

Covid-19 Risk Assessment 2020

Occupational Sector	Hairdressing		Job Title	Director
Main Tasks and duties	Hairdressing Procedures at Mark Blake Hair			
Date:	25 June 2020	Written By :	Name: Mark Blake	Print: <i>Mark Blake</i>

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
Reception Staff greeting client on entering salon		Client and staff	Staff to wear full face visor, mask and gloves. Client will be advised in advance to wear face mask. No shaking of hands or hugging	Checking staff PPE is current clean and safe	Management Team	01.07.20	04.07.20
Sitting in stylist chair		Stylist and client	Stylist to wear full face visor, mask, gloves and disposable apron. Client will wear face mask	Checking stylists PPE is current clean and safe. Apron changing between clients	Management Team	01.07.20	04.07.20
Stylist or support shampooing client		Stylist, support and client	Stylist to wear full face visor, mask, gloves and disposable apron. Client will wear face mask	Checking stylists PPE is current clean and safe. Apron changing between clients	Management Team	01.07.20	04.07.20

Client and reception team member		Client and reception team member	Reception team member will wear full face visor mask and gloves. Client will wear mask. There will be sneeze screens in place at reception desk	Checking reception team PPE is current clean and safe. Keeping sneeze guards cleaned	Reception Team	01.07.20	04.07.20
Covid-19 Staff Training		staff	Government guidelines Staff training	Staff to be updated prior to starting work and continually updated according to government guidelines and this constantly communicated to team members	Management team	01.07.20	04.07.20
Ventilation		Clients & Staff	Increase ventilation & air flow	Open doors when ever possible	Reception Team	01.07.20	
Hand Hygiene		Clients & Staff	Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly. Gel sanitisers in any area where washing facilities not readily available. Gel sanitiser at entry point All customers asked to use sanitiser on arrival.	Staff to be encouraged to regularly wash with soap and water and the importance of proper drying with disposable towels. Signage will reinforce message. Signage will remind staff and customers to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes nose or mouth with unclean hands. Tissues will be made available throughout the work place. Signage to remind staff and customers to use hand sanitisers.	All team members and clients	01.07.20	

Staff breaks		All staff	Staff breaks will be staggered so as not to have more than 3/4 staff in staff room at anyone time	Reception to rota staff breaks	Reception team	01.07.20	04.07.20
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SURFACE TO PERSON

Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	
Door handles		Support staff, stylists and clients	Constant sanitizing also advise clients on push doors not to use their hands but push with elbow or foot	Constantly monitor cleaning of all door handles	Support team	01.07.20	
Styling station and chair backwash and chair		Support staff, stylists and clients	All to be cleaned and sanitized thoroughly after each use. Cleaned with anti-bacterial spray and disposable kitchen towels, which will be disposed of in bins provided	Constantly monitored after each client	Support team	01.07.20	
Credit card machine,		Reception team and client	Credit card machine will not be used by reception it will be kept the client side of the sneeze guard, along with the receipt machine	Credit card machine and receipt machine will be cleaned after each clients transaction	Reception Team	01.07.20	

Drinks		staff	Reduced drinks menu	Disposable cups	Support team and stylists	01.07.20	
Checks on cleaning procedures		Staff & clients	Daily compliance sheets completed and checked	Compliance sheets may need to be updated according to government guidelines	Management team	01.07.20	
Stock deliveries		staff	All deliveries will be contactless and under supervision to the salon doorstep.	All deliveries/boxes to be disinfected prior to moving to stock cupboard	Reception team	01.07.20	
Cleaning		Staff & clients	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Staff to have a clear understanding of what their cleaning responsibilities are. Cleaning rota and checks to be in place for all communal areas. Sterilising wipes provided throughout the salon. All hair staff to complete BARBICIDE training course. All tools to be disinfected between customers. Staff to ensure their workstations are disinfected between customers. Toilet door handles and taps to be disinfected before and after every use by the person who has used them. All towels to be washed at 60 degrees after each use.	All staff	01.07.20	

				Each stylist must have their own kit, no kit is to be shared and all kit must be disinfected after every appointment.			
Social Distancing		Everyone	Social Distancing -Reducing the number of persons in any work area to comply with the current 2-metre gap or whatever the current government guidelines are.	Alternate workstations to be used to provide a gap of 2m between each unless screens have been put in place. Cough/sneeze guard screens at reception area	Management team	01.07.20	
Social distancing		Everyone	Redesigning walking routes around the salon	Signs and hazard tape directing clients and staff	Management team	01.07.20	

WORKING EQUIPMENT & TOOLS

Specific Hazard Identified	Risk Level	Who is at RISK & How	Current Control Measure	Future Actions?	Managed By Name	Due BY Date	
Main Reception Telephones and key boards							

Internal Phones		All Staff	All phones sanitised after each use with anti-bacterial spray provided by each phone	Constantly monitored by all staff and if in doubt cleanse before it is used	All staff		
Working stock (Products used on clients hair)		Staff	Working stock to be kept behind reception desk or bar area in Cirencester	Any stock used to be cleaned with anti-bacterial spray or wiped down immediately after use so all products in basket are always clean and returned to desk ready for next client	Reception team	01.07.20	04.07.20
Personal PPE		All staff	All staff issued with full face visor disposable gloves and disposable aprons	Gloves and aprons will be changed after every client and disposed of in a safe way as instructed in the bin provided	All staff	01.07.20	04.07.20
Mental Health Issues		All staff	Management will promote mental health & wellbeing awareness to all staff during the Covid-19 outbreak and will offer whatever support they can	To support staff who are effected by Covid-19 or has family member affected Regular communication and an open-door policy for those who need additional support	Directors	01.07.20	ongoing

Vulnerable Groups		Clients	Customers in vulnerable groups will be offered early or late appointments or use of the private room	When booking appointment customers will be asked whether they consider themselves to be in a vulnerable group and then offered suitable appointment	Reception Team	01.07.20	ongoing

MARK BLAKE®

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