



COVID 19- RISK ASSESSMENT

Included: Individual risk assessments for all the treatments we offer in salon, whilst following the Government guidelines for Covid-19.

LIST OF POTENTIAL HAZARDS, AND HOW TO REDUCE RISK OF THE SPREAD OF CORONAVIRUS

WHAT ARE THE HAZARDS?	WHO MAY BE HARMED AND HOW?	MEASURES IN PLACE TO REDUCE RISK:	ANY FURTHER ACTION NECESSARY?	WHO NEEDS TO COMPLETE THE ACTION & BY WHEN?
PEOPLE ENTERING THE SALON.	Staff Customers Contractors Drivers delivering parcels Unexpected Visitors	<ul style="list-style-type: none">• If staff develop symptoms or have been in contact with any one with coronavirus in the last 14 days, they must report this to the owner and not attend their shift. They must not travel in their work clothes to work. On arrival for a shift, staff must have their temperature taken, wash their hands immediately and change in to work clothes, applying mask and visor.• A Covid-19 screening form is sent to all clients before their first treatment. The form advises if the client develops any symptoms or have been in contact with any one with coronavirus in the last 14 days prior to any future appointments, they must let us know and cancel their appointment.• All customers entering the salon must wear a face mask. They may only remove their face mask if having a facial treatment which requires the mask to be removed. In situations where customers provide a document to show they are exempt from wearing a mask, it is at the Therapists own discretion if they wish to continue with the treatment. If they do wish to continue with the treatment, a tissue should be offered to the client with a reminder to cover their nose and mouth if they need to cough or sneeze.		



		<ul style="list-style-type: none"> • Temperature is checked for each customer on arrival. If customers temperature is higher than 37.8 degrees Celsius, we do not continue with the treatment. • Customer must wash their hands or use hand sanitiser on arrival. Hand sanitiser is provided at the front door and outside the therapy rooms. • Any drivers delivering parcels to the salon should not enter the salon. Parcels should be left at the door for a staff member to take inside & store on the bottom shelf outside of the storage cupboard located in the kitchen area. • We operate by appointment only. Any unexpected visitors must be advised of this and not allowed to enter the salon. If it is an officer of the law, i.e. a police officer or if it's an emergency, Staff should speak with them at the front door to gage their enquiry. (access permitted in case of emergency) 		
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Customers	<ul style="list-style-type: none"> • Water, soap and individual one-use drying towels are provided for clients at the hand wash station located in the toilet area. The same is provided at the kitchen sink for staff. • A poster is displayed at the hand wash station giving step by step guidance on how to wash hands properly. • Hand sanitiser is provider at the entrance and outside the therapy rooms. • A poster is displayed at the entrance giving step by step instructions on how to sanitise hands properly. 		
Getting or spreading coronavirus in communal areas	Staff Customers	<ul style="list-style-type: none"> • We only have 1-2 staff and 1-2 clients in the salon at a time to allow for social distancing. • Where there may be 2 clients present in the reception area at the same time, staff verbally guide their client where to stand, in order to maintain social distances and a minimum of 1-2 metre distance. 		



		<ul style="list-style-type: none"> • All workstations and communal items are cleaned in-between each client. Communal items include; therapy room door handles, front door handle. Client possessions box, clients chair. If the storeroom, kitchen area or toilet area have been used, these door handles are cleaned also. • The kitchen door and toilet door are left open for clients and staff to access these areas easily without having to open door handles. Where doors have been touched & closed, they are then cleaned before the next client arrives. If the stock cupboard is accessed by staff, the door handle is then cleaned. • Staff to keep social distance when on breaks. • Staff to wear both face mask and visor when less than 1 meter apart from each other. <p>Please see below for extra cleaning measures we have put in place for all our different treatments and workstations.</p>		
<p>FOR CLOSE CONTACT SERVICES NOT TOUCHING THE FACE:</p> <p>-Body Massage Treatments</p> <p>-Hot stones massage</p> <p>-Body Scrubs</p>	<p>Staff</p> <p>Customers</p>	<ul style="list-style-type: none"> • Full visor and face mask are worn at all times by therapists. • Customers wear their facemask at all times in the salon and whilst face up on the massage bed, but they may remove it whilst face down on the massage bed. • Customer is advised to put all their possessions in to the wipeable client box, which is cleaned after each customer. • Chairs are cleaned after each customer. • Staff wash their hands thoroughly between each client, after using cleaning products and before starting a treatment. • The face hole in the massage couch is cleaned with a disposable disinfectant sheet between each client. 		



<p>-Hand & Foot Massages</p>		<ul style="list-style-type: none"> • A fresh couch cover and any other fresh towels needed for the treatment are laid out for each client. • The towel for the face hole is tucked deep down so that the clients face only touches the fresh towel. • All products needed for the treatment are decanted just before starting the treatment. • Any tubes or bottles which have been touched during treatment will be cleaned at the end of the treatment and before the next client. • Any tools used, e.g. body scrub brush are first disinfected after use, and washed in warm soapy water. • Hot stones are washed in warm soapy water. • Staff wear gloves for all foot and hand treatments. <p>The lipids found in soap, break down the lipids protecting a germ, which therefore allows the germ to be washed away.</p>		
<p>FOR UP CLOSE CONTACT SERVICES TOUCHING THE FACE:</p> <p>-Luxury & Express Facials</p> <p>-Eye Brow & Eye</p> <p>-Lash Treatments</p>	<p>Staff</p> <p>Customers</p>	<ul style="list-style-type: none"> • Full visor and face mask are worn at all times by therapists. • Customers wear their facemask at all times whilst in the salon, only removing it for face treatments, where needed. • For brow and lash treatments, the customers mask may be left on if there is adequate space to perform the treatment. • Staff wash their hands before and after each client • Staff wear a fresh pair of disposable gloves for all face contact services and apply the gloves once they are in the treatment room and just before starting a treatment. • Customer is advised to put all their possessions in to the wipeable client box, which is cleaned after each customer. • Chairs are cleaned after each customer. 		



<p>-Facial Waxing -Face Massage -Scalp Massage -Indian Head Massage -Makeover -Makeup Colour Match</p>		<ul style="list-style-type: none">• Where a pillow is needed for the treatment, a fresh pillowcase is applied for each client.• A fresh couch cover and any other fresh towels needed for the treatment are laid out for each client.• If the treatment involves facing down, the towel for the face hole is tucked deep down so that the clients face only touches the fresh towel.• Facial and massage products needed for the treatment are decanted just before starting the treatment.• Any tints are decanted with fresh gloves before making contact with the client's skin.• Any tubes or bottles which have been touched during treatment will be cleaned at the end of the treatment and before the next client.• Any tools used, e.g. tint brush, tint glass, facial sponges; are first disinfected after use, and then washed in warm soapy water.• Any rubbish such as used cotton wool or wax strips are wrapped in couch roll and disposed of at the end of the treatment. <p>Makeovers & Makeup colour matches</p> <ul style="list-style-type: none">• For makeovers, the clients must bring their own clean brushes from home.• Staff decants all the chosen makeup colours using a fresh disposable wooden stick, decanting on to wax strips.• Staff wear fresh disposable gloves to use the clients brushes to apply the product to the customer face.• Disposable mascara wands are used to apply mascara, supplied by the salon.		
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<p>All fingernail & Toenail services:</p> <ul style="list-style-type: none"> -Manicure -Shellac -IBX treatment -Pedicure 	<p>Staff</p> <p>Customers</p>	<ul style="list-style-type: none"> • Full visor and face mask are worn at all times by therapists. • Customer is advised to only bring minimal possessions to their appointment in a bag, and not to touch their possessions after washing or sanitising their hands, until the end of their appointment. • Manicures and fingernail treatments are carried out at the nail desk. Wipeable Plastic sheeting covers the nail desks and is cleaned after each client. • Plastic screens are in place on both nail desks to provide an extra shield in between client and therapist. • Chairs are cleaned after each customer. • Staff wash their hands thoroughly between each client, after using cleaning products and before starting a treatment. • Staff wear gloves for all fingernail treatments. • A fresh piece of couch roll is placed on the nail desk to catch any nail clippings or dust. • Fresh one-use only nail wipes are used. • All nail tools are washed and disinfected after each client. Nail tools include, clippers, scissors, cuticle trimmers, metal hoof sticks. • The salon provides each client with their own nail file & nail buffer, which is disinfected between uses, dried and stored in their own envelope for their next appointment. • Any lotions needed for the treatment such as hand or foot creams are decanted just before starting the treatment. • Any other products such as scrub fresh, acetone, nail polish remover are stored in dispensers to reduce handling of bottles. 		
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Everything Eco Friendly Shopping experience	Staff Customers	<ul style="list-style-type: none"> Staff wear full visor, face mask and fresh pair of disposable gloves for each client. Client to wear face mask throughout their appointment, unless it needs to be removed briefly to check their skin condition. Client does not touch product displays Staff wears fresh gloves to guide customers through products Any products to be tested are decanted by staff using disposable wooden sticks, disposable cotton wool and waxing strips. 		
Laundry (Getting or spreading coronavirus through coming in to contact with used laundry)	Staff Customers	<ul style="list-style-type: none"> Staff to wear full PPE (visor, mask and gloves) for cleaning, drying, and handling towels. Towels to be rolled up from the outside inwards to be carried from the therapy room post treatment to the washing machine/ laundry basket. Towels to be washed on high 60 degrees temperature Towels to be dried on high heat. After handling used towels staff must wash their hands and visor. Fresh gloves must be worn when removing towels after they have been washed or dried and to put the towels away in the stock cupboard. 		
Opening parcels & deliveries	Staff Customers	<ul style="list-style-type: none"> It is law to provide access to welfare facilities for delivery drivers, although there are exceptions; if the temperature of the driver must be taken before access, and only where the temperature is higher than 37.8 degrees, or if it has been 		



	Delivery Drivers	<p>disclosed the driver has symptoms or has been in contact with someone with Covid-19, they must be refused access.</p> <ul style="list-style-type: none"> • If the driver is given access; social distancing must be maintained, and drivers must wear a mask and sanitise their hands before and after using the facility. Staff then clean the toilet facility after they have left the premises. • Minimising unnecessary contact for deliveries, by considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. • Where possible and safe, staff should meet delivery people at the front door. • Scheduling deliveries for outside client times, where possible. • Re-stocking / replenishing whilst clients are not present. • The staff member opening the parcel will wear their mask & visor to accept the parcel. • Staff wash hands after opening any parcels and then wear fresh gloves to remove any items from the box and put them away in the stock cupboard. 		
Physical Health, Mental Health & Wellbeing affected through isolation or anxiety about coronavirus	Staff	<ul style="list-style-type: none"> • Staff have access to the roman retreat wellbeing hub where they can access meditations • Owner is accessible to staff for 1:1 meetings for staff to express and worries or concerns 		



		<ul style="list-style-type: none"> • Regular 6-weekly keep in touch meetings/calls with people to talk about any work issues • Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns if they do develop any symptoms or come into contact with someone with Covid-19. • Staff are involved in risk assessments so they can help identify potential problems and identify solutions • Keep staff updated on what is happening so they feel involved and reassured • Discuss the issue of fatigue with employees and make sure they take regular breaks, stretch their body, and are encouraged to take leave, set working hours to ensure they aren't working long hours • Staff are encouraged to take regular rest breaks, and breaks to stay hydrated throughout the day. When clients are not in and staff can maintain the minimum of 2-meter non-close contact guideline, they can remove their visor for a break from their visor. Staff are encouraged to have breaks outdoors where they can remove their face mask whilst maintaining social distance. 		
virus by not social distancing	Customers Staff Delivery drivers	<p style="text-align: center;">Where workers would not be able to maintain social distancing rules, due to providing close contact services.</p>		



	Visitors	<ul style="list-style-type: none"> • Staff wear visor and facemask as all times whilst in close proximity with others. (less than 2-meter distance) • Identify how you can keep people apart in line with social distancing rules in the first instance. • Where there is more than 1 customer and 1 therapist in the salon at one time, one-way systems posters are put out on the floor, and verbal guidance given by staff to keep their distance from others, • Holding meetings virtually rather than face to • Booking out 15mins-30mins between staff, to allow for cleaning and airing the rooms, for ventilation. • limiting the number of people on site at one time. Maximum 2 therapists and 2 clients at one time in salon • rearrange work areas and tasks to allow people to meet social distancing rules • Staff can use the kitchen area or leave the building for their breaks. Only 1 staff in the kitchen at any time when on a break. • Clients have access by appointment only. 		
Poor workplace ventilation leading to risks of		<ul style="list-style-type: none"> • Staff to open the front door in between clients to air the salon and therapy rooms. 		



coronavirus spreading		<ul style="list-style-type: none">• Staff should use outside air wherever possible as opposed to recirculating air to reduce the risk from airborne transmission.• Between 15 mins-30 mins is booked out after clients to air workstations and rooms before the next client arrives.		
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Therapist Declaration

I have read and understood the Covid-19 Health & Safety Risk Assessment above, and I am fully aware that it is my responsibility to adhere to the list of measures in place, to reduce risk and harm to myself and others and to reduce the risk of the spread of coronavirus within the work place. I am also fully aware that it is my responsibility to ensure that every client booked in with me, has their temperature checked and either wash or sanitise their hands for 20 seconds on arrival, and that I tailor the treatment with health and safety in mind. If I am aware of any hazard, risk I will report this to the owner, Laura Romans, immediately.

Therapist's full name:

Signature:

Date:

Owners signature:

Signature:

Date: