

HOUSE OF BEAUTY

LOCATION / DEPARTMENT	HOUSE OF BEAUTY – CHIPPENHAM	RA REFERENCE NUMBER	CIVID-19 – HOB
TASK BEING ASSESSED	WORKING SAFELY DURING COVID-19 BEAUTY SALON		
DATE OF ASSESSMENT	1 ST JULY 2020	REVIEW DATE	ONGOING
ASSESSMENT COMPLETED BY:	WENDY SMITH	SIGNATURE:	

Activity	What are the hazards?	Who might be harmed and how?	Existing control measures	Risk rating			Additional controls	Residual risk rating			Action / monitored by who	Action completed date
				Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating		
Describe the specific step of the task	Describe all hazards identified	Who are the people at risk and what are the effects of the hazard	Describe all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Likelihood	Consequence	Risk Rating	Describe any additional control measures that require implementing to reduce the risk further	Likelihood	Consequence	Risk Rating	Identify who will be responsible for completing the additional control	Date when the additional control measure has been completed
Who should go work – Protecting People at Higher risk	Exposing <u>extremely and vulnerable individuals (GP Letter)</u>	HOB Staff classed as <u>extremely vulnerable and vulnerable.</u>	HOB Staff to wear PPE – Visor and Mask or just Visor and client required to wear mask where possible for treatments and compulsory for ALL public areas. Sanitise as much as possible (6 stations around the salon). All entry and exit from building must sanitise touched areas.	3	4	3	Support to be provided for staff around wellbeing and mental health. Monitor PPE	2	2	2	Wendy Smith	
Who should go work – People who need to self-isolate	HOB Staff displaying signs of COVID-19 or in a household with someone displaying signs of COVID-19	HOB Staff	Staff displaying signs of COVID-19 area advised to follow government guidelines and self-isolate for 7 days	3	4	3	Purchase of thermal screening to test staff temperature for 37 degrees or above to go home	2	3	2	Wendy Smith	

HOUSE OF BEAUTY

			Staff who are living in a household with someone who is displaying symptoms of COVID-19 advised to Follow government guidelines and self-isolate for 14 days.									
Equality in the workplace	Discrimination based on COVID-19	HOB Staff	Employee engagement for understanding the needs of individual HOB staff. Confidential HR Support	2	2	4	Proactively offer meeting for anyone with concerns.	2	2	3	Wendy Smith	
Social distancing at work – To maintain social distancing wherever possible	Staff unable to maintain government guidelines for social distancing increase the risk of COVID-19 transmission.	HOB Staff Client Visitors	Only 60% of staff attending the workplace initially to increase social distancing. One treatment room to one member of staff for the day where possible No receptionist Reduced treatment areas (Pedicure and Nails)	4	6	6	<u>Review Risk Assessment as staff increase hours for reduced treatment areas</u> Continuous reminders of sanitising and cleaning, before/after every client.	4	5	6	Wendy Smith	
Social distancing at work – Coming to and leaving work	Staff unable to maintain social distancing, increase the risk of COVID transmission	HOB Staff	HOB Staff to wear face coverings if using public transport to and from work. Maintain social distancing on arriving at work wearing their mask. HOB Staff and visitors to sanitise hands on entering the salon, then sanitise the door handles and any areas touched by HOB staff or clients. Staff to spray clothing with 'Spray and Clean' on entering and leaving the salon.	2	4	6	Sign to be put on back door asking to sanitise BEFORE entering the salon	2	3	5	Wendy Smith	

HOUSE OF BEAUTY

			<p>Exterior signs for visitors and clients with HOB COVID-19 measures.</p> <p>One-way system for visitors and clients entering and leaving salon.</p>									
<p>Social distancing at work –</p> <p>Movement around the salon</p>	<p>Staff unable to maintain social distancing, increase the risk of COVID transmission</p>	<p>HOB Staff</p> <p>Client</p> <p>Visitors</p>	<p>Social distancing floor stickers and pop up banners reminding employees of the importance of social distancing.</p> <p>Each Member of HOB Staff issued with mobile COVID-Basket to keep with them in each workplace for sanitising</p> <p>Visors to me worn at all times whilst moving around the salon during opening hours and masks for all other times.</p>	3	3	7	<p>HOB Staff to be briefed as part of their increased return to work.</p>	2	2	3	Wendy Smith	
<p>Social distancing at work –</p> <p>Workplaces and Stations</p>	<p>Staff unable to maintain social distancing, increase the risk of COVID transmission</p>	<p>HOB Staff</p>	<p>Sanitisers at various key points to minimise transmission from one area to another.</p> <p>Only two out of three Manicure stations in operation to allow social distancing.</p> <p>One room to one staff member throughout the day where possible.</p>	3	3	7	<p>Occupancy levels in the salon monitored when staff levels increase</p>	2	2	4	Wendy Smith	
<p>Social distancing at work –</p> <p>Meetings</p>	<p>Staff unable to maintain social distancing, increase the risk of COVID transmission</p>	<p>HOB Staff</p> <p>Visitors</p>	<p>Briefs and meetings reduced and if face to face meeting is required, they will be done in a room large enough to socially distance.</p>	3	3	7	-	-	-	-		

HOUSE OF BEAUTY

Social distancing at work – Common areas	Staff unable to maintain social distancing, increase the risk of COVID transmission	HOB Staff Clients Visitor	Breaks staggered to allow one person at a time in the staff room. Use the makeup room if there are any overlaps of breaks. Visors to be worn at all times except for eating/drinking in breaks and masks for returning to the salon if they have left the salon.	4	6	8	Staff encouraged to go outside for breaks and to encourage social distancing. Staff encouraged to wear masks outside of salon.	3	4	4	Wendy Smith	
Managing customers and visitors - Manage contacts	Possible transmission of COVID-19 from external visitors	HOB Staff Visitors Clients	Only scheduled staff or visitors on premises. Strict client appointment only. Closed door policy. No Gift Voucher sales.	3	3	6	Review Risk Assessment as staff levels as client's levels increase Visitors record book recording details for Track and Trace.	2	2	4	Wendy Smith	
Managing customers and visitors – Providing and explaining guidance	Visitors unaware of the control measures on site and not following social distancing increasing the risk of COVID-19 transmission	HOB Staff Client Visitors	HOB Staff issued with Risk Assessment and informed of measures and infection control. Clients and Visitors emailed COVID-19 Policy prior to appointment. Notices outside of the salon with COVID-19 information of prevention measures in place. Pop up floor signs reminding of social distancing and sanitising within the salon.	3	3	6	Updates of changes or improvements to COVID-19 measures.	2	3	4	Wendy Smith	
Cleaning the workplace –	Transmission of COVID-19 from surfaces	HOB Staff Clients	All treatments rooms, public areas, common areas, office and toilets	2	4	6	Doors and windows able, to be opened to allow ventilation	2	4	6	Wendy Smith	

HOUSE OF BEAUTY

Before re-opening	containing bacteria.	Visitors	<p>cleaned and disinfected prior to staff returning to work.</p> <p>High grade medical Chemgene used for all surfaces throughout the salon.</p>									
<p>Cleaning the workplace –</p> <p>Keeping the workplace clean</p>	Transmission of COVID-19 from surfaces containing bacteria.	HOB Staff	<p>Cleaning after every treatment/task on areas and surfaces that have been touched or seated.</p> <p>Sanitising reception and card machine after each use.</p> <p>No Café Service.</p>	3	3	7	<p>Monitor staff cleaning time.</p> <p>Increase cleaning after hours' time.</p> <p>Disposable cups for water and café drinks for when the café reopens for service.</p>	2	3	5	Wendy Smith	
<p>Cleaning the workplace –</p> <p>Keeping workstations clean</p>	Transmission of COVID-19 from surfaces containing bacteria.	HOB Staff	<p>Personal COVID-Hygiene Baskets allocated and used by allocated member of staff ONLY throughout the workplace.</p> <p>Plastic covers on treatments beds to be cleaned with high medical grade Chemgene after every treatment.</p> <p>Disposable face covering for massage to be used.</p> <p>Plastic covering for ALL waxing and treatments where possible.</p> <p>Washing towels at 60c + when plastic covering has not been possible (Massage).</p>	3	3	7	<p>Purchase Disposable bolster covers</p> <p>Purchase Disposable, non-plastic, towel/bed covers.</p>	2	3	5		

HOUSE OF BEAUTY

			No makeup treatments.									
Cleaning the workplace – Hygiene handwashing, sanitation, facilities and toilets	Transmission of COVID-19 from bacteria caused by poor hand hygiene	HOB Staff	<p>Hand sanitisers on Entry and Exit and throughout the salon at key points.</p> <p>Hand washing facilities in all toilets. Information popup posters and signs to remind people to wash their hands regular</p> <p>Sanitising as much as possible throughout the day at stations around the salon before and after tasks/treatments.</p>	2	3	5	<p>Paper towels to be provided.</p> <p>Bins emptied on a regular basis.</p>	2	3	5	Wendy Smith	
Cleaning the workplace – Common Areas	Transmission of COVID-19 from surfaces containing bacteria.	HOB Staff	<p>Bags and belongings to be stored in locker, including mobile phones and other devices.</p> <p>Minimum clothing to the salon. All personal clothing and items to be stored in lockers.</p> <p>No cooking or preparation of food. Pack lunch to be sealed and put in fridge or locker. No food to be left on the premises and belongings to be taken home or put in locker.</p> <p>Personal drinking bottles/cups for water and hot drinks must be used. Hot drinks must be prepared off site and kept in lockers until breaks. Personal water bottles can be filled in the salon and stored in Personal COVID-Hygiene Baskets for use throughout the working</p>	2	3	5	Staff encouraged to use minimum personal belongings in common areas.	2	3	4	Wendy Smith	

HOUSE OF BEAUTY

			<p>day ONLY when socially distance and safe to remove visor.</p> <p>Chairs and tables rearranged in the café/client waiting area to be able to socially distance whilst waiting.</p>									
Handling goods, merchandise, and other materials	Transmission of COVID-19 from surfaces containing bacteria.	HOB Staff Clients	<p>Sanitise hands after handling post/delivery.</p> <p>Sanitise before and after touching retail items.</p> <p>Lifestyle retail not the be tried on (jewellery).</p> <p>Sanitise before touching Nail colour charts and keep handling to a minimum.</p> <p>No deliveries at salon.</p>	2	3	5	-	-	-	-	Wendy Smith	
Personal Protective Equipment – PPE & Face Coverings	N/A	HOB Staff Clients Visitors	<p>Face Visors worn by ALL HOB staff in treatment and public areas during opening hours.</p> <p>Masks to be worn around the salon when arriving, leaving and before and after wearing their visor.</p> <p>Clients and visitors required to wear a mask/face covering in all public areas.</p> <p>Gloves available in all treatment rooms to be used where possible</p> <p>Clients not required to wear a face covering in treatment rooms for any treatments on the face or</p>	3	4	5	Monitor client feedback on wearing mask in the salon whilst government guidelines don't require clients wear a mask.	4	5	6	Wendy Smith	

HOUSE OF BEAUTY

			for Massage. Clients will be required to wear a mask in the treatments room at the discretion of the individual therapist for all other treatments.									
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Probability	Severity				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Fatality
	Any injury or disease that needs first-aid treatment only	Any injury or disease requiring medical treatment and / or that is likely to result in a person being incapacitated from normal activity for continuous period of up to 7 days	Any injury or disease that is likely to result in a person being incapacitated from normal activity for a continuous period of 7 or more days	Total and permanent disability	Fatality or multiple fatalities
1 Rare The event may occur in exceptional circumstances	1	2	3	4	5
2 Unlikely More likely not to occur in normal conditions	2	4	6	8	10
3 Moderate Given time , likely to occur	3	6	9	12	15
4 Likely The event will probably occur in most circumstances	4	8	12	16	20
5 Almost certain The event is expected to occur in most circumstances	5	10	15	20	25

1-4: Low Risk. May be tolerable, but ensure controls are maintained. Look to improve further or eliminate if at all possible
5-12: Medium Risk. Look to improve within specified timescale

HOUSE OF BEAUTY

15-25: High Risk. Stop activity and make immediate improvements