

## Specific Covid-19 Risk Assessment 2020 – Unique Hair Studio

<b>Occupational Sector</b>	Personal and Other Services (Hair)	<b>Job Title</b>	Hairdresser/Business Owner	
<b>Main Tasks/Duties and Nature of Business</b>	Cutting hair, Colouring hair, Perming hair, Blow-drying & styling hair, Style consultations with customers, Answering telephones, Making appointments, Clearing and cleaning salon before, during and after use			
<b>Date:</b>	16/6/2020	<b>Written By :</b>	Lee Midgley	Business Owner

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
<b>Infected Clients attending salon</b>  Risk of a client coming into an appointment who is already infected	High	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Other Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to 21.3.20 clients who had any symptoms were asked not to attend salon.</li> </ul>	<ul style="list-style-type: none"> <li>Assess clients prior to appointment 24 hours before via email/telephone confirmation.</li> <li>Check status of health &amp; health of those living in same household</li> <li>ANY SYMPTOMS of client or anyone in household and client is to be asked to reschedule</li> <li>On Arrival, clients will be asked to confirm personal and household health status</li> </ul>	Stylist	4.7.20	

<p><b>Employee's infected outside of premises and attending work</b></p> <p>Risks – of cross infection</p>	<p>High</p>	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 no measures in place as no risk</li> </ul>	<ul style="list-style-type: none"> <li>Stylists will be asked to confirm health status of themselves and their household. Stylists with symptoms should remain at home and follow current government/NHS guidelines for testing and isolation</li> </ul>	<p>ALL</p>	<p>4.7.20</p>	
<p><b>Service Face to Face contact</b></p> <p>Risk of cross infection when particular services are performed which are face to face and less than 2 meters distance</p>	<p>High</p>	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 no measures in place</li> </ul>	<ul style="list-style-type: none"> <li>Any face to face services EMPLOYEE/STYLIST MUST WEAR a supplied VISOR</li> <li>Client is not required to, but may wish to wear a disposable face mask.</li> <li>Reception – Are protected from face to face contact by plastic screen, which should be cleaned regularly.</li> </ul>	<p>ALL</p>	<p>4.7.20</p>	
<p><b>Greeting person to person (Client to Client/Client to stylist)</b></p> <p>Risk – of people greeting one another with a risk of contamination</p>	<p>High</p>	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 no measures as no risk in place</li> </ul>	<ul style="list-style-type: none"> <li>No shaking of hands</li> <li>No hugging</li> <li>Visor to be worn throughout all services and changed and cleaned regularly)</li> <li>Clients to be supplied with clean gown on arrival</li> <li>Clients to use hand sanitiser/wash hands on arrival</li> <li>15 minute intervals between appointments to reduce risk of client to client contact</li> </ul>	<p>ALL</p>	<p>4.7.20</p>	

<p><b>Movement person to person</b></p> <p>Risk of contamination when people are in building moving around from area to area</p>	Med	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 no measures as no risk</li> </ul>	<ul style="list-style-type: none"> <li>All stations in salon to be spaced to allow stylists to work 2m apart</li> <li>One backwash in use at a time where possible. Protective screen installed between bashwashes to allow for 2 in use when necessary</li> <li>Visor to be worn by shampooist whilst carrying out shampoo service</li> </ul> <p><b>Monitor government HSE directive</b></p> <p><b>Monitor and revise frequently to manage risk</b></p>	ALL	4/7/2020	
<p><b>Stylist to Stylist contact</b></p> <p>Risk of cross infection in asymptomatic staff</p>	Med	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 no measures as no risk</li> </ul>	<ul style="list-style-type: none"> <li>Stylists/staff to maintain social distancing whilst in premises.</li> <li>Breaks should be taken in designated area to allow for social distancing</li> <li>Stylists to observe '1 in 1 out' rule when using colour preparation area.</li> </ul>	ALL	4/7/2020	

SURFACE TO PERSON							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	
<b>Entrance / door</b> Risk of surface contamination and cross contamination from surface to person	High	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to covid-19 all doors and handles were cleaned and sanitised as part of cleaning routines</li> </ul>	<ul style="list-style-type: none"> <li>Entrances must remain open when possible</li> <li>Door handles, panels must be cleaned down every hour</li> <li>No walk ins are permitted at anytime.</li> </ul> Entrance area must display clear signage that the salon only operates a strict appointment only entry.	ALL	4.7.20	
<b>Waiting area</b> Risk of surface contamination and cross contamination from surface to person on waiting chairs	Med	<ul style="list-style-type: none"> <li>Client/s</li> <li>Employee/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 areas were cleaned down as part of cleaning routine</li> </ul>	<ul style="list-style-type: none"> <li>Two clients in at a time</li> <li>STRICTLY by appointment only</li> <li>Waiting areas should be closed or seating should be arranged so that it is possible to keep a minimum distance of 2 meters. Magazines, leaflets and any reading material will be removed from reception area.</li> <li>Hand sanitiser, clean gowns and gloves all provided at entry for clients.</li> <li>Clients will be informed to bring minimal personal belongings, no</li> </ul>	ALL	4.7.20	

				<p>food or drink to be consumed during visit, other than bottled water if required</p> <ul style="list-style-type: none"> <li>• Signage will be in place to instruct clients to not touch retail products unless they are purchasing them</li> </ul> <p>Waiting areas must be cleaned down every hour when used</p>			
<p><b>Reception desk area</b></p> <p>Risk of client arriving with no ppe, mask or gloves. So risk to staff attending at reception desk</p>	Med	<ul style="list-style-type: none"> <li>• Employee/s</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to Covid-19 reception area was cleaned down as part of daily cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Signage should be added to remind clients of their social distancing responsibilities.</li> <li>• Reception is protected by a Perspex screen which must be cleaned regularly</li> <li>• Card terminals will remain in use. Cash transactions should be discouraged whenever possible.</li> <li>• Signage will be in place to instruct clients to not touch retail products unless they are purchasing them</li> </ul>	ALL	4.7.20	
<p><b>Styling Stations</b></p> <p>Risk of cross contamination from</p>	Med	<ul style="list-style-type: none"> <li>• Employee/s</li> <li>• Client/s</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to Covid-19 Stations were cleaned down as required as part of daily cleaning routine</li> </ul>	<ul style="list-style-type: none"> <li>• Styling Stations cannot be moved, however whilst 2 metre distance rule is in place, use only 1 station per area – total 3 in use at a time.</li> </ul>	ALL	4.7.20	

<p>Surface to person. Magazines, Products</p>				<ul style="list-style-type: none"> <li>• No products, leaflets or brushes are to be placed on stations at any time. Trolleys should be used to store equipment/products that are currently in use. (post cleaning)</li> <li>• Stations must be cleaned down with disinfectant spray between every client use. Allowing full contact time as per cleaning product instructions.</li> <li>• Chairs and chair arms must also be cleaned down between every client use.</li> <li>• Tissues are provided for clients who need to cough/sneeze. Used tissues should be placed in the pedal bins provided at each section along with any other client waste. Bins should be emptied and cleaned daily or where required.</li> </ul>			
<p><b>Backwash Areas</b>  Risk of cross contamination from surface to client and person to person</p>	<p>Med</p>	<ul style="list-style-type: none"> <li>• Employee/s</li> <li>• Client/s</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to Covid-19 backwash areas were cleaned in between all clients and as part of daily cleaning routine</li> </ul>	<ul style="list-style-type: none"> <li>• Only 1 backwash should be used at any time. Plastic screen has been installed to allow for 2 units in use where necessary and unavoidable.</li> <li>• Employees must wear visors whilst washing hair. May choose to also wear a mask and gloves</li> </ul>	<p>ALL</p>	<p>4.7.20</p>	

				<ul style="list-style-type: none"> <li>• Back wash bowls and back wash seat must be fully cleaned down between every client use. Use Barbicide spray on whole backwash unit and allow full contact time. Alternate backwash use to allow for this.</li> <li>• Silicon neck rests must be cleaned down and sanitised with barbicide between every client use.</li> </ul>			
<p><b>Toilets</b></p> <p>Risk of cross contamination in toilet areas surfaces</p>	High	<ul style="list-style-type: none"> <li>• Employee/s</li> <li>• Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to Covid-19 toilet areas were cleaned down in line with daily routines</li> </ul>	<ul style="list-style-type: none"> <li>• No changes but signage should be clearly placed so that clients maintain 2m distance at all times</li> <li>• Paper towel use only</li> <li>• Disposal of contaminated waste bin placed in area</li> <li>• Clients will be encouraged to spray and wipe down surfaces touched after use, however:</li> </ul> <p>Toilet area including door handles must be cleaned down by staff after every use. Gloves must be worn whilst cleaning.</p>	ALL	4.7.20	
<p><b>Break Areas</b></p> <p>Risk of cross contamination and infection while</p>	Med	<ul style="list-style-type: none"> <li>• Employee/s</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to Covid-19 kitchen/dispensary area was used for staff breaks.</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen area can only be used by one person at a time as room is smaller than 4m<sup>2</sup>. Downstairs break area can be used by more than one person provided social</li> </ul>	ALL	4.7.20	

people remove masks to eat and or drink.			<ul style="list-style-type: none"> <li>Staff areas were cleaned as part of daily cleaning routine.</li> </ul>	<p>distancing guidelines are maintained.</p> <ul style="list-style-type: none"> <li>All employees must clean areas after use and dispose/change gloves after breaks.</li> <li>Additional rest area has been allocated for use during the working day.</li> <li>Waste should be removed from break/kitchen areas immediately.</li> </ul>			
<p><b>Laundry Areas</b></p> <p>Risk of cross contamination and infection within laundry areas due to space</p>	Low	<ul style="list-style-type: none"> <li>Employee/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 laundry areas were an untidy mess.</li> </ul>	<ul style="list-style-type: none"> <li>Used washables should be stored in clearly marked, lidded bins until washed at the end of each day.</li> <li>Clean dry laundry should be stored in labled, lidded containers ready for use.</li> <li>Used towels, gowns and washable masks should be handled with care and whilst wearing gloves. Laundry should be washed at 60 degrees for a minimum of 30 minutes.</li> </ul>	ALL	4.7.20	
<p><b>Common areas and stairwells</b></p> <p>Risk of cross contamination whilst using confined stairwells.</p>	Med	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 free movement in these areas</li> </ul>	<ul style="list-style-type: none"> <li>Common areas consist of any touch points where more than one person can touch</li> <li>Door handles</li> <li>Toilets</li> <li>Reception area</li> <li>Retail areas</li> <li>Stairs – stair rails</li> </ul>	ALL	4.7.2020	



				<ul style="list-style-type: none"> <li>All common areas must be continually wiped down</li> <li>All common areas must have a strict cleaning rotation and must be wiped after any touch point</li> </ul>			
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WORKING EQUIPMENT & TOOLS							
Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	
<b>Towels</b>  Risk of cross contamination with	High	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Client/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 towels were single use and washed at 60 degrees throughout a working day in a commercial machine</li> </ul>	<ul style="list-style-type: none"> <li>Clean towels/gowns should be used for each client. These should be stored in lidded containers marked 'clean'</li> <li>Where towels/gowns are used there should be strict control of used towels ie placed in clearly marked lidded bin after use</li> </ul>	ALL	4.7.20	

use of normal towels				<ul style="list-style-type: none"> <li>Salon towels/gowns should be washed at 60 degrees</li> </ul>			
<b>Brushes/Combs Razors, clips scissors</b> Risk of cross contamination when using brushes, combs, clips	Med	<ul style="list-style-type: none"> <li>Client/s</li> <li>Employee/s</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 all brushes, combs, clips were cleaned as part of daily routine</li> <li>Scissors were cleaned as required</li> </ul>	NO brushes/combs to be sited on stations at any time. Must be stored when cleaned in drawers. <ul style="list-style-type: none"> <li>Brushes &amp; combs used for styling must be sanitised after every use for a single client. Using Barbicide/equivalent and placed in closed drawer ready for next use.</li> <li>Scissors should be cleaned after each use with spray/UVC light</li> </ul>	ALL	4.7.20	
<b>Reception desk area</b>  Risk of client/staff cross infection through face to face interaction. Or surface contamination	Med	<ul style="list-style-type: none"> <li>Employee/s</li> <li>Clients</li> </ul>	<ul style="list-style-type: none"> <li>Prior to Covid-19 reception area was cleaned down as part of daily cleaning when needed</li> </ul>	<ul style="list-style-type: none"> <li>Signage should be added to remind clients of their social distancing responsibilities.</li> <li>Reception will have a Perspex barrier screen</li> <li>Reception area use should be kept to a minimum by clients. Where possible payments and appointment booking should be carried out at the styling station</li> <li>Card terminals should must be cleaned after each use. Encourage contactless payments. Discourage cash payments where possible.</li> </ul>	FOH	4.7.20	
	High	Employee/s Client/s	<ul style="list-style-type: none"> <li>Prior to Covid-19 products were placed on</li> </ul>		ALL	4.7.2020	

<p><b>Products for client use</b></p> <p>Risk of clients picking up and using products and smelling using</p>		<p>Risk of employees &amp; client picking up and using smelling products</p>	<p>stations/shelves so that stylists could use.</p>	<ul style="list-style-type: none"> <li>No products for salon use are permitted to be sited on any stations. These should be stored in cupboards whilst not in use.</li> <li>Trolleys should be used as a working station instead.</li> <li>Working stations must be cleaned down after every use.</li> </ul>			
<p><b>Capes</b></p>	<p>High</p>	<p>Client/s</p> <p>Risk of contamination transfer onto and from clients clothes whilst in salon</p>	<ul style="list-style-type: none"> <li>Prior to Covid-19 capes were used to protect clients clothing from colour, product or water damage.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible disposable capes should be used for every client.</li> <li>Where using salon gowns/capes these must be laundered at 60 degrees on a strict rotation of one per client NO RE USE IS PERMITTED</li> <li>Disposable capes must be disposed of after use.</li> </ul>	<p>ALL</p>	<p>4.7.2020</p>	
<p><b>Hood Dryers</b></p>	<p>Med</p>	<p>Client/s Employee/s</p> <p>Risk of cross contamination where hood dryers are used on different clients.</p>	<ul style="list-style-type: none"> <li>Prior to Covid-19 hood dryers were cleaned down where required</li> </ul>	<ul style="list-style-type: none"> <li>Where hood dryers are used – there will be a strict clean down routine in between every use. Hood Dryers must be cleaned down in between every use. Internal and external surface should be sprayed with Barbicide/equivalent spray</li> </ul>	<p>ALL</p>	<p>4.7.20</p>	
<p>Stylists Personal Kit</p>	<p>High</p>	<p>Client/s Employee/s</p> <p>Risk of cross contamination where</p>	<ul style="list-style-type: none"> <li>Prior to Covid-19, stylists cleaned down between clients</li> </ul>	<ul style="list-style-type: none"> <li>Stylists personal kit must be cleaned down and sanitised in between every client. This includes, any clips, combs, razors, scissors.</li> <li>NO personal pouches should be used to avoid cross</li> </ul>	<p>ALL</p>	<p>4.7.20</p>	

		kit is usually used on different clients Even though cleaned now need full sanitisation and UVC sterilising		contamination– all tools should be placed on a working trolley to avoid any cross contamination. <b>Any personal kit must be placed in the UVC Cupboard after every client in the 15 minute turn around space or cleaned using Barbicide/equivalent</b>			
Trolleys	Med	Client/s Employee/s	<ul style="list-style-type: none"> <li>• Prior to Covid-19 trolleys were shared between stylist</li> <li>• Fully cleaned out weekly</li> </ul>	<ul style="list-style-type: none"> <li>• Trolleys must be used to store working items. These should then be cleaned down in between every client.</li> <li>• <b>Trolleys where personal kit is placed during any client service must be cleaned in between clients.</b></li> </ul>	ALL	4.7.20	
Tint Bowls / Brushes	Med	Client/s Stylist/s	<ul style="list-style-type: none"> <li>• Prior to Covid-19 tint bowls and brushes were cleaned between each client</li> </ul>	<ul style="list-style-type: none"> <li>• Tint bowls will be used once. Will NOT be placed on any styling station</li> <li>• <b>Tint bowls must be washed thoroughly in hot soapy water</b></li> </ul>	ALL	4.7.20	
Hairdryers, Straighteners, Tongs etc.	Low	Client/s Stylist/s	<ul style="list-style-type: none"> <li>• Prior to Covid-19 hairdryers were cleaned down routinely</li> <li>• Straighteners &amp; stylers were used on various clients</li> <li>• A shared resource</li> </ul>	<b>Must be cleaned down MUST BE UNPLUGGED and carefully cleaned using sanitiser on a paper towel. NEVER SPRAY SANITISER DIRECTLY ONTO ANY ELECTRICAL ITEM</b>	ALL	4.7.20	

# **SALON SPACE**

## **Salon layout plan**

### **Salon – Managing the layout of the salon space**

- Waiting area use should be kept to a minimum. Only use where essential. Ensure clients are waiting according to social distance regulations.
- Hygiene station has been sited at the entrance to the salon. Clients will be required to use hand sanitiser provided. Clean fresh gowns/capes should be stored here ready for use in individual bags. Gloves will be provided if clients wish to use them.
- Only one backwash should be in use at any time if possible. Stagger appointment times between stylists to allow for this. Back wash must be sanitised after every use. Where 2 units are required, a plastic screen has been installed to safely allow side by side working.
- Kitchen/dispensary area should be used for colour preparation only. Only one stylist should use this area at a time and then it should be sanitised after use.
- Dependant on government social distancing guidelines it may only be possible to use a maximum of 3 styling stations at any one time.
- Stylists may take rest breaks in any area of the salon whilst able to maintain social distancing regulations. Additional space downstairs has been allocated and must be cleaned after use.

## **Information & Signage**

- Social distancing signage must be in place for outside queuing if required.
- Clear markings of social distancing should be in salon with a mark where clients stand at reception
- Clear signage on reception/front door should be displayed regarding the client “process”
- Signage with maximum number of customers in the premises at any one time to be displayed in windows.
- Appointment only signage should be placed on front door.
- Toilet facility signage should be placed to advise the area must be cleaned after every use.

## Scheduling & organising appointments

### Appointments – managing columns

1. Columns should be planned in advance so that it is possible to have staggered opening times to avoid clients arriving all at once.
2. Columns should also be scheduled to avoid too many clients being in the salon at any one time. Maximum of 5 clients should be in the salon at any one time and be managed for social distancing measures.
3. Customer density should be planned at a capacity in line with social distancing measures.
4. Clean down gaps should be placed in between each appointment to give the stylist time to wash hands, change their PPE (where required) and prepare for the next client. This should be managed with a view to limiting the flow of clients in and out of the salon and avoiding cross infection.
5. **No appointments are permitted in between colours AT ANY TIME to avoid potential cross contamination from client to client. NO EXCEPTIONS (To Be Reviewed following government guidance)**
6. **Stylists should only** work on one client at a time from start to completion.

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

1. Individuals who belong to particular groups must be risk assessed based on current HMGGOV guidelines and any scheduled work limited to above
2. Processes must be reviewed in line with HMGGOV directive and any additional measures taken to ensure safe working practices and timings of any appointments for the particular group.
3. Working procedures must be reviewed for this particular group to limit time between the employee and customer as much as possible.

## MOVEMENT OF PEOPLE

## **Movement & behaviour of people in the salon**

### **Stylists**

- All Stylists must strictly follow at all times all HMGOV guidelines wearing the correct PPE at all times.
- Stylists MUST NOT congregate in open or staff areas without the 2m social distancing rules being adhered to.
- Employees/stylists must wash their hands as frequently as possible.

### **Clients**

- On arrival clients must queue outside of the salon, if required, adhering to the 2m social distancing rules – Markers must be placed for this to avoid any confusion
- On arrival clients must be directed to wash/sanitise hands & put on PPE where required
- Clients must be instructed to attend any appointment alone - ONLY EXCEPTION IS WHERE A CLIENT ATTENDS WITH A CARER, IN WHICH CASE THE CARER MUST ADHERE TO ALL CLIENT GUIDELINES
- Clients must be asked to bring own drinks and tablets or books
- Clients must adhere to the 2m social distancing rules whilst in 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**

### **Stylists**

- Stylists should not attend work if they have mild symptoms suggestive of COVID-19. After a course of illness, stylists must first return to work 48 hours after symptoms have ceased.
- Stylists whose family has symptoms or are infected must follow HMGOV & PHE guidelines on reporting, testing and self isolation.

#### Clients

- Clients must be contacted 48/24 hours ahead of any appointment to confirm that they have no symptoms
- On arrival clients will be asked to complete CLIENT PRE SERVICE CHECK FORM (if not already completed electronically) to confirm that they have no symptoms or any of their household are self isolating or have any symptoms.
- Before the service begins the employee will ask if the client is well

**Risk assessment completed by:-** \_\_\_\_\_ **Date:-** \_\_\_\_\_

Due for revision: