

Risk assessment COVID-19

Company name: malcolmtinaBarker

Assessment carried out by: Tina Barker

Date of next review: According to government guidance

Date assessment was carried out: 26 June 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
Salon Environment	Staff and clients increased risk by social contact	Arranged salon to comply with social distancing guidance; Provided single use gowns, gloves, towels and client masks; Removed non-essential products and equipment from shelves; Provided hand sanitiser on entry to and in the salon;	Enhance cleaning regime between client appointments; Staff advised of their individual workspace or dedicated work area; Staggered meal breaks to minimise numbers in staff room.	Salon staff	4 July	Yes

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		<p>Provided screen to protect reception area;</p> <p>Provided signs to support new arrangements.</p>				
Making appointments	<p>Staff and clients increased risk by social contact</p> <p>Clients may have developed skin sensitivity</p>	<p>Appointments to be made by telephone only (in person only after salon service). Follow government guidance if you are in a vulnerable group.</p>	<p>Information signs; posts on social media; text messages to clients; telephone call to clients.</p> <p>Clients must have a skin test before colouring or highlight appointments.</p>	Salon staff and clients	4 July	Yes
Coming to work	Staff increased risk by social contact	<p>Following Government guidance. Discuss with manager (in confidence) any individual health risks if you are in a vulnerable group.</p>	<p>Advice to staff: Do not enter the salon if experiencing COVID-19 symptoms or have been asked to self-isolate; Avoid public transport and wear a face covering if unavoidable;</p>	Salon staff	4 July and ongoing daily	Yes

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			<p>Observe social distancing on arrival and during work hours; Bring food and drink to avoid leaving salon during the day; Wear clean clothes to work each day.</p>			
<p>Entering the salon</p>	<p>Staff and clients</p>	<p>Hand sanitiser provided on entry; Staggering appointment times; Signs to deter entering without an appointment.</p>	<p>Advice to clients: Telephone to rebook if you are experiencing COVID-19 symptoms or have been asked to self-isolate; Please keep to your appointment time and telephone if you are running late; Do not bring anyone with you unless you need help from a carer; Do not enter the salon until invited in by a member of staff;</p>	<p>Salon staff and clients</p>	<p>4 July and ongoing daily</p>	<p>Yes</p>

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			Only bring essential items into the salon with you.			
In the salon - Staff	Staff	Keep to social distancing guidance; Wash hands regularly	Wear protective equipment - visor, apron, gloves when with clients; Keep to your dedicated team and work area; Clean dedicated workspace/s and equipment before and after each client; Gather everything you will need before client arrives; Do not share equipment and products; Dispose of everything safely after use.	All staff	During each working day	Yes
In the salon - Clients	Clients	Keep to social distancing guidance; Wash hands or use sanitiser if asked.	Clients will be asked to use face coverings during technical services e.g. colouring, highlights, perming (we will supply masks if needed);	All clients	During your appointment	Yes

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			Hot drinks will not be provided, water and disposable cups will be available; Magazines will not be provided; Payment by card only.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/