Sunbed staff training record

One sheet per member of staff.

tannoo

Salon name _____ Address _____ Period / year _____

Staff member _____ Role _____

Start date _____ Trained by _____

Training topic	Date trained	Trainer initials	Staff initials
Sunbed law for our nation and our salon policy			
Age checks: Challenge 25, accepted ID, refusing and logging			
Client consultation: skin types and health questions			
When to refuse, and how to do it politely			
Using the manufacturer's exposure tables and setting session times			
Operating each bed, the emergency stop and what to do if a client feels unwell			
Eye protection: giving it out and cleaning it			
Cleaning beds between clients			
Health information and notices (Wales, Scotland, Northern Ireland)			
Supervision duties (Wales, Scotland, Northern Ireland)			
Record keeping: consent forms, session log, refusals log			
Reporting faults and taking a bed out of use			

Refresher training

Date	Topics covered	Trainer	Staff signature

Train staff before they serve sunbed clients alone, and refresh at least once a year or when the law or your beds change. Keep this record for every member of staff.

Staff signature _____ Manager signature _____