

Covid- 19 Risk Assessment 2020 rev 1 25.6.20

Occupational Sector	Personal and Other Services (Hair & Beauty)	Job Title	Hairdressers
Main Tasks and duties	Cutting Hair, Shampooing, Application of treatments, Hair, Perming, Blow drying & Styling Hair, Style consultations with Clients, answering the Telephone, Making appointments, cleaning and clearing salon after use.		
Date:	7.6.20	Written By:	Name: Marina Hodgins Print: MARINA HODGINS Director

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 the salon Risk of a client coming to an appointment who is already infected with Covid- 19	High	Employees/other Clients Spreading the virus to others	Prior to 31.3.20 Clients who had any symptoms were asked not to attend and reschedule their appointments.	<ul style="list-style-type: none"> Assess Clients min of 48 hours prior to their visit, email or phone call Check status of the health of those living in the same household Any Symptoms Clients may have in their household the client is to be rescheduled Send out Covid-19 consultation form 48 hours prior to their visit 	MAH with FB's Team	4.7.2020	Will be ongoing
Reception area, cross contamination through bookings and payments	Med	Employees/other Clients Spreading the virus to others	None	<ul style="list-style-type: none"> All bookings to be made over the telephone. Clients will be asked to attend their appointments alone. Phones/iPad will be sanitised after each team member uses them. When possible keep the salon entrance door locked (on snib) with a notice for Clients to phone to make a booking. Front door to be left open as and when appropriate to avoid overheating and aid ventilation (with rope barrier to stop pedestrians) Walk-in appointments will not be available. Clients to be told when booking about the changes and asked to come wearing a face covering to their appointment. Clients will be asked to cancel if they feel unwell. A face covering to be worn at all times by Clients. Salon will provide a face covering if a client does not. Team Members to wear a visor whilst on the salon floor. Payments to be made by card with card machines disinfected after each use. No cash payments unless there is no alternative. Signs in reception area to remind Clients to keep 2 metres apart. Reception and waiting area to be disinfected regularly including door handles Clients to hang up their own coats in the cloakroom and keep belongings with them. Clients to be asked not to wear coats. Team member to take the bills of their own Clients to reduce cross contact using the new remote card device. Only one team member to be at reception desk at any one time 	MAH with FB's Team	4.7.2020	Will be ongoing
Service Face to Face contact on the Main Salon Floor (for Backwash Area – see below) Risk of Cross contamination when certain treatments are performed face to face	High	Employees/other Clients Spreading the virus to others	Prior to covid-19 no measures in place	<ul style="list-style-type: none"> Any face to face services TEAM MEMBER MUST WEAR A VISOR SUPPLIED Team members to be trained how to fit, remove and sanitise face visors. Client must wear a face covering as a minimum. Alternate cutting positions to be used to maintain social distancing. Clients to be seated in designated seats to reduce cross contamination risk. At reception (sanitation point outside the salon entrance door) - Clients to sanitize their hands before entering the salon then adhere to 2 metre social distancing where possible. Clients to be guided to use central pedestrian route through the salon to maintain social distancing where possible 	MAH with FB's Team	4.7.2020	Will be ongoing
Service Face to Face contact at the Backwash Risk of Cross contamination when certain treatments are performed face to face	High	Employees/other Clients Spreading the virus to others	Prior to Covid- 19 all waiting area furniture were cleaned as required throughout the day	<ul style="list-style-type: none"> All Team members to wear a visor. Clients to wear face covering, together with additional PPE as necessary. Sneeze screens fitted between all basins as social distancing is not possible. All basins, taps and seats /neck rests to be disinfected after each use. The time the client is at the back wash to be minimised i.e. toners to be applied in the salon. Treatments to come into the salon when they have been applied. Team Members to wash hands before and after using the backwash. 	MAH with FB's Team	4.7.2020	Will be ongoing
Greeting person to person Risk of individuals greeting one another	High	Employees/other Clients Spreading the virus to others	Prior to covid-19 no measures and no risk in place	<ul style="list-style-type: none"> No shaking of hands or hugging PPE to be worn always whilst in the salon Clients to be supplied with fresh face covering on arrival (if they do not have their own) 	MAH with FB's Team	4.7.2020	Will be ongoing

Fringe Benefits

with a risk of contamination				<ul style="list-style-type: none"> Clients temperature to be taken with non-contact thermometer on arrival. Clients with a temperature above 38 degrees Celsius will be asked to reschedule. Following testing as above Clients to wash their hands then return to reception in preparation to enter the salon floor. 			
First Aid	High	Employees/other Clients Spreading the virus to others	First aid only given by designated first aider if one is available.	<ul style="list-style-type: none"> First aid only given by designated first aider if one is available. If first aid is needed the first aider should protect themselves with full PPE including, Face covering, face shield, gloves, and apron. First aid kit will be fully stocked. 	First Aider	4.7.2020	Will be ongoing
Over Crowding in the salon	High	Employees/other Clients Spreading the virus to others	Monitored but historically not considered an issue	<ul style="list-style-type: none"> Number of team members to be limited to a maximum of 5. Number of Clients to be limited to a maximum of 5. Clients will be asked not to arrive early or late for their appointment and to come alone. Children will not be allowed into the salon unless having their hair cut. Or by prior arrangement. Any visitors will be by appointment only. 	MAH with FB's Team	4.7.2020	Will be ongoing
Suspect Covid- 19 or illness in Team members	High	Employees/other Clients Spreading the virus to others	<p>Prior to Covid-19 any Team members falling ill whilst working would be sent home.</p> <p>Team members unwell prior to arrival would call the salon/Marina.</p>	<ul style="list-style-type: none"> Team members temperature to be taken with non-contact thermometer on arrival. Team members with a temperature above 38 degrees Celsius will be asked to self-isolate and seek medical advice All Team will be asked not to come to work if they feel unwell. If they have symptoms of Covid- 19 they will be asked to self-isolate for the appropriate period or be tested if possible. If the symptoms start at work, they will go straight home or go into the "Green Room" to self-isolate until they can leave. All areas that they have been into must be deep cleaned thereafter. 	MAH	4.7.2020	Will be ongoing
Lack of PPE	High	Employees/other Clients Spreading the virus to others	Stocks of gloves and protective aprons monitored regularly	Levels of all PPE should be monitored daily to make sure levels are maintained. This will be the whole Team's responsibility. If PPE cannot be sourced the salon will be closed until they are available.	MAH with FB's Team	4.7.2020	Will be ongoing
Ladies/Gents WC Facilities; Risk of contamination in toilets and wash areas	Med	Employees/other Clients Spreading the virus to others	Prior to Covid-19 The facilities would be checked and cleaned throughout the day with single use towels for each client	Facilities to be cleaned then spray disinfected after every use. Hand wash soap, hand sanitizer and disposable paper towels to always be available. Bins to be emptied regularly and sanitized.	MAH with FB's Team	4.7.2020	Will be ongoing
SURFACE TO PERSON							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	DONE
Entrance / door; Risk of surface contamination and cross contamination from surface to individual	High	Employees/other Clients Spreading the virus to others	Prior to Covid- 19 all doors and handles were cleaned as required throughout the day	<ul style="list-style-type: none"> Door handles/push plates, door, etc. to be cleaned and sanitised every hour. No "walk ins" are permitted at any time Entrance Door must display signage that the salon only operates on a strictly pre-booked appointment basis only. 	MAH with FB's Team	4.7.2020	Will be ongoing
Waiting area; Risk of surface contamination and cross-contamination from surface to surface to individual on waiting chairs	Med	Employees/other Clients Spreading the virus to others	Prior to Covid- 19 all waiting area furniture were cleaned as required throughout the day	<ul style="list-style-type: none"> One client only (or immediate family max total two) to use the waiting area at any time. Social distancing to be maintained to others. No magazines or leaflets to be available. No sweets or food refreshment be available. Waiting areas to be cleaned after each use. 	MAH with FB's Team	4.7.2020	Will be ongoing
Reception desk area; Risk of surface contamination and cross-contamination from surface to surface to individual on Reception desk	Med	Employees/other Clients Spreading the virus to others	Prior to Covid- 19 all waiting area furniture were cleaned as required throughout the day	<ul style="list-style-type: none"> One client only (or immediate family max total two) to use the area at any time. Social distancing to be maintained to others. No leaflets to be available No sweets or food refreshment be available Reception areas to be cleaned after each use. 	MAH with FB's Team	4.7.2020	Will be ongoing
Styling Stations Risk of cross contamination from surface to individuals	Med	Employees/other Clients Spreading the virus to others	Prior to Covid- 19 all waiting area furniture were cleaned as required throughout the day	<ul style="list-style-type: none"> All areas to be cleaned and sanitized after use and deep cleaned at the end of the day Clients and staff to wear face coverings at all times and stylists to wear a clean apron and gloves where appropriate (colour/bleach treatments). Any cutting or drying equipment, brushes, products, gowns, and towels to be placed into the sink when finished with and washed/cleaned/ sterilised as appropriate between each client. Work top, mirror, and chairs to be thoroughly cleaned and sterilised between each client. Trolleys and stools to be sanitised after each use. 	MAH with FB's Team	4.7.2020	Will be ongoing

Fringe Benefits

				<ul style="list-style-type: none"> • Cutting collars to be disinfected after every use. • Hood driers and Climazones cleaned and sterilized after every use. 			
Backwash Areas Risk of cross contamination from surface to individuals	Med	Employees/other Clients Spreading the virus to others	Prior to Covid- 19 all basins and back wash areas were cleaned as required throughout the day, with a deep clean at the end of each day	<ul style="list-style-type: none"> • All Team members and Clients to wear face coverings and additional PPE as required. • Sneeze screens fitted between all basins as social distancing is not possible. • Basins, taps and seats /neck rests to be disinfected after each use. • The time the client is at the back wash to be minimised i.e. toners to be applied in the salon. • Treatments to come into the salon when they have been applied. • One laundry towel to be used for drying hair at backwash. • Team Members to wash hands before and after at the backwash. 	MAH with FB's Team	4.7.2020	Will be ongoing
Ladies/Gents WC facilities Risk of cross contamination from surface to individuals	Med	Employees/other Clients Spreading the virus to others	Prior to Covid -19 the WC facilities would be cleaned and sanitised throughout the day, deep clean end of day	Disinfectant spray to be used on door handles, toilet seat, flush, sink and taps after each client has visited the facilities, remove hand towel and place in the laundry in a black bin liner separating colours/whites and gowns ready to be laundered.	MAH with FB's Team	4.7.2020	Will be ongoing
Rest / Team Areas Risk of cross contamination from surface to individuals	Med	Employees/other Clients Spreading the virus to others	Prior to Covid-19	<ul style="list-style-type: none"> • All Team members belongings will be stored in the Team room lockers including coats to stop cross contamination. • Food and drinks are not permitted on the salon floor (and no eating whilst entering or leaving the salon). • All breaks must be taken in the Team room or outside and observe social distancing (only two team members at any time) • If using the kitchen or eating Team must disinfect where they have used and wash all crockery with hot soapy water, before placing in the dishwasher. • Hands must be washed before re-entering the salon floor and clean PPE used. • All staff should try to social distance as much as possible. • Team phones are not permitted on the salon floor. • No personal post or deliveries to the salon 	MAH with FB's Team	4.7.2020	Will be ongoing
Laundry Areas Risk of cross contamination from surface to individuals	Med	Employees/other Clients Spreading the virus to others	Laundry access for team members only All used laundry is washed daily, and the area kept tidy	Laundry levels will be monitored throughout the day to ensure it does not build up. Laundry will be washed at high temperature, sanitised and tumble dried.	MAH with FB's Team	4.7.2020	Will be ongoing
Appropriate cleaning and hygiene & Common areas and stairwells Risk of cross contamination from surface to individuals	Med	Employees/other Clients Spreading the virus to others	All areas cleaned and sanitised when necessary throughout the day. Deep clean at the end of each day	<ul style="list-style-type: none"> • Doors, handles, and any surfaces which are typically touched to be disinfected regularly. • All salon work spaces to be cleaned after every client. • All hair kits to be sterilised after each client. • Salon deep cleaned every evening. • Team to have clean uniform and hair daily • Hands to be washed regularly throughout the day. 	MAH with FB's Team	4.7.2020	Will be ongoing
Patch Testing	High	Employees/other Clients Spreading the virus to others	Patch tests were carried out in the salon	Patch tests will be carried out in the salon under the same conditions as other treatments. Consultations will be emailed to Clients prior to their arrival to reduce time spent in the salon for patch tests.	MAH with FB's Team	4.7.2020	Will be ongoing
First Aid	High	Employees/other Clients Spreading the virus to others		First aid only given by designated first aider if one is available. If first aid is needed the first aider should protect themselves with full PPE including, face covering, face shield, gloves, and apron. First aid kit will be fully stocked.	MAH with FB's Team	4.7.2020	Will be ongoing
Over Crowding in the salon	High	Employees/other Clients Spreading the virus to others	Monitored but historically not considered an issue	<ul style="list-style-type: none"> • Number of team members to be limited. • Number of hair Clients to be limited to a maximum of 5 • Clients will be asked not to arrive early or late for their appointment and to come alone. • Children will not be allowed into the salon unless having their hair cut. Or by prior arrangement. • Any visitors will be by appointment only. 	MAH with FB's Team	4.7.2020	Will be ongoing

WORKING EQUIPMENT & TOOLS							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	Done
Towels Risk of cross contamination	High	Employees/other Clients Spreading the virus to others	Prior to Covid-19 towels single use and washed at 40 degrees throughout the working day (commercial washing machine)	<ul style="list-style-type: none"> Towels to be single use and washed at 60 degrees with sanitiser then tumble dried Washed and dried towels will be stored in individual sealed bags prior to use 	MAH with FB's Team	4.7.2020	Will be ongoing
Brushes/Combs Razors, clips Scissors Cutting colours Neck Brushes, etc.	High	Employees/other Clients Spreading the virus to others	Prior to Covid-19 all brushes, combs, clips cutting collars, scissors were sanitised regularly with combs placed in Barbicide per use	<ul style="list-style-type: none"> No brushes to be sited on a station at any time Brushes to be cleaned & sanitised after individual use and placed in the UV steriliser or Barbicide/ salon side spray All kit to be placed in stylist's individual bags after being sanitised 	MAH with FB's Team	4.7.2020	Will be ongoing
Reception desk area Appointments Risk of client arriving with no PPE, face covering tsp risk to front of house	High	Employees/other Clients Spreading the virus to others	Prior to Covid-19 reception was cleaned in part of our daily deep clean or as and when required	<ul style="list-style-type: none"> Clients to be informed about safety measures to protect themselves and the team Signage for social distancing responsibilities displayed Signage to be laminated Any umbrellas to be placed in a bin liner and stored until departure. 	MAH with FB's Team	4.7.2020	Will be ongoing
Products for use on client	Med	Employees/other Clients Spreading the virus to others	Stored away from Clients reach behind mirror	<ul style="list-style-type: none"> Products to be put away after use and cleaned/sanitised including workstations Not to be left on glass shelves Trolleys should be used as a working station 	MAH with FB's Team	4.7.2020	Will be ongoing
Gowns/Capes	High	Clients/Employees Risk of contamination transferred to client's clothes whilst in the salon	Prior to Covid gowns were washed regularly	Gowns to be single use per client. Gowns to be washed and bagged in a sealed plastic bag until used	MAH with FB's Team	4.7.2020	Will be ongoing
Climazoness Hood Dryers	Med	Clients/Employees Risk of cross contamination when Climazoness are used on different Clients	Pre Covid-19 Team members were responsible for cleaning after use and end of day	Hood dryers and Climazoness to be sterilised after each client. Salon deep cleaned every day	MAH with Team Assistants	4.7.2020	Will be ongoing
Stylists Personal Kit /salon cleanliness	Med	Employees/other Clients Spreading the virus to others	Pre Covid-19 Team members were responsible for cleanliness of their kit and personal clean salon wear.	<ul style="list-style-type: none"> Hair designer's personal hair kits to be cleaned and sterilised after each client. This includes, any clips, combs, razors & scissors. NO PERSONAL POUCHES are permitted for us. All tools to be placed on a trolley to avoid cross contamination. Any personal kit must be placed in the UVA steriliser after every client for the 15-minute turnaround time. Salon deep cleaned every evening. 	MAH with FB's Team	4.7.2020	Will be ongoing
Trolleys	Med	Employees/other Clients Spreading the virus to others	Pre Covid-19 all trolleys were shared between stylists. clean after use and thoroughly cleaned each week including wheels and inside.	<ul style="list-style-type: none"> Trolleys to be sterilised after each client. Salon deep cleaned every week including draws and wheels. Covering Health & safety whilst in use. Trolleys where personal kit is placed 	MAH with FB's Team	4.7.2020	Will be ongoing
Tint Bowls / Brushes	Med	Employees/other Clients Spreading the virus to others	Pre Covid-19 all equipment cleaned and stored after use	<ul style="list-style-type: none"> Tint bowls only to be used once. Should not be placed on any styling station All bowls and brushes to be cleaned in hot soapy water and sanitised after each use 	MAH with FB's Team	4.7.2020	Will be ongoing
Hairdryers, Straighteners, Stylers	Med	Employees/other Clients Spreading the virus to others	Pre Covid-19 Dryers cleaned weekly including filters. Dryers Stylers and Irons sanitised. A shared resource	<ul style="list-style-type: none"> All dryers/stylers to be sanitised and cleaned after each use Must be unplugged and carefully cleaned using sanitiser. Never spray sanitiser on to the electrical item. 	MAH with FB's Team	4.7.2020	Will be ongoing
General salon work	Med	Employees/other Clients Spreading the virus to others	Pre Covid-19	<ul style="list-style-type: none"> Clients to dispose of their own salon waste into bins Deep clean has been completed prior to opening hours and on going Contact points to be cleaned regularly 	MAH with FB's Team	4.7.2020	Will be ongoing

Fringe Benefits

				<ul style="list-style-type: none">• Post can be handled but hands must be washed afterwards• Water only served in disposable cups or disposable bottles• Tools to be thoroughly sanitised after each use• Waste to be placed in a lined bin bag once full, the liner will be tied then placed in a secure place for at least 72 hours before putting in communal waste areas.• Hands must be washed after handling waste• Basic infection controls will be followed as recommended in government guidance• Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing• Put used tissues in the bin straight away then wash hands• Wash hands with soap and hot water often for 40 seconds• Use hand sanitiser gel if soap and hot water are not available• Try to avoid close contact with people who are unwell• Clean and disinfect frequently touched objects and surfaces (including equipment)• Do not touch your eyes or mouth if hands are not clean			
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Fringe Benefits

Salon – Managing the salon space

Layout of the salon

Every other chair removed to achieve circa 2m spacing
One Client only at reception and one team member serving
Waiting area to be managed as above
Sanitiser on entry to salon
Access/egress route through the centre of salon straight so sight line is not obscured to assist social distancing
Screens between backwash basins where social distancing dimensions are not achievable
Back door to be left open when weather conditions permit to assist air flow
Front door to be left open to avoid overheating as required (with rope barrier to stop pedestrians)

Information & Signage

Signage on the front door only allowing appointments in
Signage around the salon to reassure Clients and the team of the processes in place
Social distancing 2metre distancing rule applies

Scheduling & organising appointments

Appointments – managing columns
Appointments to be made by telephone
Columns to be planned in advance so it is possible to have staggered opening times to avoid client s all arriving all at once
Columns to be scheduled to avoid too many employees being at work at the same time
Client density should be planned at a capacity in line with social distancing measures
Working hours must be planned in accordance with any contracted hours
Clean down gaps should be placed in-between each appointment to allow time for team members to wash their hands, change their ppe
And prepare for their next client. This should be managed with a view to limiting the flow of Clients in and out of the salon.
If any Clients are unable to attend due to illness our cancelation policy will be lifted due to covid-19
APPOINTMENTS ARE NOT PERMITTED BETWEEN COLOURS TO AVOID POTENTIAL CROSS CONTAMINATION - NO EXCEPTIONS

Stylists are only permitted to work on one client at a time so from start to completion.
Washing own colours off so no handing over to another stylist or assistant

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

Individuals who belong to particular groups must be risk assessed based on current HMGGOV guidelines and any scheduled work limited to above
Processes must be reviewed in line with HMGGOV directive and any additional measures taken to ensure safe working practices and timings of any appointments for the particular group.
Working procedures must be reviewed for this particular group to limit time between the employee and customer as much as possible.

Movement & behaviour of people in the salon

Team Members

All team members to follow HM GOV and company guidelines wearing the correct PPE always.

Clients

On arrival Clients must queue outside the salon adhering to the 2m social distancing rules.
Clients will be allowed to enter one at a time, after they have sanitised their hands outside. We will then ask permission to digitally take their temperature. If it is higher than 38 degrees, they will be asked to reschedule. If their temperature is ok, then please ask them to wash their hands in the facilitates and direct them if needs be.
Clients asked to bring their own Refreshments and tablets or books. Water in disposable cups only provided at this time
Clients must be invited to attend any appointment alone **THE ONLY EXCEPTION IS WHERE A CLIENT ATTENDS WITH A CARER OR CHILD BY PRIOR ARRANGEMENT, IN WHICH THE CASE THE GUEST MUST ADHERE TO ALL CLIENT GUIDLINES**

Dealing with illness and symptoms

Employees

If any of our employees have a Sickness infection, they will be sent home.
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 HMGGOV and PHE guidelines
Clients must be contacted at least 48 hours ahead of any appointment and part of our client pre service check form. Which should be emailed over if possible or Clients called if no email address available.
On arrival Clients will need to confirm they are symptom free and no one in their family or household are self-isolating
On arrival a temperature check will be given. Anyone displaying a high temperature HMGGOV PHE guild lines will be followed.
Before the service begins the team member will ask if the client is well.

Risk assessment completed by: - Marina Hodgins _____ **Date:** - 26.6.20 Due for revision: Sept 2020 or at change of Gov Guidelines