



Covid-19 Risk Assessment 2020

Occupational Sector	Personal Services (Hair and Beauty)	Job Title	Hairdresser
Main Tasks and duties	Consultations with clients, Washing hair, Cutting hair, Colouring hair, Perming hair, Blow-drying & styling hair. Answering telephone, Making appointments, Taking payment, Clearing & cleaning salon after use.		
Date:	01.06.2020	Written By :	Name: Michelle Renée Norris Print: MICHELLE R NORRIS

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 & How	Risk Level	Who is at RISK	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	DONE
Infected Clients attending the salon Risk of a client attending an appointment who is already infected	High	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Assess clients prior to appointment 24/48 hours before Assess any medical issues with wearing a mask prior to an appointment Check status of health and health of those living in the same household. ANY Symptoms of client or anyone in the same household, client is asked to reschedule 		MRN ALL	04.07.20	

<p>Employee's infected outside of the premises and attending work</p> <p>Risk of cross contamination</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Employee/s temperature will be taken on arrival and logged (see employee temperature control) • Assess employee/s on return to work prior 24 hours to work • Check employee/s status of health and health of those living in the same household. • ANY Symptoms from employee/s or anyone in the same household, employee/s are asked to get a test and self-isolate until results have been received 		<p>MRN ALL</p>	<p>04.07.20</p>	
<p>Travel & vehicles</p> <p>Risk of cross contamination & infection on public transport</p> <p>Risk of contamination while sharing vehicles</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • From 15th June it is mandatory to wear a face covering on public transport • All employee/s to be mindful and sanitise areas of shared vehicles eg door handles, steering wheel and levers • On arrival to the salon employee/s MUST follow hand hygiene measures in place 		<p>ALL</p>	<p>04.07.20</p>	

<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 1 meters distance</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • All services provided not just face to face EMPLOYEE/S MUST WEAR a supplied MASK and VISOR • Client must wear a surgical paper mask as a minimum • Clients with a medical reason for not wearing a face mask will be provided with a hand held face screen , sanitised after each use • Receptionists while behind the Perspex screen will be shielded however a supplied mask and visor will be wore when entering the salon floor 		<p>ALL</p>	<p>04.07.20</p>	
<p>PPE for employee/s</p> <p>Risk of contamination when washed below 60 degrees</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • PPE training is given on application and removal • All PPE will be supplied to employee/s • It is the employee/s responsibility to wash their face coverings at 60 degrees • Employee/s responsibility to notify on damaged face coverings to be replaced 		<p>ALL</p>	<p>04.07.20</p>	

			<ul style="list-style-type: none"> • Salon face coverings MUST be brought into the salon clean, in a sealed bag and only used for salon use • PPE to be worn at all times whilst in salon • Disposable PPE should be placed in contaminated bins provided • Hand sanitisation provided 				
<p>Greeting person to person</p> <p>Risk of people greeting one another with a risk of contamination</p>	High	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • No shaking of hands • No hugging or kissing • PPE to be worn at all times whilst in the salon • Clients to be supplied with fresh PPE on arrival to mitigate risk of old or no face mask, client to wash hands/use sanitiser provided 		ALL	04.07.20	
<p>Movement person to person</p> <p>Risk of contamination when people are in the salon moving from area to area</p>	Med	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • All stations in the salon to be spaced 1+ metre apart • One client at the backwash area at anytime • PPE to be worn at all times whilst in salon • Hand sanitisation provided 	<p>Monitor government HSE directive</p> <p>Monitor and revise frequently to mitigate risk</p>	ALL	04.07.20	

<p>Windows, frames and handles</p> <p>Risk of surface contamination and cross infection</p>	<p>Low</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Windows frames and handles to be cleaned daily • Window glass to be washed and cleaned twice a week 		<p>ALL</p>	<p>04.07.20</p>	
<p>Unwashed, Unclean hair</p> <p>Risk of contamination and cross infection</p>	<p>Med</p>	<ul style="list-style-type: none"> • Stylists 	<ul style="list-style-type: none"> • All clients MUST have their hair shampooed prior to a service • Dry cuts are removed from services due to hygiene reasons • Only except is prior to a colour treatment-gloves MUST be worn at all times until the hair is shampooed and cleaned • Temporally NO fringe or beard trims-this will be reviewed at a later date 		<p>STYLIST</p>	<p>04.07.20</p>	
<p>Floor and hair cuttings</p> <p>Risk of surface contamination and cross infection</p>	<p>Med</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • The floor must be washed daily, twice daily where possible with an appropriate cleaning agent • Continuation to remove hair cuttings after each client prior to finishing-by the stylist unless social distancing can be maintained by another employee 		<p>ALL</p>	<p>04.07.20</p>	

SURFACE TO PERSON							
Specific Hazard Identified & How	Risk Level	Who is at RISK	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	DONE
Entrance / door Risk of surface contamination and cross infection from surface to person	High	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Entrance door must remain ajar for ventilation Door handles, panels MUST be cleaned every hour No walk in appointments are permitted at anytime <p>Entrance door must display clear laminated signage that the salon operates on a strict appointments only</p>		ALL	04.07.20	
Reception desk area Risk of client arriving with no PPE, mask or gloves. Risk to receptionist who are front facing	High	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Signage should be added to remind clients of their social distancing responsibilities. Signage must be laminated Reception desk will have a Perspex screen erected Card payments should be encouraged Reception desk and Perspex screen MUST be cleaned every hour 		ALL	04.07.20	

<p>Waiting area</p> <p>Risk of surface contamination and cross infection from surface to person in waiting area</p>	<p>Med</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • STRICTLY by appointment only • One client is permitted in the waiting area, as area is small therefore is possible to keep a minimum distance of 2 meters. Magazines, leaflets and any reading material should be removed including from the notice board • Waiting area MUST be cleaned every hour • Cushions will be removed from waiting area 		<p>ALL</p>	<p>04.07.20</p>	
<p>Styling Stations</p> <p>Risk of cross infection from, Surface to person Products Magazines</p>	<p>Med</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Styling stations will not be moved (as this is impossible due to fixed mirrors and permanent electrical connections) However, alternate stations will be used instead to maintain the 2 meter social distancing rule between seated clients • Laminated signage will highlight the unused stations • No products, leaflets or brushes are to be placed on stations at any time • Trolleys should be used to transfer to areas-post cleaning 		<p>ALL</p>	<p>04.07.20</p>	

			<ul style="list-style-type: none"> • Stations including mirrors and shelves MUST be cleaned between every client • Chairs and chair arms MUST also be cleaned between every client 				
<p>Backwash Areas</p> <p>Risk of contamination from surface to client and person to person</p>	<p>Med</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Back washes will not be removed (as this is impossible due to the permanent water connections) however only one client will be permitted in this area at any one time • Laminated signage will highlight the unused back washes • Client will continue to wear their PPE mask (or hold a face guard) at all times • Employee/s must wear a face mask and visors to wash as well as gloves • Material cushion used for extra height may be permitted after fresh PPE is used to cover and disposed after single use in a separate contaminated waste bin provided • Back wash basins and back wash seat MUST be cleaned down between and sanitised with barbicide between every client use 		<p>ALL</p>	<p>04.07.20</p>	

			<ul style="list-style-type: none"> Gloves must be changed between every client use <p>SAME EMPLOYEE PERFORMS THE SERVICE AT ALL TIMES-NO CROSS OVER FROM STYLISH TO ASSISTANT IS PERMITTED</p>				
<p>Toilets</p> <p>Risk of cross contamination in toilet area surfaces</p>	<p>High</p>	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Clear signage on hygiene measures Paper towel use only Disposal of contaminated waste in YELLOW petal bin provided <p>Toilet area including door handles, panels MUST be cleaned down between any use</p>		<p>ALL</p>	<p>04.07.20</p>	
<p>Rest Areas</p> <p>Risk of cross contamination and infection while employee/s remove masks to eat and drink</p>	<p>Med</p>	<ul style="list-style-type: none"> Employee/s 	<ul style="list-style-type: none"> Staff area can only be used one person at a time due to the small space, however breaks may be taken outside the salon with a change of PPE on returning into the salon and follow hand hygiene All employees MUST clean area after use and dispose/change gloves after break 		<p>ALL</p>	<p>04.07.20</p>	

			<ul style="list-style-type: none"> • PPE must be worn when entering or exiting any rest area • All employee/s are asked to provide their own cups and kitchen ware • No food is to be shared amongst employee/s and clients 				
Laundry Areas Risk of cross contamination and infection within laundry area due to space	Low	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Continuation of sanitising the small used towel area regularly • All towels to be single use, as prior to Covid-19 and placed in towel bin provided • Towels should be removed from salon while wearing PPE in a black bin-liner All towels returning into the salon must be in a clear bin-liner 		ALL	04.07.20	
Refreshments Risk of cross contamination from surface to person	Med	<ul style="list-style-type: none"> • Client/s 	<ul style="list-style-type: none"> • China cups and glasses are not permitted for client use • Request clients to bring their own drinks • Clients are not permitted to bring food on to the premises • Water is permitted for the client in a plastic cups only 		ALL	04.07.20	

<p>Material cushions and booster cushion</p> <p>Risk of cross contamination from surface to person</p>	<p>Med</p>	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> The booster cushion may be used without PPE cover as would be a hazard and cause instability Booster cushion MUST be sanitised after each use Material cushion used for extra height may be permitted after fresh PPE is used to cover and disposed after single use in a separate contaminated waste bin provided 		<p>ALL</p>	<p>04.07.20</p>	

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
<p>Reception desk area</p> <p>Risk of client arriving with no</p>	<p>High</p>	<ul style="list-style-type: none"> Employee/s Client/s 	<ul style="list-style-type: none"> Signage should be added to remind clients of their social distancing responsibilities. Signage must be laminated 		<p>ALL</p>	<p>04.07.20</p>	

<p>PPE, mask or gloves. Risk to employee/s who are front facing</p>			<ul style="list-style-type: none"> • Reception desk will have a Perspex screen erected • Card payments should be encouraged • Reception desk and Perspex screen MUST be cleaned every hour 				
<p>Gowns/Capes Risk of contamination transfer onto and from clients cloths whilst in the salon</p>	<p>High</p>	<ul style="list-style-type: none"> • Client/s • Stylists 	<ul style="list-style-type: none"> • Disposable full gowns MUST be use for every client. Reusable salon gowns are no longer permitted in the salon • For added protection rubber neck collars are replaced with disposable neck strips • All gowns and neck strips MUST be disposed after single use in a separate contaminated waste bin provided 		<p>ALL</p>	<p>04.07.20</p>	
<p>Towels Risk of cross contamination with use of towels</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Towels will remain single use and washed at 60 degrees at the end of the working day • Towels should be removed from salon while wearing PPE in a black bin-liner • All towels returning into the salon must be in a clear bin-liner 		<p>ALL</p>	<p>04.07.20</p>	

<p>Stylists Personal Kit</p> <p>Risk of cross contamination where kit is usually used on different clients</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Stylists personal kit MUST be cleaned and sanitised between every client • NO personal pouches are permitted for use-all tools should be placed on a working trolley to avoid any cross contamination 		<p>STYLIST ALL</p>	<p>04.07.20</p>	
<p>Brushes, Combs, Clips, Scissors, Razors</p> <p>Risk of cross contamination when using brushes, combs, clips</p>	<p>Med</p>	<ul style="list-style-type: none"> • Client/s • Stylists 	<ul style="list-style-type: none"> • NO brushes, combs, clips to be sited on stations at any time. Must be stored when cleaned in trolleys • Brushes, combs, clips used for styling MUST be sanitised after every use for a single client using barbicide spray • Scissors, razor used for cutting MUST be sanitised after every use for a single client using saloncide spray 		<p>ALL</p>	<p>04.07.20</p>	
<p>Products for stylist and client use</p>	<p>High</p>	<ul style="list-style-type: none"> • Client/s • Stylists 	<ul style="list-style-type: none"> • No products for salon use are permitted to be on any stations • Clients will be asked not to touch or sample any products 		<p>ALL</p>	<p>04.07.20</p>	

<p>Risk of cross contamination from touching and using products</p>			<ul style="list-style-type: none"> All products used will remain on stylists trolley and cleaned after use 				
<p>Climazone and Hood Dryers</p> <p>Risk of cross contamination whilst used on different clients</p>	<p>Med</p>	<ul style="list-style-type: none"> Client/s Stylists 	<ul style="list-style-type: none"> Climazone and hood dryers MUST be sanitised after every use 		<p>STYLIST</p>	<p>04.07.20</p>	
<p>Hairdryers, Straighteners Stylers</p> <p>Risk of cross contamination whilst used on different clients</p>	<p>Low</p>	<ul style="list-style-type: none"> Client/s Stylists 	<ul style="list-style-type: none"> Electrical equipment MUST BE UNPLUGGED and carefully cleaned using sanitiser on a paper towel NEVER SPRAY DIRECTLY ONTO ANY ELECTRICAL ITEM All electrical items to be sanitised between each client as some are a shared resources All leads to remain off the floor where possible 		<p>ALL</p>	<p>04.07.20</p>	

<p>Trolleys</p> <p>Risk of cross contamination when moving trolleys around the salon</p>	<p>Med</p>	<ul style="list-style-type: none"> • Client/s • Stylists 	<ul style="list-style-type: none"> • Trolleys containing personal kit MUST be cleaned and sanitised between every client • Trolleys used to store shared resources, MUST also be cleaned and sanitised between every client 		<p>STLISTS</p>	<p>04.07.20</p>	
<p>Tint Bowls / Brushes</p> <p>Risk of cross contamination when cleaned incorrectly</p>	<p>Med</p>	<ul style="list-style-type: none"> • Client/s • Stylists 	<ul style="list-style-type: none"> • As before tint bowls should only be used once and NOT placed on any styling station or any other trolley but your own Tint bowls and brushes MUST be washed thoroughly with hot soapy water 		<p>ALL</p>	<p>04.07.20</p>	
<p>Hygiene including hand</p> <p>Risk of contamination and cross infection</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Employee/s have been given additional training on hygiene including hand • Clients are asked to use hand sanitiser provided on entrance and exit 		<p>ALL</p>	<p>04.07.20</p>	
<p>Hand sanitisers</p> <p>Highly flammable</p>	<p>High</p>	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • All employee/s have been given up to date training on new 				

See COSHH report, located at reception			<p>products within the salon following COSHH</p> <ul style="list-style-type: none"> • All flammable products including hand sanitisers are kept out of direct sunlight and away from naked flames • All products are stored according to manufactures guidelines • Hand sanitisers provided are clearly marked as flammable 				
<p>First Aid</p> <p>Risk of face to face infection while administrating</p> <p>Springfield surgery 01252 703122</p> <p>Location of defibrillators: Elstead Village Hall, Thursley Road Pavilion & Burford Lodge Rec.</p>	High	<ul style="list-style-type: none"> • Employee/s • Client/s 	<ul style="list-style-type: none"> • Any minor first aid can be assisted while wearing full PPE, a face mask and a visor • Assess to first aid box and accident book is labelled in a kitchen cupboard • ANYTHING above a minor incident, please call Springfeild surgery or dial 999 as social distancing cannot be maintained • Complete accident book, located in reception locked cupboard, log in detail and sign • Assessment of products with in first aid box 	<ul style="list-style-type: none"> • Review and update first aid course when restrictions lift 	MRN ALL	04.07.20	

Areas over and above for the aid of training

Salon layout plan

Salon – Managing the layout of the salon space

- The reception desk will be repositioned to minimise face to face contact from the client at the side of the desk
- The reception will have a Perspex screen to minimise face to face contact between clients and employees
- The reception area will have a wall mounted hand sanitiser unit
- New contaminated waste bin provided near reception with clear laminated signage
- The back wash near the reception desk will be 'out of use' with clear laminated signage
- Stations no1, no3 and no 5 will be 'out of use' with clear laminated signage

Information & Signage

- Clear markings on the floor will be in place inside the salon showing the 2m social distancing rule
- Clear laminated signage on reception Perspex screen will display the 'procedure' in place for the clients and PPE
- Laminated signage clearly showing which stations and back washes are 'Not in use'
- Clear laminated signage showing the contaminated waste bins
- Clear laminated signage asking clients 'not to touch' the products
- Clear laminated signage asking clients 'no extra belongings permitted in the salon'

Scheduling & organising appointments

Appointments – managing columns

- Columns should be prepared in advance so that it is possible to have staggered appointment times to avoid clients arriving all at once and too many employees being at work at the same time
- Customer density should be planned at a capacity in line with social distancing measures
- Working hours must be planning in accordance with contracted hours
- Cleaning gaps should be placed in between each appointment to give the employee time to wash hands, change their PPE and prepare their station & equipment for the next client. This should be managed with a view to limiting the flow of clients in and out of the salon
- **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
- **No appointments are permitted in between colours AT ANY TIME to avoid potential cross contamination from client to client. NO EXCEPTIONS**

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

- Individuals who belong to this particular group must be risk assessed based on current HMGOV and PHE guidelines, any scheduled work limited to above
- 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 this 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

- All employees must strictly follow at all times the HMGOV and company guidelines wearing the correct PPE
- Employees **MUST NOT** congregate in open or staff areas without the 2m social distancing rules being applied to
- Employees **MUST** wash their hands as frequently as possible
- Employees are respectfully asked not to bring any extra belongings in the salon
- Employees are asked to keep all long hair tied up to minimise touch your face

- Employees are permitted to leave the salon while on a break due to the lack of social distancing possible in the staff areas however on return into the salon you MUST follow the correct hygiene and change of PPE

Clients

- On arrival clients MUST queue outside of the salon adhering to the 2m social distancing rules until their stylist is ready
- On arrival clients must be directed to use the hand sanitiser provided and put on their PPE
- Clients must be invited to attend their appointment alone – ONLY EXCEPTIONS ARE WHEN A CLIENT ATTENDS WITH A CARER OR A PARENT ATTENDS A MINORS APPOINTMENT, IN WHICH CASE THE CARER AND PARENT MUST ADHERE TO ALL CLIENT GUIDELINES
- Clients must be asked to bring their own tablets or reading matter
- Clients must adhere to the 2m social distancing rules whilst in the salon
- Clients included in specialist groups with disability aids like wheelchairs must remain in chair for any service to avoid any potential injury

Dealing with illness and symptoms

Employees

- Employees should not attend work if they have mild symptoms suggestive of Covid-19. After a course of illness following HMG0V and PHE guidelines on reporting and self-isolation. Employees must return to work 48hours after symptoms have ceased
- Employees whose family has symptoms or are infected must follow HMG0V and PHE guidelines on reporting and self-isolation

Clients

- Clients must be contacted 48/24 hours ahead of any appointment and PART A of CLIENT HEALTH & WELLBEING FORM should be completed to confirm that they had or have no symptoms
- On arrival clients will be asked to complete PART B of CLIENT HEALTH & WELLBEING FORM to again confirm that they have no symptoms or any of their household are self-isolating or have any symptoms

Risk assessment completed by:- Miss Michelle Norris **Date:-** 01.06.20

Due for revision: 31.08.20