

Risk assessment Hair and Beauty Salon

Company name: Hays Hair and Beauty LTD

Assessment carried out by: Clare Miller

Date of next review: 01/7/2021

Date assessment was carried out: 01/7/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID 19 Virus entering the salon	Clients and staff, vulnerable people, contractors, visitors, cleaners, delivery drivers. via airborne transmission or vectors inside premises such as coats, bags, hands, hairdressing tools.	Clients, contractors and staff are being instructed to wait outside. They will be required to wear Government approved face covering before entering, these will be provided if necessary. Temperature tested.	Hand sanitiser will be provided on each work station, and at reception. Temperature checks and health questions will be asked and taken before entering the building. Clients experiencing symptoms or temperature will be asked to leave and re arrange at a later date. Shopping bags, children and people who are not pre booked with an	All staff are responsible.	July 2020	Yes

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			<p>appointment are not permitted to enter the premises. Magazines and refreshments will not be available. Bottled water on request.</p>			
<p>Spread of COVID 19 within the premises.</p>	<p>As above Clients and staff, vulnerable people, contractors, visitors, cleaners, delivery drivers. via airborne transmission or vectors inside premises such as coats, bags, hands, hairdressing tools.</p>	<p>Hand washing. Hand wash facilities with soap and water in place. Stringent hand washing at regular intervals and after every client. Hands to be dried with disposable paper towels. Hand cream available for staff.</p>	<p>Posters and guidance material available throughout salon. Employees reminded regularly to wash their hands for 20 seconds with soap and water and the importance of drying with disposable towels. Coughs and sneezes to be caught in tissues following catch it, bin it, kill it. Wash hands</p>	<p>Everyone who enters the premises All staff and clients</p>	<p>July 2020</p>	<p>YES</p>

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<p>Spread of COVID 19 within the premises</p>	<p>Clients and staff, vulnerable people, contractors visitors, cleaners, delivery drivers. via airborne transmission or vectors inside premises such as coats, bags,</p>	<p>Gel sanitisers are available in all areas where washing is unavailable.</p>	<p>and wear masks at all times. Tissues will be provided.</p>	<p>All staff to oversee</p>		<p>YES</p>
		<p>Deep clean is to be performed. By all staff on their responsible stations.</p>	<p>Skin surveillance program in place.</p>	<p>All staff</p>		<p>YES</p>
		<p>All kit will now be allocated individually and no kit is to be shared at all. This must be cleaned before and after every appointment. High use areas including bathroom, toilet, door handles, surfaces, taps, bowls, chairs, mirrors be disinfected regularly.</p>	<p>Staff provided with full cleaning kit to be kept in the salon trolley.</p>	<p>All clients to have hair washed.</p>		<p>YES</p>
			<p>All clients to have hair washed.</p>	<p>All staff responsible for their own stations.</p>		<p>YES</p>
			<p>Rigorous checks to be carried out by all staff, full training given to staff prior to opening.</p>	<p>All staff responsible for their own stations.</p>		<p>YES</p>

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	hands, hairdressing tools	<p>Social distancing We will be reducing the number of people in any single area to comply with government distancing guidelines. Staff will wear filter masks at all times to eliminate risks due to it not being possible to adhere to social distancing guidelines. Redesigning of the salon to ensure distancing is in place to help eliminate the virus. All hair will be shampooed twice and conditioned.</p>	<p>An appointed person will do this after every client visit and 3 hourly.</p> <p>Staff will have their own individual designated room for breaks</p> <p>Staff will be reminded on a daily basis of social distancing both in and out the workplace.</p>	All Staff		<p>YES</p> <p>YES</p>

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<p>Spread of COVID 19 within the premises</p>		<p>Clients and staff must keep faces covered and a gown must be worn.</p> <p>Internal area will be ventilated at all times with open windows and door.</p>	<p>Staff are to stick to their own stations. Management will check this is adhered to.</p> <p>Staff and guests with high temperature, cough, fever or flu like symptoms will be instructed to isolate for 14 days. Line Managers will maintain daily contact with staff during this time.</p> <p>Environmentally friendly disposable towels will be provided.</p> <p>If any COVID 19 positive people enter the premises, the appropriate health authority will be notified immediately and we will</p>	<p>All staff</p>		<p>YES</p>

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<p>Spread of COVID 19 within the premises</p>			<p>identify people that have been in contact with them.</p> <p>Regularly reviewing these guidelines and offering an open door mental health policy to staff for anyone suffering due to the changes.</p>	<p>All staff</p>		<p>YES</p>
			<p>All staff will receive training on how to dispose of cleaning cloths and towels. Salon gown are washed at 60 degrees after each use.</p>	<p>All staff</p>		<p>YES</p>

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<p>Spread of COVID19 within the premises</p>			<p>Disposable gloves will be provided throughout and staff will be reminded that gloves are not a replacement for hand washing.</p> <p>Clients will be briefed on this process before their arrival.</p>			<p>YES</p> <p>YES</p> <p>YES</p>

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