



HAIR MINISTRY

Coronavirus (Covid-19) Risk Assessment

Date assessment was carried out:

Date of next review:

Assessment carried out by:

Risk Level	Likelihood
1	Highly Unlikely
2	Unlikely
3	Probable
4	Likely
5	Highly Likely

Working conditions	Nature of the Risk	Control measures	Initial Risk Level	Residual Risk Level
Keeping the workplace clean & PPE				
Staff and visitor PPE	Possible infection contamination if PPE is unavailable or not used/ worn correctly	<ul style="list-style-type: none"> • Hand washing facilities and hand sanitizer will be available throughout the salon and used by staff and visitors • Staff to wear face masks covering the nose and mouth and only to remove when on break • Clients are required to wear a face mask covering the nose and mouth throughout their visit • Staff are to wear gloves during consultation, washing hair and colouring • Aprons are available • Gowns are to be used one per client and washed at 60 degrees after each use • Disposable towels are to be disposed of after each use 	4	2
Tools and equipment	Possibility of infection transmission if coming into	<ul style="list-style-type: none"> • All salons and staff are Barbicide Covid-19 compliant 	4	2

	contact with multiple people or without sufficient sterilization	<ul style="list-style-type: none"> • Hairdressing and beauty tools and equipment to be cleaned and sterilized after each client • Barbicide jar available at every workstation • Hairdressers to have 2 sets of equipment to rotate, clean and sterilize sufficiently between each client and at the end of the day • Hairdressing equipment will not be shared between other team members 		
Water storage	Possibility of Legionella Bacteria contamination from the water systems. Increased risk with stored or re-circulated water.	<ul style="list-style-type: none"> • We have taken the advice of Columbus Plumbing and Heating and had samples of hot and cold water supplies from all salons sent to a lab for testing to prevent Legionnaires Disease 	2	1
Gowns, aprons, and towels	Possibility of infection transmission if coming into contact with multiple people or without sufficient washing or disposing of correctly	<ul style="list-style-type: none"> • Disposable towels available • A fresh, clean gown, towel and mask for each client • Non-disposable gowns, aprons, and towels to be washed at 60 degrees after each use • Disposable capes available and disposed after each use 	4	3
Work surfaces	Possibility of infection transmission if surfaces are not regularly cleaned down	<ul style="list-style-type: none"> • Signage displayed in salon for reminders of regular hand washing, technique, and coughing/sneezing etiquette • Compulsory handwashing/sanitizing upon entering • Increased frequency of handwashing or hand sanitation • Frequent disinfection of work surfaces • Frequent cleaning of door handles or have internal doors kept open if possible • Reduced amount of traffic • Contactless payment preferred to avoid contact with card machine • NO CASH payments accepted to reduce handling • One receptionist to handle phones and technology equipment 	3	2
Reception area		<ul style="list-style-type: none"> • The waiting area is closed off 	3	2

		<ul style="list-style-type: none"> • Only 2 clients allowed in reception area at social distancing • Incoming deliveries are to be pre-determined by phone call • A screen is placed between receptionist and client • Access to the phone, till and technology equipment will be limited to the receptionist only • Frequent cleaning of reception, surfaces, and equipment • Hand sanitiser available • Reduced handling of retail products 		
Salon Floor		<ul style="list-style-type: none"> • Floor markings to maintain distancing • Staff to wear face masks always • Staff to wear gloves for all work up until the hair is washed and cutting work commences • Gloves will be disposed of after each colour work and/or after each hair washing • Fresh gown for each client • Tools and equipment will not be shared between staff and is to be cleaned and sterilized after each client • Chairs and workstations cleaned down after each client • Divider screens between each basin • Hair cuttings to be swept into electric hair hoover, not left on the floor • Mobile divider screens will be used if distancing is not possible • Reading material will be removed from the salon 	4	2
Beauty Rooms		<ul style="list-style-type: none"> • Only therapist and client in the room at one time • Masks to be worn always • Screens on nail stations between therapist and client • Room/nail station cleaned down after each client • Use of disposable equipment • Uniforms to be washed after each shift 	4	3
Common Rooms		<ul style="list-style-type: none"> • Only 1 or 2 staff in the break room at one time maintaining distancing • Encouraging of outside breaks 	4	2

		<ul style="list-style-type: none"> Any laundry to be kept in a bin with lid and washed at 60 degrees the end of each working day 		
Meeting/Office rooms		<ul style="list-style-type: none"> Distancing maintained Frequent cleaning of surfaces, electronics and handles Reduced access Meeting to be held remotely instead of face to face Ventilation maintained 	3	2
Social Distancing				
Volume of staff	High risk of transmission between staff gathered in the workplace	<ul style="list-style-type: none"> Reduced amount of staff in the salon to maintain distancing Floor markings to maintain distancing Consistent shift patterns to control possible contamination Staff working in fixed teams to reduce the amount of contact with others Maintain the 2-meter distancing guidelines in and surrounding the salon Only 1 or 2 staff in the break room at one time maintaining distancing 	5	3
Number of clients	High risk of transmission if a high volume of traffic is not controlled or reduced	<ul style="list-style-type: none"> Reduced number of clients to maintain distancing Floor markings to maintain distancing Screens and barriers between each workstation and at reception Staff will discuss treatments behind the client, into the mirror, to reduce face to face conversing 	5	3
Shouting	Shouting will cause droplets increasing risk	<ul style="list-style-type: none"> The music level will be kept low Reduced conversation will hairdryers in use 	4	1
Handling of goods, merchandise, and other materials				
Handling of professional use and retail products	Surface transmission with high amount of contact from multiple people	<ul style="list-style-type: none"> Encouraged increased handwashing with more facilities and hand sanitiser Hand sanitiser available for staff and clients at reception and retail area 	4	2

		<ul style="list-style-type: none"> • Gloves will be worn by hairdressers and assistants when handling colour products • Gloves will be worn by beauty therapists when handling products and equipment • Retail products will have limited handling • Hairdressers will be designated their own set of professional use products to avoid cross contamination • Hairdressers to have 2 sets of equipment to rotate, clean and sterilize sufficiently between each client and at the end of the day • Encouraged contactless payment 		
Emergency situations/illness				
Fire, accident	Clients or staff may need assistance or medical attention in the event of an emergency which involves risk of contact contamination	<ul style="list-style-type: none"> • People involved in the assistance to others during an emergency do not have to stay 2m apart BUT must pay attention to sanitation measures immediately afterwards including washing hands. • Anyone (staff member or client) presenting symptoms of a cough or temperature will be sent home • A suspected cases log will be kept at reception and updated with details if required • Any cases that involve suspected exposure of Covid-19 from the workplace resulting in hospitalisation will be reported to RIDDOR 	3	2
Ventilation				
Comfortable working conditions still must apply	Ventilation may cause circulation of infection	<ul style="list-style-type: none"> • Windows will be open during work hours • Ventilation levels remain the same even with reduced occupancy • Air conditioning system does not need adjustment but will only be used when necessary 	3	1
Surrounding areas				
Client queuing	Queuing outside too closely	<ul style="list-style-type: none"> • Distancing rules for outside will be communicated to clients waiting to be allowed into the salons • Signage for outside distancing rules will be displayed • Clients will be encouraged to wait in cars if possible 	3	2
Refreshments				

Food and drink	High risk of infection if drinking/eating utensils are shared and not washed thoroughly	<ul style="list-style-type: none">• Clients will not be offered a drink during their visit• Clients may bring their own bottled drink but may only drink when alone at the workstation in between services• Staff are encouraged to bring their own food containers and bottles and keep separate or disposed of when finished	4	2
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