

COVID-19 Risk assessment template

Company name: Haircare (Woolston) Ltd

Assessment carried out by: Caroline McCulloch

Date of next review:

Date assessment was carried out: 26th June 2020

What are the hazards?	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?	When is the action needed by?	Done
Spreading and catching COVID-19	Employees Clients visiting the salon, contractors		All clients are being asked to wear masks before attending the salon, to come alone and be on time for their appt. If having just a cut they will be asked to ensure it is freshly washed	Anyone booking in appointments	Immediately	
			All clients will be asked to wait outside the salon with a 2m distance between them	clients		
			All clients will be asked to use sanitiser when entering salon. Client's will be asked	staff		

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			to come to the salon alone and to not bring unnecessary coats, bags, shopping etc into the salon			
			All clients will be asked to complete a questionnaire to confirm they haven't had any COVID-19 symptoms	staff		
			All clients will be asked to wear a mask throughout their treatment			
			All clients will wear a disposable robe and towel or a freshly cleaned robe and towel	staff		
			Clients will be asked to not touch products or surfaces unnecessarily			
			When moving to the basin clients will be asked to	staff		

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			keep within the marked lines to ensure 1 m distancing			
			Visors will be offered to the client to cover their face whilst being washed	staff		
			All clients will be asked to pay by our contactless card machine whilst they are in their chair. All future appointments will be made whilst they are still in their chair. Clients will be asked to leave the salon when there is no one waiting at the door. If this is unavoidable we will ask them to ensure a 2m gap is given.	staff		
Spreading COVID	keeping staff safe		All staff to wear Visors and keep them cleaned	staff		

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			regularly throughout the day.			
			All staff to wear hair up and minimise jewellery. Clothes worn in the salon need to be washed at 60 degrees after each day in the salon	staff		
			All staff to wear disposable aprons or wear fresh aprons with each client. These must be disposed of after each client in the pedal bin or washed at 60 degrees.	staff		
			All staff to wear gloves whilst shampooing or applying colour to their clients. These must be disposed of after each client in the pedal bin	staff		

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		Posters up to demonstrate how to wash hands with soap and hand rub	All staff must wash their hands regularly throughout the day with either soap or handrub.	staff		
			Only one person in the kitchen/break room at one time. One person mixing colour at one time. Breaks together must be taken outside the back of the salon. Staff are encouraged to bring in their food and drinks for the day to minimise exposure when leaving the salon.	staff		
			All surfaces need to be disinfected regularly throughout the day to minimise contamination. All equipment used on your client must be disinfected in the barbiside for 10 minutes after each client. Chairs	staff		

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			and stations need to be cleaned between each client using disposable paper towels. Antibacterial wipes need to be used on the card machine after each new contact.			
End of day routine To ensure			The floor needs to be cleaned with disinfectant at the end of each day and documented on the cleaning rota.	staff		
			All bins need to be emptied, using gloves, at the end of the day, wiped down and re-lined with a dustbin bag.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

