

## COVID – 19 RISK ASSESSMENT

**Company name:** Andi and Perry Ltd TA Blue Tit

**Assessment carried out by:** Naoya Ishibashi (Office Manager)

**Date of next review:** Weekly

**Date assessment was carried out:** 23/06/2020

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

this assessment helps salons and barbershops to protect their clients whilst keeping employees and anyone else affected by the salon/barbershop's activities as safe as possible from the transmission of the virus. Government advice is changing frequently and so a weekly review of the assessment is required.

Completing a risk assessment will provide good evidence that you are a responsible employer and have carefully considered the risks to your employees and clients and taken steps to address them. The Health and Safety Executive (HSE) says there is no fixed amount of time that you should keep general H&S risk assessments. However, they should be kept for as long as they are relevant.

Important: treatments and your risk assessment

NHBF advice is to avoid offering treatments which involve working near the eyes, nose and mouth or where there is a risk of contact with body fluids. If you do, you must carefully consider the risks and record how you will manage them in the additional actions column on your risk assessment form.

High risk: Almost certain or imminent chance of major injury/damage, lost time, business interruption, or disablement.

Medium risk: An even chance that it may happen and may lead to lost time, injury, illness, damage or lost business.

Low risk: Improbable chance, unlikely to happen, or negligible risk (delay only).

Activity / Task?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
<p><b>Greeting Visitors</b></p>	<ul style="list-style-type: none"> <li>- Employees</li> <li>- Clients</li> <li>- Visitors;</li> <li><b>Contractors, drivers, cleaners</b></li> <li>- <b>Vulnerable Groups, elderly, pregnant workers, those suffering with underlying conditions</b></li> <li>- <b>Anyone else who comes in contact with the business</b></li> </ul>	<p><b><u>Handwashing</u></b> All handwashing facilities will have anti-bacterial soap, disposable hand towels and hand sanitiser</p> <p>Best handwashing practices will be posted at all handwashing facilities on premise</p> <ul style="list-style-type: none"> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul> <p>Staff encouraged to use their own personal hand cream regularly to avoid damage to skin from excessive handwashing</p> <p><b><u>Social Distancing</u></b> Staff are not to offer handshake to anyone entering the premise</p> <p>Staff must maintain 1m+ social distancing from anyone else in the premise</p> <p>Only 1 staff member behind the reception desk at a time</p>	<p>Employees will be reminded to wash or sanitise their hands regularly using the best practice method</p> <p>Encourage staff to report any issues and carry out skin health surveillance <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Anyone entering the premise will be required to wash their hands at the facilities or sanitise their hands</p> <p>Waiting area will be removed from the premise to maintain social distancing. Any visitors must wait outside until let in by staff member</p> <p>No magazines will be offered</p> <p>Only canned drinks will be offered</p>	<p>Employees, Visitors</p>

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		<p>Clients are advised through email and text to attend appointment where possible by themselves</p> <p>Clients are instructed through email and text to arrive at their appointment at their allocated time</p> <p>Screens are in place at reception to maintain barrier between clients and reception team</p>		
<p><b>Providing cutting or colouring service and at the basins</b></p>	<p>- Employees - Clients - Vulnerable Groups, elderly, pregnant workers, those suffering with underlying conditions</p> <p><b>Spread of COVID-19</b></p>	<p><b>Social Distancing</b> Staff must maintain 1m+ social distancing from anyone else in the premise</p> <p>Every second chair will remain empty</p> <p>Every second basin chair will remain empty</p> <p>Face to face activities must be kept to an absolute minimum and avoided if possible. If not possible, correct PPE <b>MUST</b> be worn and duration kept to the absolute minimum. See below for PPE details.</p>	<p>Managers will remind staff daily of the importance of social distancing</p> <p>Managers will be reminding staff and visitors to maintain social distancing regularly through-out the day</p> <p>Staff to be reminded that wearing gloves does not replace washing hands</p> <p>Managers to enforce PPE requirement</p> <p>Clients who will receive a service is advised to arrive with clean hair</p>	<p>Employees, Managers, Visitors</p>

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		<p>Screens are in place in between basins to create barrier between clients in the basin area</p> <p><b>PPE</b> All staff will be required to wear either a surgical mask or N95 mode respiratory mask at all times when on premise</p> <p>All staff will be provided with a personal protective visor to be used during all services at all times. Especially at times where close proximity face to face activity such occurs.</p> <p>Clients will be asked to bring appropriate face mask to wear when on the premise, otherwise this will be provided by the company</p> <p>Gloves must be worn when performing colour services</p> <p>Gloves to be worn when washing hair at basin</p>	<p><b>The compulsory use of masks will be reviewed on a week by week basis</b></p>	
Checking out client	- Employees	<b>Social Distancing</b>		

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	<p>- Clients - Vulnerable Groups, elderly, pregnant workers, those suffering with underlying conditions</p> <p>Spread of COVID-19</p>	<p>Only card payments accepted, cash not accepted.</p> <p>Only 1 person behind the reception desk to maintain social distancing</p> <p>Staff are not to offer hand shake</p> <p><b>Cleaning</b> Card machine, computer, desk, screen, keyboard, iPad to be cleaned before and after each use</p>		
<p><b>Cleaning</b></p>	<p>- Employees - Clients - Vulnerable Groups, elderly, pregnant workers, those suffering with underlying conditions</p> <p>Spread of COVID-19</p>	<p>All staff to perform the morning and end of day cleaning tasks</p> <p>Gloves provided to protect skin from cleaning products</p> <p>Cleaning list posted in salon</p> <p>Areas of high traffic to be disinfected regularly throughout the day, this includes door handles, reception area, light switches</p>	<p>Bathroom to be cleaned after each use</p> <p>When shift 1 ends, staff must perform end of day cleaning tasks before shift 2 commences</p> <p>Manager will do rigorous checks to ensure procedures are being followed</p> <p>Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate</p>	

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		<p>Appointments have 15 minute intervals at the end of each appointment for staff to clean and disinfect the chair and table</p>	<p>supplies of hot water, liquid soap and paper towels</p>	
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>- <b>Employees</b></li> <li>- <b>Clients</b></li> <li>- <b>Visitors;</b></li> <li><b>Contractors, drivers, cleaners</b></li> <li>- <b>Vulnerable Groups, elderly, pregnant workers, those suffering with underlying conditions</b></li> <li>- <b>Anyone else who comes in contact with the business</b></li> </ul> <p><b>Spread of COVID-19</b></p>	<p>Clear guidance on expected behaviours are communicated to all employees and compulsory quiz is taken by all employees to test knowledge prior to reopening salons.</p> <p>Clear guidance on expected behaviours is emailed to all clients 48 hours prior to their appointment by email as well as reiterated upon arrival through spoken communication.</p> <p>Staff reminded 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.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Signs and posters in place to build awareness of good handwashing</p>	<p>Communications will regularly go out that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell</p>	

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		<p>technique, the need to increase handwashing frequency and to avoid touching face</p> <p><b>Social Distancing</b> To maintain social distancing on the premise staggered shifts have been introduced where necessary</p> <p>All staff are to see only 1 visitor at a time</p> <p>Walk-in free fringe trims will no longer be offered to reduce number of people in the salon and to maintain social distancing</p> <p>Maximum amount of clients and staff has been calculated taking in to account salon floor space</p> <p>High traffic areas such as the colour mixing area and the reception is restricted to only 1 person at a time</p> <p>Markings are in place on the floor to guide clients, staff and visitors to maintain social</p>		

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		<p>distancing and to create queues for reception and toilets</p> <p>Lunch breaks are staggered to reduce pressure on break rooms</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p><u>Employees</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Managers and HR will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises</p>	<p>Extra communication with clients in place reminding them of all the appointment attendance guidelines including instruction to reschedule appointment if feeling unwell or showing symptoms of COVID-19. Sent via text and email 48 hours before appointment.</p>	

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		<p>The management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be furloughed</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p><u>Clients</u></p> <p>Clients who feel unwell and/or may be experience symptoms of COVID-19 must not attend their appointment. They must call the salon to reschedule their appointment till at least 14 days' time.</p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the</p>		

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		<p>Coronavirus outbreak and will offer whatever support they can to help</p> <p>Therapy subsidies remain in place with sessions booked through <a href="http://www.timewith.co.uk">www.timewith.co.uk</a></p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><b>Equality</b></p> <p>As employers we are mindful that any of the guidance we are applying must consider carefully the needs of particular groups of workers and individuals and to ensure they do not directly or indirectly discriminate towards anyone because of a protected characteristic such as, age, sex disability, race or ethnicity</p> <p>As employers we have a particular responsibility towards our disabled workers and those who are new or expectant mothers</p>		

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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)