

# Risk Assessment

<b>Assessment Name: Covid 19 risk assessment</b>		
<b>Organisation Name: Beauty at the Bay Ltd</b>	<b>Review Date:</b>	<b>6 months from action or as advise changes</b>
<b>Date Risk Assessment carried out: 25 June 2020</b>	<b>Brief Workplace and Activity Description:</b>  <b>Beauty and skincare salon with retail shop</b>	
<b>Who carried it out: Marie Yexley</b>		
<b>Signature:</b>		

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom/ when</b>	<b>Risk Level: High / Medium /Low</b>	<b>Review date</b>
Spread of Covid 19 coronavirus	Staff	<p><b>Hand washing</b> Hand washing facilities with antibacterial soap available at a number of locations throughout salon. Sign to show Instructions on correct handwashing. Toolbox talk to be given by Marie Yexley (MY) who has sat WHO course on correct hand washing procedures. Staff to be sent a leaflet on correct handwashing and use of hand rub. Staff to respond to say they have received it.</p>	Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water. Posters to prompt this and notices at sinks to instruct on correct procedures.	Staff regularly		
	Visitors to the salon e.g. clients	Stringent hand washing to take place See attached guide which is displayed at salon.	Signage to remind of the importance of hand washing. Toolbox talk to be given on correct handwashing. MY to sit WHO course and advise staff.	MY		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
			<p>Signage to remind of the importance of catching coughs and sneezes in a tissue and disposing of tissues in a lined, lidded bin.</p> <p>Lidded bins to be readily available throughout the salon.</p> <p>Clients are to be recommended to pay by contactless payment.</p> <p>Hand rub facilities to be set up at the entrances of salon.</p> <p>Guidelines on correct use of hand rub to be displayed</p>			
	Cleaners	<p><b>Hand care</b></p> <p>Drying of hands with disposable paper towels.</p> <p>Used towels to be put in a lined, lidded bin</p> <p>Professional commercial disposal of waste.</p>	To reduce the spread of Covid 19 and advise staff to follow Public Health guidance which can be accessed online.	Staff		
	Maintenance contractors	<p><b>Hand protection</b></p> <p>Staff to be encouraged to protect hands with regular application of emollient cream.</p> <p>External contractors to be encouraged to visit when the salon team have left the premises (out of hours) to avoid contact.</p> <p>External contractors to be made aware of the salon's risk assessments and procedures e.g. point of arrival, hand cleaning requirements.</p>	<p>To take the contact details of everyone visiting the premises so that they can be contacted should track and trace system be required.</p> <p>These details will be kept for a minimum of 21 days.</p> <p>Salon to operate a chart system at reception to record such details.</p>	Staff		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
	Vulnerable groups – pregnant workers, those with underlying health conditions	<b>Hand rub</b> Gel sanitisers to be provided where hand wash facilities are not readily available eg at salon entry points.	The team have elected Hannah Craven as their Health and Safety representative.	MY		
	Anyone who physically comes into contact with another person	<b>Cleaning</b> Frequent cleaning of surfaces and objects that are touched regularly in particular areas of high use such as door handles, light switches etc. Use appropriate cleaning materials and methods. COSHH regulations to be followed. Enhanced cleaning in busy areas. Sharing of manicure desks and other work stations to be discouraged by allocating 'zones/bubbles' to therapists which they must stay in.	Checks to be carried out by management to ensure that regular cleaning is being performed. Cleaning charts to set out actions. Cleaning sheets to be signed by staff.	MY staff		
		<b>Music</b> It is important to take steps to avoid people needing to unduly raise their voices to each other.	Music in salon will be played quietly.			
		<b>Tools</b> The salon has invested in more tools so that we do not need to share. Each staff member has several sets so that they can have one in use and one in the steriliser. We have an autoclave at the salon to sterilise tools. We have invested in disposable nail files Non disposable items to be cleaned between clients with appropriate sanitising/sterilising products.	Each team member to have been trained in safe use of the autoclave and understand the sanitising and sterilising process.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		<p><b>Social distancing</b>  Social distancing to be adhered to where possible.  Where distancing cannot be adhered to, you are allowed within one meter with risk mitigation e.g. PPE – currently a visor  The nature of the industry involves working closely with people.  To encourage the use of masks by both clients and staff when working in the ‘danger zone’ (eyes, nose mouth) where possible.  Only the therapist to get within 2 meters of the client being treated and to adhere to this using the ‘bubble’ system created.  All other staff to remain 2 meters apart as recommended by the Health Authority.</p>	<p>Staff members to be reminded regularly of the importance of maintaining social distance.  Signs to remind of social distancing.  Floor in salon to be marked to show social distancing parameters.  Comprehensive sanitising schedule for tools.  Arrange one-way route around the salon where possible.  Increase the number of entry points to the salon to ease the ‘bottle neck’ at reception.  Increased handwashing facilities..  Staff to be issued their own visor and mask.  Staff to be advised to clean visor regularly and advised how to clean it.  Signs on how to put on a visor and how to remove safely displayed in staff room.  Signage and toolbox talk on mask wearing including details on how to don/doff and when to replace mask.</p>	<p>Staff  MY</p>		
		<p>Manage use of the salon to avoid pinch points.  increase the entrances/exits and introduce queue management – clients to line up at an acceptable social distance on marked spots to gain entrance to the</p>	<p>We have set up multiple entry points into the salon to avoid reception bottle neck. I-pads have been purchased so that each team member can have their own technology to avoid having to visit</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		<p>salon. To take into account reasonable adjustments for those who need them e.g. disabled clients.</p>	<p>reception. Manage queuing by encouraging clients to wait outside. There is adequate space at the back of the salon for clients to wait, with some of it undercover in case it rains. Waiting outside will not cause problems for other businesses. Staff will direct clients to separate salon entry points. Appointment only system to be operated. Client temperature will be taken on arrival and they will be advised to reschedule if their temperature is high. No waiting areas. 'One in one out' system for arrival and clients to be directed straight to their treatment rooms. Encourage clients to arrive at time of appointment, not early. To review the salon's incident and emergency procedure to ensure that it reflects social distancing principles.</p>			
		<p>To avoid too many people on site and advise clients to arrive alone.</p>	<p>Notices on website and social media and in salon advising clients of required procedures. Vulnerable clients to be advised to take morning slots. Use the outside treatment room for these clients to ensure they have no</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
			contact with anyone in the salon. Sign to remind of the need of social distancing.			
		<p><b>Fixing</b> Take steps to review work schedules and include staggered start/finish times where possible. Split the team into two and the teams do not cross over to reduce contact.</p>	<p>Staggered lunch break system. To keep a temporary record of shift patterns for 21 days to assist in track and trace. Staff to be advised not to congregate anywhere. Staff to remain within their stations (bubbles). Staff to be advised to avoid using public transport. Advise staff we have recreated a cycle rack and encourage its use. Staff to be advised to avoid mixing outside of their household.</p>	MY		
		<p>Health Questionnaire to be completed by team before returning to work to identify any high-risk staff Covid questionnaire to be completed by staff members before they return to work to ensure that they are safe to work. Staff to take temperature at 4 key points during the day (before they start/ when they arrive at salon/before lunch/at the end of the day). if the temperature is high, they must leave the salon premises and isolate for 14 days. If the morning temperature is high, the staff member must not attend work. Temperatures must be recorded on the</p>	<p>Extra precautions to be put in place for high risk staff members. 'Staying Covid safe' sign to be displayed at salon. Covid questionnaire for our clients to be completed before they visit. It includes questions such as, have they experienced the onset of a new and continuous cough, a high temperature, loss of or change in normal sense of smell/taste. Only essential staff required in to work. Working from home to be encouraged where possible e.g.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		temperature sheet at the salon	management hours. Vulnerable staff to be monitored and will be offered the safest possible jobs in salon and should observe social distancing (2 m, or 1 m with risk mitigation when 1 m is not viable). If suitable roles cannot be found for those with protected characteristics (e.g. expectant mothers) to find alternative safe roles and if not, suspend on full pay.			
		<b>Passing things</b> Set up drop off points in case someone needs to pass someone something	Training to ensure the team are fully aware of the drop off points system.			
		<b>Salon space</b> Redesign salon space to ensure that social distancing stays in place. One client/therapist per zone. To be identified as 'bubbles'	To share safety procedures on the company website as well as communicating the steps with staff via this risk assessment and a private WhatsApp group. To publish the risk assessment on company website.	MY		
		Zoom team meeting instead of face to face meetings.		MY		
		<b>Breaks</b> Staggered rest breaks to ensure that social distancing is adhered to. Staff to bring their own cutlery, cups, plates and keep lunch in Tupperware. Staff to bring their own tea, coffee and milk in too.	Redesign the outside area so that it can be used for rest breaks. Staff room cleaning rota to be maintained. Encourage staff to bring in their own lunch so that they do not have to leave the premises and remain on	MY		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
			site for their entire shift. No food or drink to be consumed in the salon.			
		<b>Beverages in salon</b> We will suspend serving drinks for the foreseeable future except for water. Water must not be handed directly but must be placed at a 2 meter distance and the client to collect it once the therapist has left the zone.	Clients are only allowed to be served water and in disposable cups.			
		<b>Work with local business to stay safe</b> Work with local business (the dentist) to manage the number of people arriving throughout the day.	There are no neighbouring businesses affect the safe operation of the salon. The dentist is far away enough, over the road for it not to be an issue. To encourage people not to use public transport, bike racks have been erected for people to secure their bikes.			
		<b>Wearing of gloves</b> Where a risk assessment identifies the wearing of gloves as a requirement then an adequate supply will be provided. To continue to wear gloves for treatments that require the wearing of glove e.g. intimate waxing.	Staff to be reminded that the wearing of gloves is not a good substitute for good handwashing.	staff		
		<b>PPE</b> individuals are advised to adhere to social distancing measures and adhere to good hand hygiene.	See clients by appointment only. Pre-screening questionnaire to be completed by all clients prior to entering salon.	MY Staff		



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		Visors must be worn when within two meters of a client (which in itself must be avoided wherever possible)	PPE to be disposed of correctly. MY to offer training			
		<p><b>Symptoms of Covid 19</b> If anyone becomes unwell, with a new or continuous cough or high temperature or change/loss of smell/ taste in the workplace they will be sent home and advised to follow the Government's stay at home guidelines.</p>	<p>Management to ensure that anyone showing signs of Covid 19 are to be sent home. Temperature to be taken of staff at 4 key points in the day and appropriately recorded. Staff who are self-isolating to keep in touch with management on their progress/development.</p>	MY Management		
		<p><b>In the case of developing Covid 19</b> If advised that a member of staff has developed Covid 19 and who recently attended the premises, the management team will contact the Public Health Authority to discuss the case, identify who the employee has been in contact and will follow advice. Employees to be reminded on a regular basis to wash their hands on any action or precautions advised. Unwell staff member to call and contact work and stay at home.</p>		MY Management		
		<p><b>Mental health</b> Management will promote mental health and wellbeing awareness to staff during Covid 19 outbreak and offer support where possible.</p>	<p>MY has taken mental health awareness course and suicide prevention course. Management to offer an open-door policy to anyone who requires support.</p>	MY Management		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		<p><b>Activity assessment</b> Where social distancing cannot be followed, to look at whether the activity needs to continue so that any risk can be mitigated. If it does, to put plans in place e.g. PPE use (visor) to offer protection.</p>	<p>All treatments to be risk assessed and categorised into risk banks and assessed. If the activity within 2 meters is to continue, correct PPE to be used. For treatments in bands 2 and 3, masks must be worn by both client and therapist where possible.</p>			
		<p><b>Notices</b> Set up a notice board area outside of and just inside the salon to set clear guidance of what is expected from clients to keep everyone safe. To have added a section to the salon's website to identify this too. Risk assessment will be displayed on website and outside premises.</p>	<p>All staff to receive a risk assessment and it will be a requirement that a signed copy is returned back. Inform clients that they may be required to remove face coverings if asked to do so by the Police or for identification purposes. Information provided must not compromise safety.</p>			
		<p><b>Toilets</b> Signs up to remind of importance of good handwashing. Tissues available for sneezes and appropriate signage. Lidded bin for disposal of tissue. No queuing for toilets. Use of toilets (one in one out) to be managed by staff. Hand sanitiser at entrance to toilets and clients to be encouraged to use with signs</p>	<p>More waste facilities to be provided. Pay attention to high use items such as door handles with cleaning schedules.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		to prompt them. Increased frequency of cleaning with an antibacterial cleaning spray.				
		Spread clients throughout the salon to avoid contact with each other (referred to as 'bubbles') It is recommended to use screens to separate clients however to use physical distance instead (one client/room). Where this cannot be achieved, to work back to back or side by side and screens to be used.	Protective screen up at reception.			
		<p><b>Site safety</b></p> <p>MY to carry out site safety check prior to opening.</p> <p>Deep clean of premises prior to opening.</p> <p>MY to check hand sanitiser is in situ.</p> <p>Managers to perform a daily Covid safe checklist and maintain records.</p> <p>Air conditioning is in the process of being installed and safety checks to be carried out prior to use.</p> <p>At the end of each shift, all waste to be appropriately removed from premises and stored safely in the commercial refuse collection point at the rear of the salon.</p> <p>No magazines to be provided.</p> <p>Comprehensive clean of working area after client has received treatment.</p> <p>Specific guidance to be referred to If cleaning after a known or suspected case</p>	<p>We have a daily checklist for managers to check a number of key elements:</p> <p>Whether advice surrounding Covid has changed.</p> <p>That there is adequate hand soap at cleaning stations.</p> <p>Emptying of bins is on our end of day cleaning rota.</p> <p>To have a professional commercial waste collection organised.</p> <p>Each room has a cleaning prompt displayed.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		of Covid 19.				
		<p><b>Uniform</b> Staff must not wear uniform home or to and from work. Fresh uniform each day.</p>	<p>More uniforms have been purchased and distributed. Staff are advised to get changed at work and areas to be provided for this to take place. Scrub bags have been provided to each team member so that they can safely take their uniform home and wash it. Information has been provided to staff members on how to best wash their uniform. Each staff member has a locker to safely secure their belongings out of the way. All items brought to the salon must fit in the locker.</p>			
		<p><b>Covid questionnaire</b> A Covid 19 questionnaire has been created to alert to the potential that a client may be suffering symptoms. Appointment to be rescheduled if the questionnaire suggests that the client may be affected by Covid 19. The questionnaires to be sent to each client prior to visit, to avoid contact.</p>	<p>Reception have a questionnaire to run through with each client when booking in clients for appointments. The salon has invested in a number of iPads so that no contact is needed and to explain changes in day rotas. Therapists to use their iPads for their consultations to avoid the need for passing paperwork around.</p>			
		<p><b>Run through</b> To have a run through prior to opening where the two separate teams must</p>	<p>Use visual communications e.g. whiteboards/signage to explain stock levels and /or shortages.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		attend work (separately and in their groups) and thoroughly run through the new working procedures.  <b>New procedures</b> New procedures will be clearly explained to all staff members.	The company are members of trade body BABTAC and will keep up to date with any advice and will follow suggested procedures. This will be communicated with the team via a weekly Zoom meeting			
		<b>Ventilation</b> Staff advised to maintain good ventilation. Windows open.				
		<b>Enhanced laundry handling procedures</b> Enhanced laundry procedure to be adhered to.	Door to laundry room must be closed when sorting laundry and only one person to be in the room at that time. Laundry to be stored in lidded bins.  Washing instructions to be placed on the door of washing machine. Gloves to be worn at all times when handling laundry and signage to instruct.			
		<b>Procedure for goods entering</b> No goods to enter the front of the salon as had been done previously. Stock to be ordered in larger quantities to reduce the number of deliveries and stored safely.	Sign at front of salon to direct deliveries to the back of the salon. There is a secure box at the back of the salon for all items to be put into. A new storage shed has been provided to store the larger deliveries.			
		<b>Pick up area</b> A contactless product pick up to be				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom/ when	Risk Level: High / Medium /Low	Review date
		followed for clients who want to collect and purchase products/voucher. This eliminates the need for hand to hand contact.				
		<b>Testers</b> All testers have been removed from the salon. If a client wishes to trial a product they are to be given a disposable sample pot which will be disposed of safely after use.				
It is important to discuss the assessment and the proposed actions with staff or their representatives.						
Risk assessment to be regularly reviewed, to establish validity and currency.						