

# Coronavirus (Covid-19) Risk Assessment

Date assessment was carried out: 25<sup>th</sup> July 2020  
by: Heidi Dobson-Ventura

Date of next review: 25<sup>th</sup> January 2021

Assessment carried out

Risk Level	Likelihood
1	Highly Unlikely
2	Unlikely
3	Probable
4	Likely
5	Highly Likely

Problem/working conditions	Nature of the Risk	Control measures	Initial Risk Level	Residual Risk Level
<b>Keeping the workplace clean &amp; PPE</b>				
Staff and visitor PPE	Possible infection contamination if PPE is unavailable or not used correctly	<ul style="list-style-type: none"> <li>Hand washing stations and hand sanitizer will be available throughout the salon and used by staff and visitors entering the building.</li> <li>Staff to wear Visors and face masks covering the nose and mouth and only to remove when on break. Each staff member will have their own Visor and masks.</li> <li>All Visors must be cleaned regularly</li> <li>Clients are required to wear a face mask covering the nose and mouth throughout their visit</li> <li>Staff are to wear gloves during colouring</li> <li>Aprons are available and must be cleaned between each client with antibacterial spray.</li> <li>Gowns are to be washed at 60 degrees after each use</li> <li>Disposable towels are to be disposed of after each use</li> </ul>	<b>4</b>	<b>2</b>
Tools and equipment	Possibility of infection transmission if coming into contact with multiple people or without sufficient	Hairdressing tools and equipment to be cleaned and sterilized after each client <ul style="list-style-type: none"> <li>Barbicide jar available</li> <li>Hairdressers to clean and sterilize all equipment</li> </ul>	<b>4</b>	<b>2</b>

	sterilization	<p>sufficiently between each client and at the end of the day</p> <ul style="list-style-type: none"> <li>• Hairdressing equipment will not be shared between other team members</li> </ul>		
Gowns, aprons, and towels	Possibility of infection transmission if coming into contact with multiple people or without sufficient washing or disposing of correctly	<ul style="list-style-type: none"> <li>• Disposable towels available</li> <li>• A fresh, clean gown for each client</li> <li>• Disposable towels to be used</li> <li>• Non-disposable gowns and aprons to be washed at 60 degrees after each use</li> </ul>	<b>4</b>	<b>3</b>
Work surfaces	Possibility of infection transmission if surfaces are not regularly cleaned down	<ul style="list-style-type: none"> <li>• Compulsory handwashing upon entering</li> <li>• Increased frequency of handwashing or hand sanitation</li> <li>• Frequent disinfection of work surfaces</li> <li>• Frequent cleaning of door handles or have internal doors kept open if possible</li> <li>• Paper towels available at the basins</li> <li>• Reduced amount of traffic</li> <li>• Contactless payment preferred to avoid contact with card machine</li> <li>• NO CASH payments accepted to reduce handling</li> </ul>	<b>3</b>	<b>2</b>
Reception area		<ul style="list-style-type: none"> <li>• The waiting area is closed off and the door blocked with A board to encourage people to wait to be invited in</li> <li>• Clients and staff to have temperature checked on arrival. Anyone with a high temperature £8 degrees plus, will be turned away.</li> <li>• A screen is placed between receptionist and client</li> <li>• Frequent cleaning of reception, surfaces, and equipment</li> <li>• Hand sanitiser available</li> <li>• Reduced handling of retail products</li> <li>• Clients will hang up their coat themselves when entering the building</li> </ul>	<b>3</b>	<b>2</b>
Salon Floor		<ul style="list-style-type: none"> <li>• Staff to wear Visors always</li> <li>• Staff to wear gloves for all colour work</li> <li>• Gloves will be disposed of after each client</li> <li>• Fresh gown for each client</li> <li>• Tools and equipment will not be shared between staff and is to be cleaned and sterilized after each client</li> </ul>	<b>4</b>	<b>2</b>

		<ul style="list-style-type: none"> <li>• Chairs and workstations cleaned down after each client</li> <li>• A max of 2 clients at the basin area. A partition is between the basins</li> </ul>		
Common Rooms		<ul style="list-style-type: none"> <li>• Only 1 or 2 staff in the break room at one time maintaining distancing</li> <li>• Encouraging of outside breaks</li> <li>• Any laundry to be put straight into washing machine and washed regularly throughout the day..</li> <li>• All cutlery and glasses and cups will washed in HT soapy water..</li> </ul>	<b>4</b>	<b>2</b>
<b>Social Distancing</b>				
Volume of staff	High risk of transmission between staff gathered in the workplace	<ul style="list-style-type: none"> <li>• Reduced amount of staff in the salon to maintain distancing. Split the team into 2 teams, and they don't cross over at all.</li> <li>• Consistent shift patterns to control possible contamination</li> <li>• Staff working in fixed teams to reduce the amount of contact with others</li> <li>• Maintain the 1-meter distancing guidelines in and outside of the salon</li> <li>• Only 1 or 2 staff in the break room at one time maintaining distancing</li> </ul>	<b>5</b>	<b>3</b>
Number of clients	High risk of transmission if a high volume of traffic is not controlled or reduced	<ul style="list-style-type: none"> <li>• Reduced number of clients to maintain distancing</li> <li>• Screens and barriers between basins, workstation and reception</li> <li>• Staff will discuss treatments behind the client, into the mirror, to reduce face to face conversing</li> <li>• Consultation will be carried out stood behind client talking in to the mirror to reduce face to face contact</li> </ul>	<b>5</b>	<b>3</b>
<b>Handling of goods, merchandise, and other materials</b>				
Handling of professional use and retail products	Surface transmission with high amount of contact from multiple people	<ul style="list-style-type: none"> <li>• Encouraged increased handwashing with more facilities and hand sanitiser</li> <li>• Hand sanitiser available for staff and clients</li> <li>• Gloves will be worn by hairdressers and assistants when handling colour products</li> <li>• Retail products will have limited handling</li> </ul>	<b>4</b>	<b>2</b>

		<ul style="list-style-type: none"> <li>• Hairdressers will clean the professional use products before returning to shelf, to avoid cross contamination</li> <li>• Encouraged contactless payment</li> <li>• Staff will not share equipment</li> </ul>		
<b>Emergency situations/illness</b>				
Fire, accident	Clients or staff may need assistance or medical attention in the event of an emergency which involves risk of contact contamination	<ul style="list-style-type: none"> <li>• People involved in the assistance to others during an emergency do not have to stay 2m apart BUT must pay attention to sanitation measures immediately afterwards including washing hands.</li> <li>• Anyone (staff member or client) presenting symptoms of a cough or temperature will be sent home</li> <li>• A suspected cases log will be kept by Heidi Dobson-Ventura and updated with details if required</li> <li>• Any cases that involve suspected exposure of Covid-19 from the workplace will be reported to RIDDOR</li> </ul>	<b>3</b>	<b>2</b>
<b>Ventilation</b>				
Comfortable working conditions still must apply	Ventilation circulation of infection	<ul style="list-style-type: none"> <li>• Our ventilation system is an air handling unit, which is just for the salon, not the leisure centre. It brings in 100% fresh air regularly. All filters have been changed prior to re-opening.</li> </ul>	<b>3</b>	<b>1</b>
<b>Surrounding areas</b>				
Client queuing	Queuing outside too closely	<ul style="list-style-type: none"> <li>• Distancing rules for outside will be communicated to clients waiting to be allowed into the salons</li> <li>• Signage for outside distancing rules will be displayed</li> <li>• Clients will be encouraged to wait in cars if possible</li> </ul>	<b>3</b>	<b>2</b>
<b>Refreshments</b>				
Food and drink	High risk of infection if drinking/eating utensils are shared and not washed thoroughly	<ul style="list-style-type: none"> <li>• Clients will not be offered a drink during their visit</li> <li>• Clients may bring their own bottled drink but may only drink when alone at the workstation in between services</li> <li>• Staff are encouraged to bring their own food containers and bottles and keep separate or disposed of when finished</li> </ul>	<b>4</b>	<b>2</b>

## Outside work hours

vulnerable staff	High risk of infection or risk to health	<ul style="list-style-type: none"><li>All cases of vulnerable staff must be individually assessed by Heidi to see if they are low, moderate or high risk before returning to work.</li></ul>	<b>3</b>	<b>3</b>
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