

Covid-19 Risk Assessment 2021

Occupational Sector	Beauty, Hair & SPMU	Job Title	Owner
Main Tasks and duties	To prevent cross contamination and spread of Covid-19		
Date:	18/03/2021	Written By :	Name: Rebecca Jackson

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

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
Detail the HAZARD	Risk Level Low Medium High	<ul style="list-style-type: none"> Who is at risk and how 	<ul style="list-style-type: none"> What are your current H&S measures 	<ul style="list-style-type: none"> What actions need taking in readiness to return to work 	who is managing	When due by	Have tasks been completed
Service Face to Face contact	High	Clients & team	Hand washing before and after contact, masks, visors& aprons worn by team, mask worn by client, couch roll to cover head rests and cushions, disposable cover on foot rests – do not remove shoes		RJ		Yes

Greeting person to person	High	Client & team	Masks must be worn before greeting, no contact just a wave hello		RK JS KH CL ZM LN		Yes
Movement person to person	High	Client & team	Feet on floor to show social distancing measures throughout the studio, must be adhered by Clients, team to social distance where possible, sign at areas where it funnel necks to back wash, hand washing station and bathroom – team to allow one person at a time to pass. Only permitted one client per team member, no guests or children allowed.				
SURFACE TO PERSON							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	
Entrance / door	High	Clients & team	Front door will remain locked when closed, door to be open to circulate fresh air when weather permits with cord across		RJ JS KH		Yes

			<p>door way to stop Clients and passers by walking in. Feet on floor to show social distancing if clients are queuing for their appointment. Hand sanitiser at the door before entry, stop signs, posters for guidance to follow and what team are doing to minimise risk, appointment only poster displayed, covid-19 waiver visible and sent to all clients prior to appointments</p>		<p>CL ZM LN</p>		
Waiting area	High	Clients & team	<p>No waiting area, Clients called in to enter, no drinks offered – water cooler – self service available. Client requested to bring minimal belongings and hang up their own coat, phone and keys etc to be put away and not touched until treatment has ended and payment is required.</p>		RJ		Yes
Reception desk area	Med	Clients & team	<p>No cash payment, all card payments automated with Fresha, Jan to take payments by bank transfer, if card machine is required contactless is</p>		<p>RJ JS KH CL</p>		Yes

			<p>now up to £45, if more than £45 total, all appliances & surfaces to be sanitised before and after use, Perspex protection screen at desk, one client per team member allowed at reception, feet on floor to measure 1m distance, hand sanitiser at reception to sanitise again on the way back out, loyalty cards to be stamped to minimise human contact,</p>		ZM LN		
Styling Stations	High	Clients & team	<p>One hair stylist works at studio – working on own until beauty is permitted to open, stations measured 1m apart, team to wear visors, aprons & gloves, all furniture, floors, surfaces and equipment wiped down before and after, stylist permitted to book in 2 clients at a time - client processing sat on other side of the studio</p>	<p>Social distancing and stylist work space to be reassessed once beauty is back to work</p>	RJ JS	<p>End July – when date is confirmed for beauty salons to open</p>	
Backwash Areas	High	Client & team	<p>Gloves to worn to wash hair, masks and visor to be worn by team, client can remove mask but no talking. All surfaces, floors and shampoo etc to be</p>	<p>Perspex screen possible but does not add to virus protection – not required</p>	RJ JS ZM		Yes

			sanitised before and after used.			
Toilets	High	Clients & team	Only to be used in emergency by clients, antibacterial wipes to wipe handles, taps and all surfaces after use, poster to advise to wash hands, hand dryer available. Cleaning rota on wall, cleaned by team every hour and end of every day.	RJ JS KH CL ZM LN		Yes
Rest Areas	High	Team	Only area team can eat and drink is at the back of the salon or small back kitchen area when beauty room isn't being used. All food and drink to be kept in the fridge and disposed of correctly, all dishes to be cleaned immediately and floors & surfaces to be sanitised. Team advised to take lunch breaks outside of the salon when weather permits.	Discuss with team if portable chairs can be used at the side of the salon or out the back fire escape	RJ JS KH CL ZM LN	4 th July
Laundry Areas	Low	Team	Small area at back of salon, one team member permitted at a time, laundry to be carried out		RJ JS KH	Yes

			daily. Disinfectant wash carried out once a week.		CL ZM LN		
Common areas and stairwells	NA	NA	No internal common areas or stairs in the studio	NA			Yes
Lash & brow stations & facial room	High	Client & team	Stations already over 2m apart, team to wear masks & visors/glasses, all furniture, floors, surfaces and equipment wiped down before and after, soft furnishings removed or covered, one in one out policy	None	RJ KH CL ZM LN		Yes
SPMU stations	High	Client & team	Masks, visors, gloves and aprons worn by the team and disposed in clinical waste bin, Client to wear a mask at all times. Tools to be sanitised in autoclave or disposed of, single use equipment available. Paper work to be filled in by clients prior to appointments and		RJ LN		Yes

			<p>team to fill out info when required, Signable signature applies to all visits. All surfaces, floors & furniture to be sanitised before and after use.</p>			
<p>Consultation forms</p>	<p>High</p>	<p>Client & team</p>	<p>All consultation, Covid-19 Health Check & Consent forms are now sent to clients prior to any appointment via Fresha our online booking system, all info is securely stored on each Clients own account. All Clients will be resent consultation forms every 6 months to ensure correct contact information and medical history is obtained. Clients will asked to completed online forms prior to their appointment however we do have some devices if they do not, they can also access them from their own phone, however if a device is used they</p>	<p>RJ JS KH CL ZM LN</p>		<p>Yes</p>

			<p>will be cleaned before and after each use. Any old paperwork is stored in plastic wallets, sanitised and stored in lockable cabinet. Hair stylist forms still in paper form but only used by stylist and filed away after each appointment.</p>			
Patch tests			<p>Patch tests will be performed prior to any treatment for any new Clients as normal. Patch test will be performed for all existing Clients before they can be seen by us when we reopen on 12th April for:</p> <ul style="list-style-type: none"> • Lash Lifts • Lash & brow tints • Lash Extensions • Henna Brows • Brow Lamination • Hair colouring <p>Patch tests will be repeated every 6 months or by the advise of the manufacturer if they</p>	<p>RJ JS KH CL ZM LN</p>		Yes

			have not returned for that service.				
Daily salon cleaning	High	Clients & team	Salon cleaning rota to be signed and completed by team, all surfaces, floors, handles, furniture and equipment to be sanitised every hour and at the end of every day.		RJ JS KH CL ZM LN		Yes

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	High	Clients & team	One towel per client, replaced each time, washed daily on hot wash.		RJ KH ZM CL LN		Yes
Brushes/Combs Razors, clips	High	Clients & team	All equipment sanitised with antibacterial and antiviral spray, left for 5		RJ		Yes

Scissors, tweezers			minutes and wiped away, disposable brushes and applicators used where possible, metal tools can be sterilised in autoclave		JS KH CL ZM LN		
Nail & foot files, buffers, orange sticks	High	Clients & team	Each client will have their own nail file, buffer, foot file and cuticle stick sanitised with antibacterial & antiviral spray, bagged & labelled for each appointment		RJ KH CL ZM		Yes
Wax pots & spatulas	High	Client	For all waxing services, facial, body & intimate: Hot & warm wax will be dispensed with a sterilised ladle into a disposable cup to apply to the client with disposable spatulas, all areas to be waxed will be cleaned prior to application		KH CL		Yes
Eve Taylor & Million Dollar Facials, LED Light Therapy, Dermaplaning & Microneedling	High	Client & team	Team PPE applies, client does not have to wear a mask. No steam services. All facial products to be dispensed into disposable cups and trolley set up prior to appointments, all couch coverings hot washed after each use, all				

			metal tools sterilised in autoclave, all surfaces, furniture & floors to be sanitised after use, bins emptied immediately after each appointment, headbands, facial brushes and any other replaced with disposable			
Products for client use/ purchase	High	Clients & team	Displays still on show, do not touch signs visible, purchases still permitted, all stock cleaned regularly and bagged with sanitised hands if purchased, poster in window to advise that purchases can be made online or by appointment only.		RJ KH CL ZM LN JS	Yes
Gowns/Capes	Med	Client & team	One per client, washed after each use on hot wash		RJ JS	Yes
Climazones Hood Dryers	NA	NA	No free standing heat equipment in the studio	NA		Yes
Teams Personal Kit	High	Clients & team	Celia – Fibroblast machine Lucy – SPMU machine All equipment to be sterilised before and after		RJ CL LN	Yes

			<p>use, taped with disposable hygiene roll and protection, disposable tools used where required or sterilised with viral spray or using the autoclave.</p> <p>To be stored in personal cupboards and only touched by the team who uses them. To be used on sanitised trolley covered with blue roll.</p>			
Trolleys	High	Clients & team	All trolleys to be sanitised before and after use, blue roll used on top each time of use, contents have been sorted so team all know where things are kept.		RJ JS KH CL LN ZM	Yes
Hairdryers, Straightners Stylers	High	Team	All to be sanitised before and after use	None	RJ JS	Yes
Products used on clients	High	Clients & team	All bottles, stock and products sanitised before and after use, disposable tools used where possible or all sanitised or metal tools in autoclave, storage of tools and stock to		RJ JS KH CL	Yes

			be sanitised before and after use.		ZM LN		
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Additional items to train out

Areas over and above but will aid you with training for staff & clients

Salon layout plan

Salon – Managing the layout of the salon space

- Salon will be layed out with guidance posters at the door and stop signs, funnel neck areas to be managed by the team and signs to wait visible to clients, hair stations 1 meter apart, all other working areas more than 2 meters apart and sectioned off

Information & Signage

- All guidance info can be found at: <https://www.changingfaces.net/covid-19-info/>, posters for bathroom cleaning, hand washing, cleaning rotas and social distancing all visible for team and clients

Scheduling & organising appointments

Appointments – managing columns

- Bookings will be made manually to rebook those who have been cancelled since we closed, waiting list will then be contacted, online booking will then be opened again for repeat appointments and new business. 15 minute sanitation time and change over to be added to the end of each appointment.

- Stylists and team only permitted to work on their clients, no handing over to wash off colour or help with services.
- Stylist permitted to work in between colours but must be sat more than 2 meters apart, PPE changed & sanitisation to be carried out as per the guidelines.

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

- Individuals who belong to particular groups must be risk assessed based on current HMGOV guidelines and any scheduled work limited
- Processes must be reviewed in line with HMGOV 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.

Appointments – where Client belongs to any “at risk” group

- Individuals who belong to particular groups must be risk assessed based on current HMGOV guidelines and any appointments limited, high risk clients cannot be treated, moderate risk and others who can be affected can have treatments at their own risk upon consultation.
- Processes must be reviewed in line with HMGOV 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

Employees

- Each station is between 1- 2 meters apart, communicate between the team if having to move around the salon. Ensure all equipment and tools are set up prior to service. Keep communication between client and team at a minimum where possible.

Clients

- One Client per team member, clients to be called in for their appointment and must queue outside. Team to manage areas where the salon funnel necks. Clients coming and going must be staggered so only one client is paying and leaving at one time. Appointments to allow more time for change over.

Dealing with illness and symptoms

Employees

- Team must notify Rebecca if they develop any symptoms and must self isolate for 14 days, they must go for Covid-19 testing (Test, Track & Trace), they are responsible to contacting their own clients to reschedule appointments. Self employed team must use holiday days or pay rent, employed team can claim SSP.

Clients

- Clients will be contacted to remind them of their appointment and guidelines by text and email (by the Fresha system) 24 & 48 hours ahead of any appointment, covid-19 waiver must be acknowledged and adhered to.

Risk assessment completed by:- R Jackson Date:- 29th June 202

Due for revision: Once a month