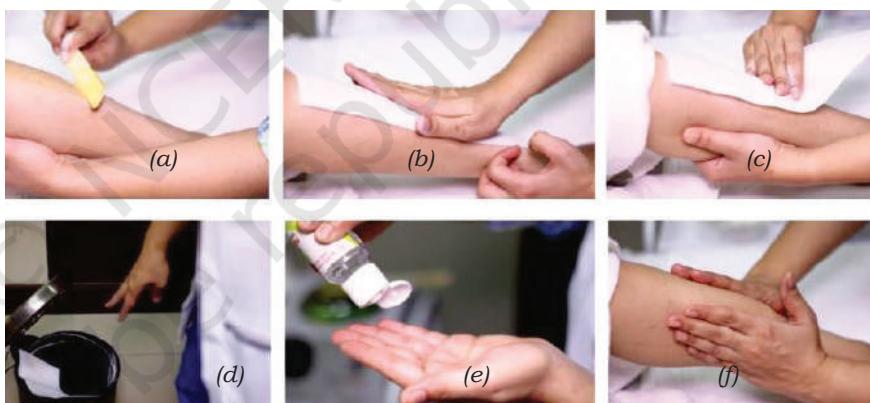


Fig. 4.4 (a–f): Waxing procedure



Fig. 4.5: Hot wax

## Types of waxing

There are two types of waxing — hot and cold.

### Hot waxing

This is the most common type of waxing offered by salons. It involves heating up of the wax and applying it on the body part where the unwanted hair is to be waxed. The wax sets on the skin. In this method, either a strip of paper or cloth is gently put over the

wax and is pulled off in the direction opposite to the hair growth pattern, removing the hair. In other cases, a strip of paper or cloth is not put on the wax and it is pulled off from the skin after it cools off and solidifies.

### **Types of hot waxing**

#### *Soft waxing*

It is also known as ‘strip waxing’ and includes spreading a thin layer of hot wax on to the skin. A strip of paper or cloth is put on the wax and pulled off in the direction opposite to the hair growth pattern, taking the hair along with it. It is mostly used on larger areas like arms and legs.

#### *Hard waxing*

It is used in smaller and sensitive areas like upper lip, underarms and pubic area. In this method, warm wax is applied directly on the skin, and given some time to cool and solidify. It is, then, pulled in the direction opposite to that of hair growth, pulling out the unwanted hair. It does not harm the skin as this type of wax only binds to the hair and not to the skin.

#### *Fruit waxing*

It is similar to hard waxing and mostly recommended for sensitive skin. This type of wax is beneficial for the skin as it is rich in anti-oxidants and vitamins because of fruit ingredients present in it, such as berries, plum, etc. It is gentle on the skin, and hence, costlier.

#### *Chocolate waxing*

It is rich in antioxidants due to the presence of chocolate in it. It also nourishes the skin as it contains glycerin, and oils like almonds, soya bean, etc. It does not lead to inflammation or redness and is gentle on the skin. It is costlier.

#### *Sugar waxing*

It is a mixture of sugar, lemon and hot water. It pulls the hair in the same way as other types



Fig. 4.6: Strip or soft waxing

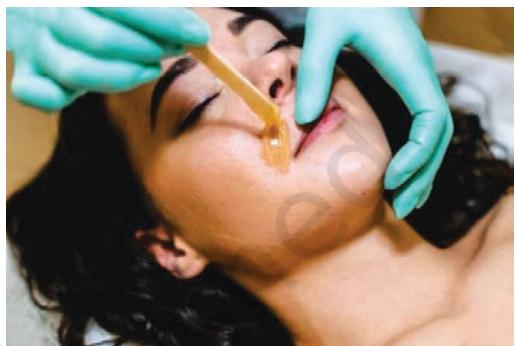


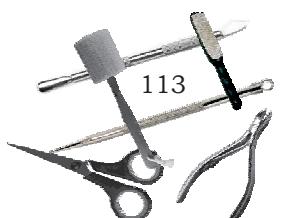
Fig. 4.7: Using hard wax on the upper lip



Fig. 4.8: Chocolate waxing of the leg



Fig. 4.9: Sugar waxing of the leg



of wax but is made up of natural ingredients. It only sticks to the hair and not to the skin, and hence, can be used multiple times without causing any redness or injury.

### Cold waxing

Cold waxing is similar to hot waxing, except that it comes in the form of readymade wax strips. Cold wax does not 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 to the skin. Then, the strip is pulled off, removing the hair. It is not as messy as hot wax.

### Facial waxing

This procedure makes the face smooth and free of hair. It is a convenient and easy method, which removes hair from the roots. The new hair takes 2–3 weeks to grow. However, care must be taken as facial waxing may sometimes lead to infections and blemishes.

### Benefits

- It is beneficial for people with prominent facial hair as bleaching gives a golden look to the face.
- Shaving leads to the growth of stubble, which is hard. Besides, the hair growth is faster in shaving, whereas, waxing removes the hair from the root and the new growth is smooth.
- The hairless effect lasts for two or more weeks, depending on the hair growth pattern of a person.
- Waxing acts on hair follicles and leads to reduction in the growth of hair overtime.
- It is cheaper than laser treatment.
- It has an exfoliating effect as it removes dead skin cells along with the unwanted hair.
- It works on all skin types, and is equally effective on both fine and coarse hair.



Fig. 4.10: Cold waxing



Fig. 4.11 (a and b): Using cold wax strips to remove facial hair

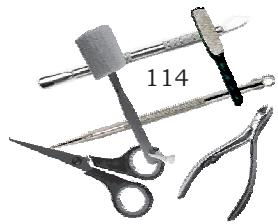




Fig. 4.12: Different methods of hair removal

## Drawbacks

- It is painful as it is done on the face, which has sensitive and delicate skin.
- It leads to redness 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 infections, irritation, burns or allergic reactions, if done incorrectly.

## Limitations

- It can be done only over a suitable length of hair (at least 1 cm long).
- It cannot be done on moisturised skin.
- No oil or lotion must be applied on the face on the day of waxing.
- It must not be done over cuts, wound pimples or acnes.

## Alternative hair removal procedures

### Wet shaving

Razor blade is used to remove unwanted facial hair after lathering it with a shaving gel. It is a quick and safe hair removal technique and can be done daily. It is painless, inexpensive and has an exfoliating effect. It might lead to hard hair growth.



Fig. 4.13: Wet shaving



Fig. 4.14: Electric or dry shaving

### Electric or dry shaving

It is done by using an electric razor, which is glided over the skin. It traps the unwanted hair, which are cut by a moving blade underneath the razor. It is less messy and can be done anywhere anytime. Electric razors are expensive and need regular charging.



Fig. 4.15: Depilatory cream



Fig. 4.16: Using an epilator for hair removal



Fig. 4.17: Laser procedure for hair reduction



Fig. 4.18: Tweezing for facial hair removal

## Depilatory compounds

These are available in the form of cream, lotion, gel, foam, etc. They are to be applied for 3–10 minutes. They soften the hair at the surface of the skin. The hair is, then, removed with the help of a cloth or a plastic spatula. Depilation is followed by washing the skin with water. The new growth is round-edged and soft. It does not lead to any cut or scratches on the skin. However, some lotions have an unpleasant smell and may cause skin irritation or allergy.

## Epilator

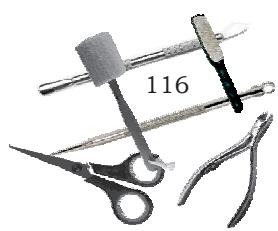
It is like an electric razor but does not cut the hair rather pulls them out of the follicles. It has a lasting effect and the new growth is finer. The hair removal process is time-consuming as an epilator cannot pull a large amount of hair at once. The hair must be a little longer so that an epilator is able to pull them out. It is expensive than other methods.

## Laser

The hair follicles are targeted by a 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 intense heat from the laser and prevents hair growth. However, it is not a permanent solution and leads only to hair reduction. Also, there are risks of blistering, scarring or change in the skin colour. However, these are rare. Professional treatments can be painful but specialists may apply a topical anesthetic.

## Tweezing

Using tweezers does not require any professional training. It helps pull out the hair from the root. It can only be used in case of less or random hair growth. However, the procedure will be difficult and time-consuming in case of removing hair from an area having dense growth.



## Abrasive mitts

An abrasive mitt is coated with a rough or smooth surface that is used to buff away the hair but the skin must be dry. This method uses friction to remove facial hair. It is an inexpensive, fast and painless procedure. It has an exfoliating effect on the skin. But the procedure is required to be repeated every 2–3 days. It can cause irritation if too much pressure is applied.

## Intensive pulse light

It is a light therapy, wherein multiple wavelengths are used that scatter within the skin, targeting the pigment. This leads to destruction of the growing cells that make the hair. It is slightly different from laser, which uses only one specific wavelength. Intensive pulse light is cheaper and less effective as compared to laser.

## Electrolysis

It uses a fine needle to transmit 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 small scars that, usually, heal. Usually, 4–6 sittings, spanning over months, are considered necessary for the procedure but it may be increased, depending on the amount of hair. It is a time-consuming and costly procedure, and must be performed only by a certified electrologist.

## Bikini wax

It refers to waxing of the pubic hair using hot or cold wax. It can be full or as per the client's preference. In simple bikini waxing, hair on the sides and top are waxed. In Brazilian waxing, the client can opt for a small patch shape. Both men and women go for this service. In case, hot



Fig. 4.19: Abrasive mitts for facial hair removal



Fig. 4.20: Intensive pulse light for facial hair removal



Fig. 4.21: Electrolysis procedure for hair removal



## NOTES

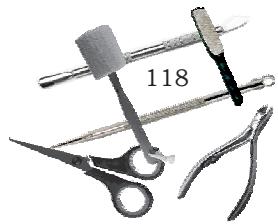
wax is used, a strip is put on the wax that is applied on the skin and is pulled off along with the hair in the direction opposite to the hair growth.

### Points to remember

- Before starting the treatment, talk about the procedure with the client. Some clients might be first-timers, so they may need extra care.
- Warn the client that the waxing must not be conducted during or around the monthly cycle as the skin is very sensitive in the week before and during periods.
- Ask the client for contra-indications or allergies, if any.
- Perform a patch test to check for the suitability of the wax on the client.
- Prepare the client for the procedure.
- Offer disposable or salon garments to the client in order to carry out the procedure.
- Ask the client to remove the undergarment.
- Ensure that the client is positioned correctly and comfortably.
- Select tools and material as per organisational standards, client preference and procedural requirements.
- Give clear instructions to the client on how and when to stretch the skin during the procedure.
- First, trim the long hair using a pair of scissors.
- Select and apply wax as per the client's hair growth pattern.
- Check the temperature of the wax as pubic skin is sensitive. The wax must not be too hot and just warm enough for easy application.
- After the service, ask the client for feedback.

### Procedure

- If it is a first-timer or someone getting the waxing done after a long gap, then trim the long hair first with the help of a pair of scissors.
- Conduct a patch test on the upper thigh to check for allergies or abrasions.
- Apply antiseptic cleaner and powder on the area prior to waxing.



- Work in sections. Start with the inner thighs.
- For hard waxing, apply a thick layer. Each smear must be about an inch wide and up to three inches long.
- The wax must always be applied in the direction of the hair growth.
- Let the wax sit for about 30 seconds to harden a bit.
- Pull the section off in the direction opposite to the hair growth. Stretch the skin beneath the section while pulling away to lessen the pain or ask the client to stretch it.
- Tweeze away stray hair.
- Apply a lotion to soothe the area.
- Provide aftercare advice to the client. Ask the client to avoid hard soaps to wash the area as it might lead to irritation or itching.

### **Client record card**

A Beauty Therapist is supposed to note down all details of the client as per the standard format in a client record card. Note down if the client has any contra-indication or is allergic to some product. Also, jot down the client's preference for products. The client's record card must contain complete information of the client.

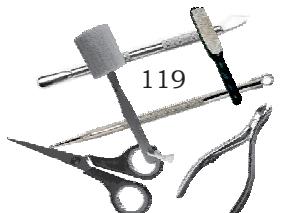


Fig. 4.22 (a and b): Aftercare tweezing and moisturising

### **Aftercare advice**

Provide these advice to the client after the procedure.

- Wash the hands, and then, apply an antiseptic cream or lotion on the treated skin for soothing it. Avoid touching the area with unclean hands.
- Avoid using deodorant, perfume or powder on the treated area.
- Avoid taking hot or bubble shower for at least 48 hours as it can cause irritation.



## NOTES

- Avoid going to the gym or doing any kind of workout or play an outdoor game for 48 hours as it can increase perspiration in the waxed area.
- Also, avoid exfoliating the area, swimming or sunbathing for at least 48 hours post-wax.
- Wear clean cotton clothes to avoid irritation.
- Avoid wearing tight fitting clother as they can trap bacteria close to the skin and cause infections .

## Disposing of the waste

Waste resulting from the waxing procedure must be considered as 'contaminated'. Certain guidelines must be followed to dispose of the waste.

- Used wax strips must be dumped into bins.
- Dump all waste collected in small lined bins into larger lined clinical waste bins.
- Use industrial gloves to dispose of the clinical waste.

## Practical Exercise

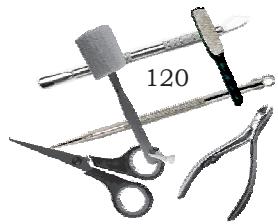
### Activity

Perform waxing of the arm.

Material required: heating unit, wax, disposable cloth or apron, cotton strips, tweezers, spatula, powder, cotton, antiseptic lotion, disposable gloves, waste bin, towel and jewellery bowl

### Procedure

- Make the client feel comfortable.
- Choose an appropriate pre-wax application product.
- Identify the area to be waxed.
- Heat wax in a wax heating unit until it melts.
- Test the temperature of the wax by applying a small portion on to your wrist.
- Dust the area to be waxed with powder before applying the wax. Baby powder or corn starch can also be used as they absorb body oil and moisture, allowing the wax to stick to the hair (not the skin), making the process less painful.
- Check the length of the hair that is to be removed. The hair must ideally be between 1/4 and 1/8 inch (3 and 6 mm) in length.
- Apply warm wax on to the skin with a wooden spatula.



## NOTES

- Gently press the strip on to the area where wax has been applied. Smoothen the wax strip in the direction of hair growth. Allow the wax to cool.
- Once the wax has cooled and slightly hardened, pull the wax strip in the direction opposite to that of the hair growth. While pulling the strip, hold the skin taut and pull the strip from underneath its edge. Do this quickly. Do not pull it off at a 90° angle but at a shallower angle.
- Once the strip has been removed, hand pressure must be given on the waxed area to minimise discomfort.

## Check Your Progress

### A. Fill in the Blanks

1. A single hair is referred to as a hair \_\_\_\_\_.
2. A hair consists of cuticle, \_\_\_\_\_ and medulla.
3. The most common treatment for removing body hair is \_\_\_\_\_.
4. To remove hair on large areas like arms and legs, \_\_\_\_\_ waxing is done.
5. A skin sensitivity test must be conducted \_\_\_\_\_ before waxing.

### B. State True or False

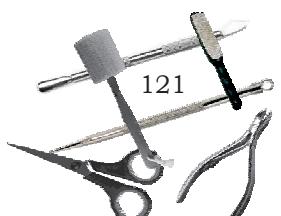
1. Telogen is the first stage of hair growth cycle.
2. Hair follicle undergoes a period of change in the catagen stage.
3. The rest period for hair follicles is called telogen.

### C. Subjective Questions

1. What do you understand by waxing? Describe its types.
2. List the different types of hair.
3. Name the stages of hair growth cycle.
4. List any five equipment required for waxing.
5. How will you conduct a skin sensitivity test?
6. State the precautions to be taken by the client before waxing.
7. What advice must be given to the client after waxing?

### D. Arrange the waxing sequence

S.No		Write the correct sequence
1.	Make the client feel comfortable.	
2.	Apply and remove the hair in small sections.	



3.	Ensure that you have lifted the hair from the skin completely and they have stuck to the wax strip.	
4.	Test the temperature of the wax by applying it on your wrist.	
5.	Choose most appropriate pre-wax application product.	
6.	Identify the area to be waxed.	
7.	Apply a thick coat of the wax on a small area with the help of a thick rim.	

### What have you learned?

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

- identify equipment and products required for waxing.
- prepare the working area for waxing.
- conduct a skin sensitivity test.
- perform waxing.

### SESSION 2: THREADING

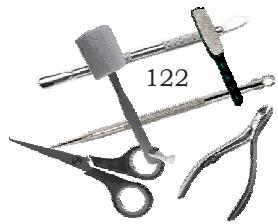
Threading is the most common method of removing facial hair. Threading of eyebrows, forehead and above the upper lip is the most common but it can be done on other areas of the face as well. Like other depilation procedures, threading can sometimes cause redness and rashes.

#### Benefits

- Threading is suitable for smaller areas like forehead, eyebrows, above the upper lip, chin and other areas on the face.
- Threading is, generally, done to give shape to the eyebrows.
- It is less time-consuming than waxing.
- New hair growth after threading is finer as compared to the one after waxing
- It is suitable for almost all skin types.
- No chemical is used in threading.
- Hair growth is slow after threading.



Fig. 4.23: Threading for shaping the eyebrows



## **Limitations**

- The effect of threading lasts for 1–2 weeks so the procedure has to be done at frequent intervals.
- On sensitive skin, there can be redness or rashes.
- Avoid threading on areas with eruptions like pimples or acne.

## **Material required**

- Thread (24–30 inches long)
- Eyebrow brush (to brush the eyebrow hair)
- Scissors (for trimming the eyebrows)
- Tweezers (for finishing and pulling out stray hair)
- Cotton
- Powder

## **Preparing the client**

- Seat the client comfortably.
- Wash your hands and dry them with a clean towel.
- Slightly dust the area where threading is to be done with powder.

## **Threading technique**

A cotton thread of 0.3–0.5 mm width is required for threading. The length of the thread must be between 24 and 30 inches. A beginner is required to use shorter length of thread for practising. An expert can use a longer thread. Threading is mostly done on the forehead, eyebrows, upper lip, other areas on the face and chin.

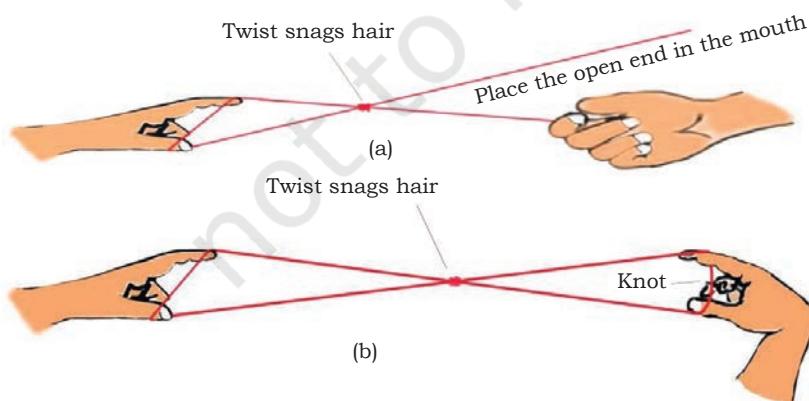
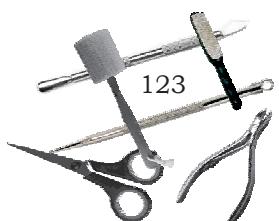


Fig. 4.24 (a and b): Method for holding the thread for carrying out threading



## **Procedure of eyebrow threading**

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

Step 2: Place the 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 that the knot is at one end near the finger, so that it does not interfere with the twisting.

Step 5: To start threading, place the upper end of the twisted thread under the unwanted hair, so that they hang over it. 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 twisted thread towards the lower finger by spreading the upper finger and dropping some of the plucked hair.

Step 7: Now, focus on another area.

Step 8: 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 9: Once the service is complete, apply a soothing lotion or solution on the area where threading has been done. A zinc ointment or ice can also be applied to soothe the skin.

## **Procedure for upper lip threading**

Step 1: Use cotton thread, which is about 2 feet long and 0.3–0.5 mm wide. Ensure that the thread is strong enough and does not snap easily.

Step 2: Hold one end of the thread in the mouth and the other in the hand.

Step 3: Wind the thread at the centre around 10 times.

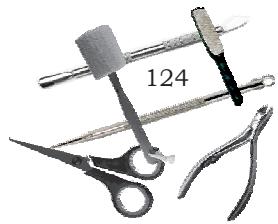
Step 4: To remove oiliness, apply talcum powder above the upper lip.

Step 5: Place the thread above the upper lip of the client.

Step 6: Ask the client to place the tongue under the upper lip in order to tighten the skin. With hand movement, shift the wound-up portion to the other side, ensuring



Fig. 4.25: Threading of the upper lip



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 7: After threading above the upper lip is done, massage the area with a lotion or apply astringent.

## Eyebrow shapes according to face shapes

There are six basic face shapes. Some of the eyebrow shapes that suit each of the six face shapes are as follows.

### Oval face

This 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

This face shape lacks angles. Hence, the eyebrow shape should, normally, be arched to divert the attention of people from the width of the face and make it appear longer. Rounded brows should, normally, be avoided.

### Square face

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

The goal is to make the face appear shorter. So, horizontal flat brows can accomplish this task and make the face look balanced.

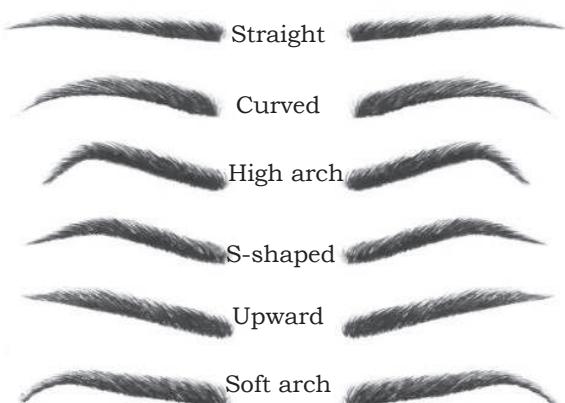


Fig. 4.26: Basic eyebrow shapes

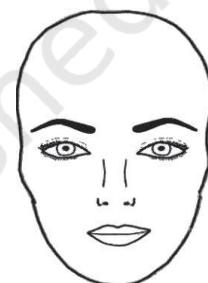


Fig. 4.27: Oval-shaped face

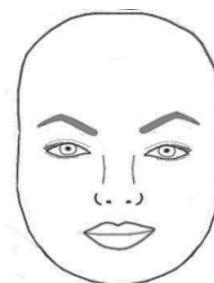


Fig. 4.28: Round-shaped face

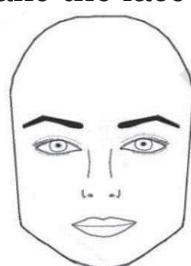


Fig. 4.29: Square-shaped face

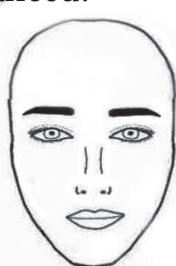


Fig. 4.30: Long-shaped face

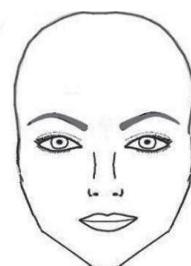


Fig. 4.31: Heart-shaped face

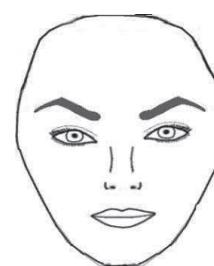


Fig. 4.32: Diamond-shaped face



## Heart face

This 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 accentuate the face shape.

## Diamond face

This face shape is angular, being the widest at the cheekbones and narrower at the forehead, as well as, the jaw line. Curved or round brows can make the face appear less angular. Centre arched eyebrows will make it appear less widened.

## Facial hair removal techniques for men

For long, hair removal and beauty treatments have been considered a thing for women. But nowadays, men are also opting for various beauty treatments. They go for facial waxing, shaping the eyebrows, removing uni-brow look, cleaning 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. Men also go for threading of the eyebrows, which is painful and time-consuming as compared to waxing, as men have coarse hair. Besides, hair growth in the eyebrows in men is more as compared to women. The latest trend is of using hard wax.

### Shaping the beard

This is done by trimming excess or long hair and defining the edges 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. This gives a longer hair-free look and tends the growth of finer hair.

### Nose hair removal

This is a difficult process, wherein a scissor or a razor is, normally, used. But waxing is a convenient and effective method for removing nose hair. Small



Fig. 4.33 (a and b): Shaping the beard

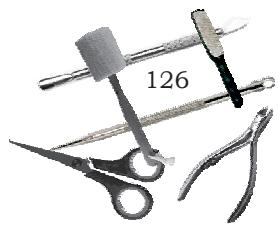




Fig. 4.34: Nose hair removal



Fig. 4.35: Ear hair removal

amount of wax is put at the opening of the nostril with the help of a stick. It allowed to cool and solidify, and then, pulled back taking along the nose hair.

### Ear hair removal

Hard wax is put on the ear and allowed to cool and solidify. It is then pulled back. It is difficult to remove ear hair with a razor or trimmer as the hair in this area is fine and there is no flat surface to shave. Wax can be applied on curves of the ear and pulled back to remove the hair. Threading can also be done if there is less hair.

## Practical Exercise

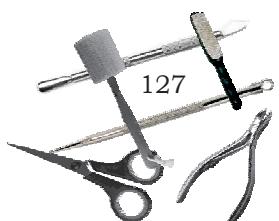
### Activity

Perform threading of the upper lip.

Material required: cotton thread, talcum powder, lotion or astringent, scissors, tweezers

### Procedure

- Use a 0.3–0.5 mm wide cotton thread about 2 feet long.
- Ensure that the thread is strong enough and does not snap easily.
- Hold one end of the thread in the mouth and the other in the hand.
- Wind the thread at the centre around 10 times.
- To remove oiliness, apply talcum powder on the upper lip.
- Place the thread on the upper lip of the client.
- Ask the client to place the tongue under the lip in order to tighten the skin on the lip.



## NOTES

- 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.
- After threading on the upper lip is done, massage the area with a lotion or apply astringent to avoid itching or irritation.

## Check Your Progress

### A. Fill in the Blanks

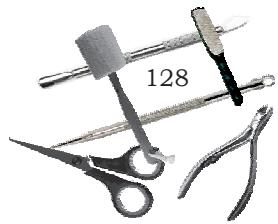
- A \_\_\_\_\_ is required for threading.
- A \_\_\_\_\_-shaped face lacks angles, hence, the eyebrow shape should be arched.
- A \_\_\_\_\_-shaped shape is wider at the forehead and tapers at the cheeks followed by a pointed chin.
- Electric razors and \_\_\_\_\_ can be used for trimming the beard.
- A convenient and effective method for removing nose \_\_\_\_\_ is waxing.

### B. State True or False

- Threading is the most common method of removing facial hair.
- The length of the thread used for threading must be between 24 and 30 inches.
- Polyester thread can be used for threading.
- Diamond face tapers at the cheeks.

### C. Arrange the upper lip threading sequence

S. No.		Write the correct sequence
1.	Place the thread on the upper lip of the client.	
2.	Use a cotton thread, which is about 2 feet long.	
3.	Ensure that the thread is strong enough and does not snap easily.	
4.	After threading on the upper lip is done, massage the area with a lotion or apply astringent.	



## NOTES

5.	With your hand movement, shift the wound-up portion of the thread 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.	
6.	Hold one end of thread in the mouth and the other in the hand.	
7.	Wind the thread at the centre around 10 times.	
8.	To remove oiliness, apply talcum powder or corn starch on the upper lip.	
9.	Ask the client to place the tongue under the upper lip in order to tighten the skin.	

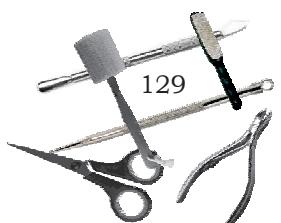
### D. Subjective Questions

1. Describe the benefits of threading.
2. Write any three precautions that need to be taken while performing threading.

### What have you learned?

#### After completing this Session, are you able to:

- explain the necessity of threading.
- list the benefits of threading.
- perform threading of the eyebrows and upper lip.



## **Beauty Therapist-Class 11- Unit 4 Session 1**

### **A. Fill in the Blanks**

1. A single hair is referred to as a hair \_\_\_\_\_.
2. A hair consists of cuticle, \_\_\_\_\_ and medulla.
3. The most common treatment for removing body hair is \_\_\_\_\_.
4. To remove hair on large areas like arms and legs, \_\_\_\_\_ waxing is done.
5. A skin sensitivity test must be conducted \_\_\_\_\_ before waxing.

### **B. State True or False**

1. Telogen is the first stage of hair growth cycle.
2. Hair follicle undergoes a period of change in the catagen stage.
3. The rest period for hair follicles is called telogen.

### **C. Subjective Questions**

1. What do you understand by waxing? Describe its types.
2. List the different types of hair.
3. Name the stages of hair growth cycle.
4. List any five equipment required for waxing.
5. How will you conduct a skin sensitivity test?
6. State the precautions to be taken by the client before waxing.
7. What advice must be given to the client after waxing?

### **D. Arrange the waxing sequence**

S.No		Write the correct sequence
1.	Make the client feel comfortable.	
2.	Apply and remove the hair in small sections.	
3.	Ensure that you have lifted the hair from the skin completely and they have stuck to the wax strip.	
4.	Test the temperature of the wax by applying it on your wrist.	
5.	Choose most appropriate pre-wax application product.	
6.	Identify the area to be waxed.	
7.	Apply a thick coat of the wax on a small area with the help of a thick rim.	

## **Beauty Therapist-Class 11- Unit 4 Session 2**

### **A. Fill in the Blanks**

1. A \_\_\_\_\_ is required for threading.
2. A \_\_\_\_\_-shaped face lacks angles, hence, the eyebrow shape should be arched.
3. A \_\_\_\_\_-shaped shape is wider at the forehead and tapers at the cheeks followed by a pointed chin.
4. Electric razors and \_\_\_\_\_ can be used for trimming the beard.
5. A convenient and effective method for removing nose \_\_\_\_\_ is waxing.

### **B. State True or False**

1. Threading is the most common method of removing facial hair.
2. The length of the thread used for threading must be between 24 and 30 inches.
3. Polyester thread can be used for threading.
4. Diamond face tapers at the cheeks.

### **C. Arrange the upper lip threading sequence**

S. No.		Write the correct sequence
1.	Place the thread on the upper lip of the client.	
2.	Use a cotton thread, which is about 2 feet long.	
3.	Ensure that the thread is strong enough and does not snap easily.	
4.	After threading on the upper lip is done, massage the area with a lotion or apply astringent.	
5.	With your hand movement, shift the wound-up portion of the thread 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.	
6.	Hold one end of thread in the mouth and the other in the hand.	
7.	Wind the thread at the centre around 10 times.	

8.	To remove oiliness, apply talcum powder or corn starch on the upper lip.	
9.	Ask the client to place the tongue under the upper lip in order to tighten the skin.	

**D. Subjective Questions**

1. Describe the benefits of threading.
2. Write any three precautions that need to be taken while performing threading.

## GLOSSARY

**Abductors:** Muscles that separate fingers and toes.

**Acetone:** A chemical used to remove nail varnish.

**Acid mantle:** An acid barrier of the skin that prevents infections and loss of moisture.

**Adductors:** Muscles that draw fingers and toes together.

**Alkalinity:** It refers to the capability of water to neutralise acid.

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

**Anatomy:** The branch of science that deals with the structure of human and animal body the relationship of various body parts with each other.

**Antiseptic:** A solution that prevents wounds from becoming septic

**Appendage:** An attachment.

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

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

**Carpals:** Bones of the wrist.

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

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

**Contra-indication:** A condition that prevents a treatment.

**Corrugations:** Wavy ridges on the nail.

**Cuticle:** The overlapping skin around the base of a nail.

**Depilation:** The deliberate removal of unwanted body hair.

**Emery board:** A tool having two sides—a coarse side for shortening the nails and a fine side for shaping and bevelling.

**Eponychium:** The cuticle of the finger nail.

**Effleurage:** A slow, sweeping massage movement.

**Exfoliant:** A grainy substance used to remove dead skin cells.

**Extensors:** Muscles that straighten the wrist and foot.

**Flexors:** Muscles that bend the wrist and foot.

**Furrows:** Depressions in the nail.

**Germinal matrix:** The root of the fingernail. This portion of the nail is actually beneath the skin behind the fingernail and extends several millimetres into the finger.

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

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

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

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

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

**Keratin:** A protein that is the chief component of the skin and nails. It cannot be easily damaged or torn.

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

**Matrix:** The part of the nail that produces cells that generate nail growth.

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

**Metacarpals:** Bones of the palm.

**Nail plate:** The actual fingernail, which is made up of translucent keratin. The pink appearance of the nail comes from the blood vessels underneath.

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

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

**Phalanges:** Bones of the fingers.

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

**Personal Protective Equipment:** It includes gloves, goggles, covered shoes, apron, headgear or head cover, etc. These are meant to protect a person and the clothes that the person is wearing.

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

**Radius:** The smaller bone of the forearm.

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



**Record card:** An important document, which must be maintained by a salon as it contains the past treatments taken by a client, the treatment the person has been booked for, client history, about the products to be used, skin type and allergies, if any.

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

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

**Sterilisation:** The highest form of decontamination that kills all germs.

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

**Waxing:** A hair removal technique, in which the hair are pulled out from the root by the use of hot or cold wax. It takes 3–6 weeks for the new hair to grow, according to a person's hair growth pattern. Strip and stripless waxing are its two types.



## ANSWER KEY

### Unit 1: Beauty and Wellness Industry, and Beauty Therapy

Session 1: Career Opportunities in the Beauty and Wellness Sector

#### A. Multiple Choice Questions

1. (d)      2. (c)      3. (c)

#### B. Fill in the Blanks

- (a) therapist    (b) slimming    (c) make-up    (d) therapies

Session 2: Beauty Therapy Services

#### A. Multiple Choice Questions

1. (c)      2. (a)      3. (b)

#### B. Fill in the Blanks

1. twisting    2. hairstyle    3. hairdressing    4. stripless

Session 3: Preparing and Maintaining the Work Area

#### A. Multiple Choice Questions

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

#### B. Fill in the Blanks

1. diseases    2. Hygiene    3. sterilisation  
4. first aid    5. safe

Session 4: Health and Safety in the Work Area

#### A. Multiple Choice Questions

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

#### B. Fill in the Blanks

1. Water    2. Oxygen    3. extinguisher    4. mask

### Unit 2: Skincare Services

Session 1: Anatomy and Physiology of the Skin

#### A. Multiple Choice Questions

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

#### B. Fill in the Blanks

1. epidermis    2. collagen    3. melanin  
4. immune    5. fibrous

Session 2: Types of Skin and Skincare

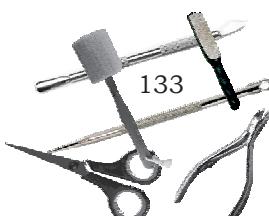
#### A. Fill in the Blanks

1. impurities    2. blackheads    3. wrinkles    4. normal  
5. sebaceous    6. pimples    7. peel-off

Session 3: Actions of the Facial, Neck and Shoulder Muscles

#### A. Fill in the Blanks

1. occipitals    2. frontalis    3. quadratus labii inferiors



**B. Match the Columns**

- |        |        |        |
|--------|--------|--------|
| 1. (d) | 2. (a) | 3. (b) |
| 4. (e) | 5. (c) |        |

**C. Multiple Choice Questions**

1. (a)      2. (b)

Session 4: Bleaching

**A. Fill in the Blanks**

1. bleaching    2. patch    3. watering    4. ammonia

**Unit 3: Manicure and Pedicure Service**

Session 1: Anatomy of the Nail, Hand and Feet

**A. Multiple Choice Questions**

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

**B. Fill in the Blanks**

1. marrow    2. tendon    3. ligament    4. blood, relaxing

Session 2: Manicure

**A. Multiple Choice Questions**

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

**B. Fill in the Blanks**

1. cuticle    2. filing    3. pumice    4. ridges

Session 3: Pedicure

**A. Multiple Choice Questions**

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

**Unit 4: Depilation Services**

Session 1: Waxing

**A. Fill in the Blanks**

- |          |             |           |
|----------|-------------|-----------|
| 1. shaft | 2. cortex   | 3. waxing |
| 5. soft  | 5. 24 hours |           |

**B. State True or False**

1. False    2. True    3. False

Session 2: Threading

**A. Fill in the Blanks**

- |             |          |          |
|-------------|----------|----------|
| 1. thread   | 2. round | 3. heart |
| 5. scissors | 5. hair  |          |

**B. State True or False**

1. True    2. True    3. False    4. False

