

Risk Assessment for Covid19 2020

Occupational Sector	Personal and Other Services (Hair)	Job Title	Hairdresser, Stylists, Reception, Support	
Main Tasks and duties	Cutting hair, Colouring hair, Blow-drying & styling hair, Style consultations with customers, answering telephones, making appointments, Clearing and cleaning salon after use			
Date:	23rd June 2020	Written By:	Name: Sally Todd	Company: abundantUK Ltd; aUK Hair & Beauty

PERSON TO PERSON CONTAMINATION							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions	Managed by Name	Due BY Date	DONE
Infected Clients attending salon Risk of a client coming into an appointment who is already infected	High	<ul style="list-style-type: none"> Employee/s SE Client/s 	<ul style="list-style-type: none"> Prior to 21.3.20 clients who had any symptoms were asked not to attend salon 	<ul style="list-style-type: none"> Assess clients prior to appointment 48 hours before Check status of health & health of those living in same household ANY SYMPTOMS of client or anyone in household - client is to be rescheduled 	Reception	4.7.20	
Employees infected outside work premises and attending work	High	<ul style="list-style-type: none"> Employee/s SE Client/s 	<ul style="list-style-type: none"> Prior to Covid-19 no measures in place as no risk 	<ul style="list-style-type: none"> Employee/s temperature will be taken on arrival and logged if above 37 degrees 	Reception	4.7.20	

During this process of compiling the Coronavirus risk assessment it is presumed that all risks are likely to occur

Risk Assessment for Covid19 2020

<p>Service Face to Face contact</p> <p>Risk of cross contamination when particular services are performed which are face to face and less than 2 metres distance</p>	High	<ul style="list-style-type: none"> • Employee/s • SE • Client/s 	<ul style="list-style-type: none"> • Prior to Covid no measures in place 	<ul style="list-style-type: none"> • Any face to face services EMPLOYEE MUST WEAR a supplied VISOR • Client must be given the choice of wearing a surgical paper mask or visor • Reception – when clients arrive will be shielded by a Perspex barrier 	ALL	4.7.20
<p>Greeting person to person</p> <p>Risk – of people greeting one another with a risk of contamination</p> <p>Movement Person to Person</p> <p>Risk of contamination when people are in building moving around from area to area</p>	High Med	<ul style="list-style-type: none"> • Employee/s • SE • Client/s <ul style="list-style-type: none"> • Employee/s • SE • Client/s 	<ul style="list-style-type: none"> • Prior to Covid no measures as no risk in place <ul style="list-style-type: none"> • Prior to Covid no measures as no risk • PPE to be worn at all times whilst in salon • Monitor government HSE directive. Monitor, and revise frequently to mitigate risk 	<ul style="list-style-type: none"> • No shaking of hands • No hugging • PPE to be worn at all times whilst in salon • Clients and Employees to sanitise hands before and at end of services • Sanitise any reusable equipment, including client chairs and equipment such as scissors used after each appointment, plus at start and end of shifts • All stations in use to be spaced 2m apart • One-way system for walking to from backwash where possible • Consistent pairing system to be used ie a stylist with an apprentice 	ALL	4.7.20

Risk Assessment for Covid19 2020

<p>Entrance / door</p> <p>Risk of surface contamination and cross contamination from surface to person</p>	High	<ul style="list-style-type: none"> Employee/s SE Client/s 	<ul style="list-style-type: none"> Prior to Covid all doors and handles were cleaned and sanitised as part of daily cleaning routines 	<ul style="list-style-type: none"> Door handles and reception work surfaces must be cleaned down every hour No walk-ins are permitted at any-time. <p>Entrance doors must display clear signage that the salon operates a strict appointment only entry.</p>	Reception	4.7.20	
<p>Waiting area</p> <p>Risk of surface contamination and cross contamination from surface to person on waiting chairs</p>	Med	<ul style="list-style-type: none"> Client/s SE Employee/s 	<ul style="list-style-type: none"> Prior to Covid areas were cleaned down regularly as part of standard daily clean down routines 	<ul style="list-style-type: none"> Minimum clients in at a time STRICTLY by appointment only Waiting areas should be closed. Seating should be arranged so that it is possible to keep a minimum distance of 2 metres. Magazines, leaflets and any reading material should be removed from the reception area Floor markings, tapes and signage used to remind both employees and clients to maintain social distance, wherever possible <p>Waiting areas must be cleaned down every hour, between clients</p>	Manager	4.7.20	
<p>Reception desk area</p> <p>Risk of client arriving with no PPE, mask or gloves. So, risk to front of house team who are front facing</p>	Med	<ul style="list-style-type: none"> Employee/s SE 	<ul style="list-style-type: none"> Prior to Covid reception area was cleaned down as part of daily cleaning regularly, as or when needed. 	<ul style="list-style-type: none"> Pens for each stylist and clients Signage should be added to remind clients of their social distancing responsibilities Signage must be laminated Reception will have a Perspex barrier screen erected Card terminals should remain STRICTLY NO CASH TRANSACTIONS 	Reception	4.7.20	

Risk Assessment for Covid19 2020

<p>Styling Stations</p> <p>Risk of cross contamination from Surface to person. Magazines, Products</p>	Med	<ul style="list-style-type: none"> Employee/s SE Client/s 	<ul style="list-style-type: none"> Prior to Covid Stations were cleaned down between each client A full sanitisation performed at close of day 	<ul style="list-style-type: none"> Styling stations will be designated to individual stylists to respect the social distancing Use back-to-back or side-to-side working, rather than face-to-face whenever possible No products, leaflets or brushes are to be placed on stations at any time. Trolleys should be used to transfer to areas (post cleaning) Trolleys must only have stylist's own equipment at all times, no sharing Any styling products you use and need, each stylist must have their own only by one person if required No magazines on show, or given to clients Stations must be cleaned down between every client use Chairs and chair arms must also be cleaned down between every client use Provide secure area for clients during development time, eg hair colouring There must be a dedicated collection point or points, rather than passing goods hand-to-hand 	ALL	4.7.20	
<p>Laundry Areas</p> <p>Risk of cross contamination and infection within laundry areas due to space</p>	Low	<ul style="list-style-type: none"> Employee/s SE 	<ul style="list-style-type: none"> Prior to Covid laundry areas were cleaned down at the end of each shift so twice on average daily. 	<ul style="list-style-type: none"> Laundry areas, in particular towels, should have clear segregation Washing of gowns or towels has to be done following the latest HM GOV guidelines. 	ALL	4.7.20	

Risk Assessment for Covid19 2020

<p>Backwash Areas</p> <p>Risk of cross contamination from surface to client and person to person</p>	Med	<ul style="list-style-type: none"> Employee/s SE Client/s 	<ul style="list-style-type: none"> Prior to Covid backwash areas were cleaned in between all clients Plus a full sanitisation at the end of each working day 	<ul style="list-style-type: none"> Client will continue to wear their PPE surgical mask at all times, and visor at backwash Employees must wear visors and gloves to wash All stylists will have a treatment bowl and brush plus spoon to use only, cleaned after each use Back wash bowls and back wash seat must be fully cleaned down between every client use Silicon neck rests must be cleaned down and sanitised with barbicide between every client use Back wash working areas must be wiped down between any employee mixing or preparing colours. Gloves must be changed after every client use 	<p>Stylist</p> <p>Juniors</p> <p>ALL</p>	4.7.20	
<p>Toilets</p> <p>Risk of cross contamination in toilet areas surfaces</p>	High	<ul style="list-style-type: none"> Employee/s SE Clients <ul style="list-style-type: none"> End of day full sanitisation clean down 	<ul style="list-style-type: none"> Prior to Covid toilet areas were cleaned down in line with daily routines Disposal of paper towels in designated bin Blue roll and cleansing sanitiser provided for client to help clean area 	<ul style="list-style-type: none"> Signage should be clearly placed so that clients maintain social distance at all times Hand sanitizer provided as back up when entering and leaving toilet area Posters used to build awareness of good handwashing techniques, the need to increase handwashing frequency and to avoid touching faces Cleaning schedule to be updated and signed regularly throughout the day Hand driers or paper towels can be used for drying hands Toilet area including door handles must be cleaned down between any use Wash hands for 20 seconds with soap and water or hand sanitiser before putting on face coverings, plus before and after removing them 	ALL	4.7.20	

Risk Assessment for Covid19 2020

<p>Rest Areas</p> <p>Risk of cross contamination and infection while people remove masks to eat and or drink.</p>	Med	<ul style="list-style-type: none"> Employee/s SE Clients 	<ul style="list-style-type: none"> Prior to Covid kitchen and rest areas were regularly cleaned down as part of daily routines A daily full sanitisation is performed at the end of a working day 	<ul style="list-style-type: none"> Any kitchens, lunchrooms or staff areas can only be used one person at a time where rooms are smaller than 4m², although any wide-open areas on the upper floors may be used with the social distancing rules applied Employees will be limited on movement and once in salon for their shift they will not be allowed to leave premises unless it's to a designated secure outside area All employees must clean areas after use PPE must be worn when entering or exiting any rest area Additional rest areas will be allocated in the salon, to be used during rest breaks, and sanitised after use 	ALL	4.7.20	
<p>Common areas and stairwells</p> <p>Risk of cross contamination whilst using confined stairwells.</p> <p>Coffee Machine area</p>	Med	<ul style="list-style-type: none"> Employee/s SE Client/s 	<ul style="list-style-type: none"> Prior to Covid free movement in these areas 	<ul style="list-style-type: none"> Only one person to use the stairs in either direction, no passing on the stairs Post Covid, area cannot be used without compromising guidelines of distancing Post Covid, Paper disposable cups for water only Gloves need to be changed for each new client 	ALL	4.7.20	

Risk Assessment for Covid19 2020

WORKING EQUIPMENT & TOOLS							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	
Towels Risk of cross contamination with use of normal towels	High	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Prior to Covid towels were washed at 60 degrees throughout a working day in a commercial machine 	<ul style="list-style-type: none"> Where standard salon towels are used there should be strict control of used towels, using separate towels for each client, washing between use Salon towels or gowns should be washed at 80 degrees, or by following recommended guidelines 	ALL	4.7.20	
Brushes/Combs Razors, clips scissors Risk of cross contamination when using brushes, combs, clips	Med Med	<ul style="list-style-type: none"> Client/s Employee/s <ul style="list-style-type: none"> Employee/s 	<ul style="list-style-type: none"> Prior to Covid all brushes, combs, clips were sanitized between each client Scissors were cleaned Combs placed in barbicide Prior to Covid reception area was cleaned down as part of daily schedule 	<ul style="list-style-type: none"> NO brushes to be sited on stations at any time. Must be stored when cleaned in trolleys Brushes & combs used must be sanitized after every use for a single client, with barbicide spray Laminated signage should be on display to remind clients of their social distancing responsibilities Reception will have 2 Perspex barrier screens erected Card terminals should remain STRICTLY NO CASH TRANSACTIONS 	ALL	4.7.20	

Risk Assessment for Covid19 2020

<p>Reception desk</p> <p>Area</p> <p>Risk of client arriving with no PPE, mask or gloves. So, risk to front of house team who are front facing</p>	High	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Prior to Covid, PPE was observed with aprons and gloves 	<ul style="list-style-type: none"> Ensure stock of masks and visors are available to distribute to clients 	Reception	4.7.20	
<p>Products for client use</p> <p>Risk of clients picking up and using products and smelling</p>	High	<ul style="list-style-type: none"> Employee/s Client/s <p>Risk of employees & client picking up and using smelling products</p>	<ul style="list-style-type: none"> Prior to Covid products were placed on stations so that stylists could use, and clients could sample. Products were cleaned down daily as part of daily cleaning routines 	<ul style="list-style-type: none"> No products for salon use are permitted to be sited on any stations Trolleys should be used as a working station instead Working stations must be cleaned down after every use 	ALL	4.7.20	
<p>Capes / Gowns</p>	High	<ul style="list-style-type: none"> Client/s <p>Risk of contamination transfer onto and from client's clothes whilst in salon</p>	<ul style="list-style-type: none"> Prior to Covid capes were used to protect clients clothing from colour, product or water damage 	<ul style="list-style-type: none"> Salon gowns must be laundered at 80 degrees, or in accordance with latest HM GOV guidelines, on a strict rotation of one per client - NO RE USE IS PERMITTED 	ALL	4.7.20	

Risk Assessment for Covid19 2020

Stylist's Personal Kit	High	<ul style="list-style-type: none"> Client/s Employee/s <p>Risk of cross contamination where kit is usually used on different clients Even though cleaned, now needs full sanitisation</p>	<ul style="list-style-type: none"> Prior to Covid, stylists cleaned down between clients 	<ul style="list-style-type: none"> Stylists personal kit should be cleaned down and sanitised in between every client. This includes any clips, brushes, combs, razors, scissors NO personal pouches are permitted for use – all tools should be placed on a working trolley to avoid any cross contamination. 	ALL	4.7.20	
Trolleys	Med	<ul style="list-style-type: none"> Client/s Employee/s 	<ul style="list-style-type: none"> Prior to Covid trolleys were shared between stylist Cleaned down in between use Fully cleaned out weekly 	<ul style="list-style-type: none"> Trolleys should be used to store working items. These should then be cleaned down in between every client Each stylist to use just 1 trolley Trolleys where personal kit is placed during any client service must be cleaned in between clients. 	ALL	4.7.20	
Tint Bowls / Brushes	Med	<ul style="list-style-type: none"> Client/s Stylist/s 	<ul style="list-style-type: none"> Prior to Covid tint bowls and brushes were cleaned between each client 	<ul style="list-style-type: none"> Tint bowls should be used once and should NOT be placed on any styling station Tint bowls must be washed thoroughly in hot soapy water after each use 	ALL	4.7.20	
Hairdryers, Straighteners, Stylers	Low	<ul style="list-style-type: none"> Client/s Stylist/s 	<ul style="list-style-type: none"> Prior to Covid hairdryers were cleaned down daily Straighteners & Stylers were used on various clients A shared resource 	<ul style="list-style-type: none"> Must be cleaned down MUST BE UNPLUGGED and carefully cleaned using sanitiser on a paper towel. NEVER SPRAY SANITISER DIRECTLY ONTO ANY ELECTRICAL ITEM 	ALL	4.7.20	

Risk Assessment for Covid19 2020

Mixing station and colour dispensary	Med	Stylists /support team Small cupboard areas	<ul style="list-style-type: none"> • Prior to Covid, team mixed own stock and used one use bowls and brushes 	<ul style="list-style-type: none"> • Designated colour mixer, to be at fixed location and colours mixed accordingly before being passed to stylist • Area is well ventilated, ie keep the windows and doors open • social distancing measures have to be used 	Hair Manager	4.7.20	
Health & Safety Barbicide Certification	Med	All Employees	<ul style="list-style-type: none"> • Prior to Covid, general knowledge about Barbicide 	<ul style="list-style-type: none"> • During Covid all employees completed Barbicide Certificates, copies in Drive • General Barbicide certificate to be on display in salon 	Sally Todd	June 2020	

Scheduling & organising appointments

1. Columns should be planned in advance so that it is possible to have staggered opening times to avoid clients arriving all at once.
2. Columns should also be scheduled to avoid too many employees being at work at the same time.
3. Clients will be designated a seat for the entire service, no swapping in the middle.
4. One service at a time if you cannot keep to the social distancing and numbers of persons allowed in area m2 at one time.
5. Customer density should be planned at a capacity in line with social distancing measures.
6. Working hours must be planned in accordance with any contracted hours, with longer days to minimise staff interaction.
7. Longer 1hr appointments to give the employee time to wash hands, change their PPE and prepare for the next client. This should be managed with a view to limiting the flow of clients in and out of the salon.
8. Stylists are only permitted to work on one client at a time so from start to completion. Washing client's colour's off so no handing over to another stylist or junior. This has to happen where salon cannot socially distance or be in a safe controlled environment.

Appointments – where employees belong to any “at risk” group

1. Individuals who belong to particular groups must be risk assessed, based on current HM GOV guidelines and any scheduled work limited to above
2. Processes must be reviewed in line with HM GOV directive and any additional measures taken to ensure safe working practices and timings of any appointments for the particular group
3. Working procedures must be reviewed for this particular group to limit time between the employee and client as much as possible
4. The aim is to protect clinically extremely vulnerable and clinically vulnerable individuals

Movement & behaviour of people in the salon

Employees

- All employees must strictly follow at all times HM GOV & company guidelines wearing the correct PPE at all times
- Employees MUST NOT congregate in open or staff areas without the social distancing rules being applied to
- Employees must wash and sanitise their hands as frequently as possible
- Employees are not permitted to leave the salon and return whilst on a working shift. Lunch, food and drink must be purchased before shift to limit traffic in and out of the salon, and to minimise any cross-contamination
- Employees are encouraged NOT to wear uniforms at home, or to and from the workplace, plus to wash and change them on a daily basis
- Employees to change face covering if it becomes damp or if it has been touched

Clients

- On arrival clients must queue outside of the salon adhering to the social distancing rules – markers must be placed for this to avoid and on arrival clients must have their temperature taken, and be directed to sanitise their hands and put on any appropriate PPE
- Clients must be invited to attend any appointment on their own - ONLY EXCEPTION IS WHERE A CLIENT ATTENDS WITH A CARER, IN WHICH CASE THE CARER MUST ADHERE TO ALL CLIENT GUIDELINES
- Clients must be asked to bring own drinks and tablets, or books
- Clients must adhere to the social distancing rules whilst in salon
- Clients must respect the guidelines for how people move through the premises to reduce congestion and contact between clients
- Clients included in specialist groups with disability aids like wheelchairs must remain in chair to avoid any potential injury

Employees and clients should avoid unduly raising voices. Music should not be played at such a high volume that conversation would be made difficult. This is because of the increased risk of transmission.

Dealing with illness and symptoms

In an emergency - accident, providing first aid, fire or break-in, people do not have to comply with social distancing if it would be unsafe.

Employees

- Employees should not attend work if they have mild symptoms suggestive of COVID-19. After a course of illness, employees must first return to work 48 hours after symptoms have ceased
- Employees whose family has symptoms or are infected must follow HM GOV & PHE guidelines on reporting and self-isolation

Clients

- Clients must be contacted 48 hours ahead of any appointment to confirm that they had or have no symptoms
- Screening questions to be asked ahead of their appointment are -
 - Have you had the recent onset of a new continuous cough
 - Do you have a high temperature
 - Have you noticed a loss of, or change in normal sense of taste or smell
 - If client has any symptoms, however mild, they should stay at home and reschedule their appointment
- Encourage clients to arrive at the time of their scheduled appointment, to minimise waiting time
- On arrival clients will be asked again that they have no symptoms or any of their household are self-isolating or have any symptoms
- On arrival a temperature check will be taken – anyone displaying a high temperature, HM GOV PHE guidelines will be followed
- Before the service begins the employee will check again that the client is well
- Tissues will be available to encourage both employees and clients to cough or sneeze into, then disposed of safely

Information & Signage

- Social distancing marking must be in place both for queuing – floor markings or tape should be used if possible
- If possible, have a one way or divided system in salon
- Clear markings of social distancing should be in salon with a floor sticker where clients should stand at reception
- Clear signage on reception should be displayed regarding the client “process”
- The official Covid19 Posters to be displayed around the salon
- The latest guidelines should always be visible throughout the salon
- The Barbicide Certification poster to be displayed around the salon
- Posters to be on display in toilets advising clients how to wash hands
- Posters on display saying “Strictly appointment only entry”

Risk assessment completed by: - SALLY TODD, DIRECTOR

Date: 24th June 2020

Hair & Beauty