

**Coronavirus Risk Assessment
Planned July Reopening
Nigel Brennan Hair Salon**

Assessment conducted by: N Brennan, E Brennan and S Hartshorne	Job title: Owner	Covered by this assessment: Staff and Customers
Date of assessment: 6 th June 2020	Date of next review: Mid July 2020	

The sole purpose of this risk assessment is to support the reopening of the salon, taking into account the government guidelines for social distancing and safety and the measures that are required to minimise the risk of spreading the Coronavirus. The risk assessment is not exhaustive and should be reviewed regularly following salon reopening and the change in measures and guidelines issued by the government in order to ensure consistent review of the care and safety that is being considered for staff and customers. The Salon should responsibly review the guidelines issued by the Government and World Health Organisation in order to stay abreast of the latest advice and respond accordingly.

At all times, staff and customers are encouraged to provide feedback to the Salon Owner Nigel Brennan, on their experience, working in or visiting the salon. Sole priority is the safety of both staff and customers and ensuring that they are safe and that they feel comfortable at all times when visiting or working in the salon. Steps can only be taken to develop procedures with good communication and feedback.

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
Salon layout is not fit for purpose to ensure it has the ability to follow government guidelines.	H	<p>Salon layout has been amended to support social distancing and minimise the risk of cross contamination:</p> <ul style="list-style-type: none"> Soft sofa in waiting area has been removed and replaced with single wipe able chair, allowing one customer to wait at 	<u>H</u>	<u>L</u>	<u>NB</u>	<u>June 2020</u>	<u>Weekly review of RA</u>

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		<p>a time if the planned waiting area (the hair washing stations) is not free.</p> <ul style="list-style-type: none"> The reception desk has been moved back against the window and the salon stations along the left wall as you enter the salon have been removed. These two steps have enabled the salon a one way system as customers enter. The ideal scenario being that customer enters, walks straight ahead to washing station where a single customer is allowed to wait. If in use, the chair to the right of the door will be the overspill waiting area. A screen will section off the waiting area to the right of the door and nearest wash basin, enabling protection from any waiting customers from incoming and outgoing traffic. 					
<p>Usual Salon bookings mean too many people in the salon at any one time, creating inability to social distance.</p>	<p>H</p>	<p><u>Bookings reduced and working hours lengthened for salon owner in order to support as many customers as possible but have fewer people in the salon at any one time, this has been enabled by the following:</u></p> <ul style="list-style-type: none"> Only two salon chairs will be in use in the main salon area at any time, leaving a station unused between each. The additional office that is linked to salon will be temporarily used for customers during appointments for additional waiting and colour processing times in order to limit numbers in the main salon. Only one washing station at a time will be in use. Customers consulted at time of booking re nature of visit. Changes to usual appointment nature not allowed at present time, due to unplanned impact on time and salon use. E.g. Complete restyle. Knowing customer plan enables safer planning of visit to salon. 	<p>H</p>	<p>L</p>	<p>NB</p>	<p>Ongoing</p>	

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Salon Toilet Use risks cross contamination	H	<ul style="list-style-type: none"> • Only one customer at a time may use the toilets. A clear sign will be displayed before the narrow corridor to the toilets to indicate whether engaged or vacant to reduce risk of customers running into one another where social distancing is impossible. • Staff will clean touchpoints in salon toilets throughout the day (recommend form on back of door that indicates when last check and clean has taken place, one form per day which is clearly dated and initialled by staff after each clean. • Antibacterial hand wash, gel and wipes to be placed in all toilets and checked for ample stock regularly, allowing customers to wipe over services if desired before / after use. • Paper towels to be in use rather than hand dryer – hand dryer to be switched off and marked as not in use. • Lidded bin to be installed to capture used towels. • Advice – government hand washing guidelines poster to be displayed in clear view by sink. 	H	L	All staff to oversee	Ongoing	Ongoing
Poor hygiene practice in salon.	H	<p><u>Many steps taken to protect staff and customers during appointments and the working day:</u></p> <ul style="list-style-type: none"> • Suitable anti-bacterial cleaning products and regime in place effective for Covid-19. • PPE provided for staff and customer use. Staff to wear eye and mouth masks to reduce risk of catching or spreading virus. • Customers advised to wear masks where possible during appointment. Masks will be available for customers who do not have their own. • Salon to be ventilated with open doors and windows wherever possible to allow a natural flow of air. 	H	L	<u>NB to ensure All Staff</u>		

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		<ul style="list-style-type: none"> • Single gowns per customer, to be laundered after each use, and folded into plastic bag. • Single use towels for each customer, again to be laundered after each use and placed into clear plastic bag. • Dedicated work station for each staff member to use reduces risk of cross contamination for staff and customers. • Dedicated tool kits (combs, brushes, scissors etc.) for each member of staff reduces risk of cross contamination. • Dedicated product set at each station (e.g. Hair spray, styling products etc.). No sharing, reduces cross contamination. • All tool kits to be sterilised between each use / customer, to avoid cross contamination. • Anti-bacterial wipe dispensers to be installed between each work station enabling access for customers and staff alike. • Regular wipe down of touchpoints within salon throughout the day. E.g. Station shelves, door and cupboard handles, front door handles and panels, chairs, switches etc. • Frequent wipe down (i.e. between each use) of card machine, telephone, front counter (natural lean point when customers rebooking / paying), wash basins. • Posters displaying advice on social distancing, measures taken by salon to protect staff and customers in place. • Regular hand washing for staff essential. • Suitable hand washing and antibac gel available for staff to use as needed. • Rubbish to be bagged and tied and removed throughout day. • No refreshments to be served at all during appointments. Customers to bring their own drinks to their visit. • Staff to wipe touchpoints in kitchen after each use. 					

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		<ul style="list-style-type: none"> Staff to use their own dedicated drinking cups and wash after every use. 					
Ill health in salon.	H	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of taste / smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do is a customer or staff member becomes unwell.</p> <p>All staff are aware of the procedure if a customer or staff member becomes unwell and displays or discloses signs relating to Covid.</p> <ul style="list-style-type: none"> Any customer or member of staff who displays symptoms of Covid -19 to either, leave salon for home, or if not well enough to do so, to be taken to the beauty room as an isolation point - to minimise spread of virus- to exit through the Fire Exit, to avoid passing other customers in either case. Work stations to be immediately deep cleaned and staff and customers to be made aware of the possibility of a Covid case. Salon owner to determine safety of remaining open and to take action to close salon if deemed appropriate. Customer and staff safety to come first at all times. 	H	L	NB and Staff	Ongoing	
Customers not abiding by salon hygiene guidelines – risk of cross contamination to other staff and customers and risk of loss of business as a result.	H	<p>Poster/Video to be issued to advise on what is expected of customers when they visit the salon:</p> <ul style="list-style-type: none"> Customers not following guidelines – to be sensitively approached by Salon owner. Customers persistently not following guidelines to be encouraged to leave. 	H	L	NB	Ongoing	

