



## Risk Assessment – Mint Hair Salon

<b>Location / Site</b>	
Baldock Street, Ware, Herts	
<b>Activity / Procedure</b>	
Reopening of Hair Salon on 4 <sup>th</sup> July	
<b>Assessment date</b>	
26 <sup>th</sup> June 2020	

<b>Identify people at risk</b>	YES or NO
Employees	YES
Clients	YES
Contractors/Visitors	YES

Government guidance for close contact (23.06.20) working states:

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and clients. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.



Red texts are control measures from Government Guidance –

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Dispersal of virus through air and contact with surfaces			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>Air dispersal</u></p> <ol style="list-style-type: none"> <li>1. All premises should ensure that steps are taken to avoid people needing to unduly raise their voices to each other- no talking during hair drying. Music to be not played or played softly.</li> <li>2. No fans or air conditioning units to be used on premises.</li> <li>3. Tissues available on each station to ensure promotion of ‘Catch it, Kill it, Bin it’.</li> <li>4. Lidded bins used within the salon.</li> <li>5. Disposable hand towels used in the toilet.</li> <li>6. Clients to be seated a minimum of 2 metres apart.</li> <li>7. Employee’s work area to be defined with tape on floor- social distancing to be observed at least 1 metre at all times.</li> </ol> <p><u>Surface dispersal</u></p> <ol style="list-style-type: none"> <li>1. All soft furnishing to be removed from salon.</li> <li>2. Areas of use to be deep cleaned in-between clients including using anti- bacterial cleaner. Disposable gloves to be worn during cleaning.</li> <li>3. Office area to be used for employees for breaks- cleaning pack to be available on table to be used to wipe down area after each use.</li> <li>4. All work stations to be covered with oilskin cloth to enable easy cleaning.</li> <li>5. Each employee to use own equipment.</li> <li>6. Any shared equipment used by employees to be washed with soapy hot water before use by others including colouring equipment.</li> <li>7. Door handles, light switches and light pulls to be cleaned with 70% alcohol hand sanitiser at the start and end of every day.</li> <li>8. Plastic boxes used for client’s belongings and labelled. Boxes to be stored in areas away from working area.</li> <li>9. No drinks or magazines offered to clients.</li> <li>10. No cash to be handled unless exact amount and can be left untouched for 72 hours.</li> <li>11. All payments cards to be held by clients to minimise risk to employees.</li> <li>12. Card machine to be sanitised after client use.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	



HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contractors and visitors infecting employees or clients</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. No visitors or contractors to enter whilst clients are on the premises. All non-essential work to take place when the salon is closed.</li> <li>2. Salon closed if essential work needs to take place.</li> <li>3. Front door to be kept locked at all times to prevent visitors coming into the salon without an appointment.</li> <li>4. Clients only to enter salon with a pre- arranged appointment and after sharing risk assessments.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Poor hygiene resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All employees wear fresh clothes each day.</li> <li>2. Shoes worn at work will be changed before leaving the premises.</li> <li>3. All employees wear visors when working.</li> <li>4. Clients have the opportunity to wear face masks if they choose.</li> <li>5. All bags and coats kept separate from hair dressing gowns.</li> <li>6. A new gown/towel used for every client.</li> <li>7. Used gowns and towels kept in lidded box until washed.</li> <li>8. Staggered arrival of clients.</li> <li>9. All clients and employees to hand sanitise upon arrival on premises.</li> <li>10. Opportunities to frequently hand sanitise and wash hands during the appointment.</li> <li>11. Clients not to touch products unless purchasing and taking home.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Resources and supplies from external sources carrying virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All boxes delivered will be left 72 hours before opening and kept in back hallway away from people.</li> <li>2. Any cash tips will be kept in individual tip jars and left 72 hours without opening.</li> <li>3. Any supplies that have been handled by a client or employee will be cleaned before used by others.</li> <li>4. Products will be named by stylist and only used by one individual.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of employees and clients including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Risk assessment shared with all stakeholders</li> <li>2. Poster displayed in window to show compliance with guidance</li> <li>3. Each client has a personal phone call to explain how risks are managed at this time and the opportunity to ask any questions</li> <li>4. Daily review of risk management measures between staff to ensure shared understanding and consistent application of risk assessment.</li> <li>5. Risk assessment shared on website.</li> <li>6. Client and employee emotional wellbeing considered when planning for control measures and practice.</li> <li>7. Clients and employees sign posted towards support from the GP and other organisations such as MIND.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to an employee or client displaying symptoms.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All people who show symptoms of the virus to stay at home.</li> <li>2. Anyone who has someone in their family who presents symptoms should stay at home.</li> <li>3. If anyone presents with symptoms whilst in the salon they should immediately leave the premises and seek a test – activating the track and trace system if positive. The salon should then be thoroughly deep cleaned.</li> <li>4. Text messages or phone calls will be sent/made to clients in the event of a positive test</li> </ol>			



<p>and salon closure.</p> <p>5. No one who is extremely clinically vulnerable or extremely vulnerable/shielding should currently come into the salon until guidance is revised on 1<sup>st</sup> August 2020.</p> <p>6. Anyone who has recently travelled into the UK from another country will abide by current quarantine regulations and not attend appointments until the specified quarantine period has expired.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	
PHE updates			

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<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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