

Covid-19 Risk Assessment

Undertaken a risk assessment	The initial risk assessment was carried out by Karen Burton 24/6/2020, staff have been consulted. This is an ongoing process and will be reviewed and changed dependant on the government guidelines.
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Before entering the salon
The risk is Covid-19, and preventing the virus from entering the salon
I have assessed the risks and the following additional procedures will be implemented to protect both staff and clients

What is the Risk	Mitigating action	Introduced
Someone coming to the salon with Covid-19	<ul style="list-style-type: none"> All clients will be informed of changes and what to expect when they visit the salon, at the time of booking their appointment. 	4/7/2020
Someone coming to the salon with Covid-19	<ul style="list-style-type: none"> All clients with be contacted by the receptionist/ stylist, either the day before, or on the day of their appointment, with a short questionnaire to assess if they have symptoms of Covid-19. 	4/7/2020
Someone coming to the salon with Covid-19	<ul style="list-style-type: none"> If a member of staff has symptoms relating to Covid-19 they will need to self-isolate 	4/7/2020

**Reception area/ Entering and leaving the salon,
We have assessed the risks and the following additional procedures will be implemented to protect
both staff and clients.**

What is the Risk	Mitigating action	Introduced
Risk of contact with others	<ul style="list-style-type: none"> • Notice on the door stating only clients with appointments will be allowed in 	4/7/2020
Someone coming to the salon with Covid-19	A non- contact thermometer will be used to check for a temperature, <ul style="list-style-type: none"> • staff will be tested before they start their shift • Clients will be tested when they enter the salon. 	4/7/2020
Risk of contact with others	<ul style="list-style-type: none"> • All clients will need to arrive on time • Due to the size of the salon we are requesting that clients wait outside until the stylist is ready observing social distancing 	4/7/2020
Someone coming to the salon with Covid-19	<ul style="list-style-type: none"> • Clients will be asked to sign to confirm they do not have any symptoms relating to Covid-19. 	4/7/2020
Someone coming to the salon with Covid-19	<ul style="list-style-type: none"> • We will be keeping a record of anyone entering the salon, (including delivery drivers and sales reps) in case we are asked by a contact tracer 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • There will be a Perspex shield (Sneeze screen) on the reception desk, for added protection 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Face masks will be worn by Staff and clients • Face shield will be worn by staff 	4/7/2020
Risk of contact with others	<ul style="list-style-type: none"> • To reduce contact, clients will be asked to hang their own coats up 	4/7/2020

Spread of Virus	<p>Hand sanitiser reduces the spread of the virus,</p> <ul style="list-style-type: none"> • Clients will be required to use the hand sanitiser when entering and leaving the salon • Staff will be required to wash their hands and use the hand sanitiser before, during, and after, every client where appropriate 	4/7/2020
Risk of contact with others	<ul style="list-style-type: none"> • Only two clients will be in the salon at a time, one in the salon and one upstairs. 	4/7/2020
Risk of contact with others	<ul style="list-style-type: none"> • Social distancing between staff and clients will always need to be observed, apart from the stylist and their client whilst doing their hair 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Chip and pin payment only • Wipe desk surfaces with anti-bacterial wipes or spray • Wipe chip and pin machine and telephone after every use with anti-bacterial wipes or spray, • staff to have pen and pencil for their own use 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Door handles wiped after every client 	4/7/2020

Hairdressing, in Salon and Beauty room

We have assessed the risks and the following additional procedures will be implemented to protect both staff and clients.

What is the Risk	Mitigating action	Introduced
Spread of Virus	<ul style="list-style-type: none"> • Weather permitting the door and windows may be kept open for aeration 	
Spread of Virus	<ul style="list-style-type: none"> • Staff will wear appropriate PPE in line with government guidance this will include Face Masks, Face Shield, Gloves, Aprons. • Clients – Face Masks 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • All towels and gowns need to be washed after every use on a 60-degree wash 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Disposable shoulder capes will be used 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • All hair will be washed before styling 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • All hair must be swept up after cutting before blow drying 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Magazines will not be available, clients advised to bring in their own 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Refreshments will not be available only a cup of water, clients advised to bring their own bottle if needed 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Clients should only bring essential items into the salon, no shopping bags 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Styling station, chair, Trolley, and all equipment, combs, brushes, clips, and scissors used to be sterilized using U.V sterilizer, Barbicide, or anti-bacterial spray. 	4/7/2020

	<ul style="list-style-type: none"> • Two sets of equipment recommended for stylists to help with sterilizing equipment • 15 minutes will be allocated after each client for cleaning and sterilizing equipment. 	
Spread of Virus	<ul style="list-style-type: none"> • Staff to change out of work clothes before they leave the salon, put in bag and straight in washing machine when at home 	4/7/2020

Wash basin area
We have assessed the risks and the following additional procedures will be implemented to protect both staff and clients.

What is the Risk	Mitigating action	Introduced
Spread of Virus	<ul style="list-style-type: none"> • Clean, basin, neck cushion, and chair after every use 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Shampoo bottles to be wiped with anti-bacterial wipes or spray at the end of their shift ready for the next stylist 	4/7/2020
Spread of Virus	<ul style="list-style-type: none"> • Disposable shoulder capes to be used 	4/7/2020

Stairs and Landing

We have assessed the risks and the following additional procedures will be implemented to protect both staff and clients.

What is the Risk	Mitigating action	Introduced
Spread of Virus	<ul style="list-style-type: none">• Door handles and stair banister wiped after every client.	4/7/2020
Spread of Virus	<ul style="list-style-type: none">• Carpet hoovered daily	4/7/2020

Rest room

We have assessed the risks and the following additional procedures will be implemented to protect both staff and clients

What is the Risk	Mitigating action	Introduced
Spread of Virus	<ul style="list-style-type: none">• The toilet and sink area will need to be cleaned after every use by staff or client	4/7/2020
Spread of Virus	<ul style="list-style-type: none">• Door handles wiped after every client	4/7/2020
Spread of Virus	<ul style="list-style-type: none">• Paper hand towels and dispenser to be used instead of a hand towel	4/7/2020

Kitchen

We have assessed the risks and the following additional procedures will be implemented to protect both staff and clients.

What is the Risk	Mitigating action	Introduced
Spread of Virus	<ul style="list-style-type: none">• Clean kitchen after every use with anti-bacterial spray or wipes	4/7/2020
Risk of contact with others	<ul style="list-style-type: none">• Staff to use own cups	4/7/2020
Spread of Virus	<ul style="list-style-type: none">• Tea towels for individual staff	4/7/2020