

RISK ASSESSMENT FORM



NAME OF ASSESSOR	Laura Price	DATE	30/06/2020	TIME	3pm	REF	CV001
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AREA	Salon- Working Safely during Covid-19	EVENT/TASK BEING ASSESSED	To reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority
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STATEMENT

This Risk Assessment has been put in place to assess the current risks due to COVID-19 and looking at how we can reduce the likelihood of them occurring. Management will review this Risk Assessment on a weekly basis going forward and when we eventually re-open to the general public. We will continue our regular weekly meetings; if any staff should have any concerns please make us aware and we can look into reassessing this in the risk assessment. Before all staff return back to work, they will all need to be provided with clear guidance with the changes we have made to comply with current government guidelines. All staff are to sign to agree that they agree and will comply to the guidelines at all times.

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	EXISTING RISK CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROLS	NEW RISK RATING			ACTIONED/ MONITORED BY WHOM?	ACTIONED/ MONITORED BY WHEN?
			L	C	R		L	C	R		
Maintaining Social Distancing and Reducing contact with others.	Salon staff & salon customers/visitors	<ul style="list-style-type: none"> - keep at a 2-metre distance. -Staggered break times. -all customers appointment to be staggered to avoid overlap of appointment -Providing clear guidance to all on site staff before returning back to work on the current 2-metre social distance guidelines and hygiene by meeting and email. -If social distancing isn't possible, visors to be worn wherever possible. -If any staff members seem to be displaying any symptoms, or if they live with someone who is displaying symptoms then they are to refrain from entering the premises, they need to contact a member of Alchemy Management team. 	3	5	15	<ul style="list-style-type: none"> -All staff to be regularly reminded on the importance of the social distancing guidelines and to maintain at all times by signage or visual aids and in regular weekly morning meetings. -Breaks to be re assessed when we have full capacity staff to minimise crowding in the staff areas. -Where social distancing isn't possible management need to consider whether the activity needs to continue for the business to operate. 	1	5	5	Owner, salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Coming to work and leaving work.	Salon staff & salon customers/visitors	<ul style="list-style-type: none"> -Providing hand sanitiser at entry & exit points. -Staggering arrival and departure times to reduce crowding 	3	5	15	<ul style="list-style-type: none"> -Hand sanitising station outside the entrance equipped with non touch hand sanitising dispenser, and disposable CE approved masks. 	2	5	10	Owner, salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.

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					-Signage to be displayed alerting Staff & Clients that they must hand sanitise as they enter the salon. -All handles interior and exterior are to be cleaned and disinfected on a regular basis. -Staff entering the building at the beginning of their shift will wash hands using antibacterial hand wash using correct procedure						
Keeping Clients and Visitors Safe	All Salon staff & salon customers/visitors	-All staff and clients to maintain social distancing. -COVID-19 screening questions to asked prior to client appointment -Appointment only system -One way system, entrance and sperate exit to reduce congestion. -Clients to come to appointments alone where possible -No children appointment to be accommodated at this time				-All customers to hand sanitize hands and fit mask before entering using the station provided. -Signage outside entrance detailing procedure. -Health screening questionnaire to be emailed to all customer prior to their appointment. -disposable gowns and towels used per customer -Only bottled water to be given out as customer refreshments.				Salon Owners, Salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Workplaces and workstations.	All Salon staff & salon customers/visitors	-All staff currently have their own workstations and equipment. -Cleaning shared equipment between uses for example, hair dryers, styling tools etc.	3	5	15	- Our assigned workstations and own equipment in general will not be shared. If equipment is shared it will be sanitised before and after use, using equipment cleaning wipes. -All stations will be positioned 2 metres apart and will be sanitised between customers. -All stations, back washes and customer seating will be positioned 2 meters apart and will be sanitised before and after each customer.	1	5	5	Owner, salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Meetings/ training	All Salon staff & salon customers/visitors	-Holding meetings outside or in well ventilated rooms wherever possible. -For areas where regular meetings take place, ensuring that everyone is keeping 2-meter distance.	3	5	15	-Where possible, hosting virtual meetings via Microsoft Teams or Zoom. -Where virtual meetings aren't possible, only absolutely necessary participants should attend	2	5	10	Salon Owner, Salon Mangers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.

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		-Providing hand sanitiser in training rooms.				meetings and should maintain 2 metre separation throughout. -Avoiding transmission during meetings, for example, avoid sharing pens and other objects. -Any visitors that are attending the meeting are to be signed in by us and they are to be directed to the seating area under the stairs.					
Common Areas	All Salon staff	-Staggering break times to reduce pressure on kitchen and toilet areas. -Creating additional space by using other parts of the workplace or building that have been freed up by remote working. Areas that can be used are the pamper room and seating area outside. -Encouraging storage of personal items and clothing in personal storage spaces. -Encouraging staff to remain onsite. -Tea Towels are to be replaced with Paper Towels which can be disposed of when used.	4	5	20	-All staff to only make their own drinks and food. -All staff need to load their own items in the dishwasher at the end of each day. Dishwasher to be turned on every evening. -To kill bacteria, ALL ITEMS are to be put in the dishwasher for cleaning overnight. -High use objects and surfaces are to be cleaned and disinfected on a regular basis for example, door handles, light switches, temperature control switches, printers, telephone, card machine, tables.	1	5	5	Salon Owner, Salon Managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Accidents, security and other incidents.	All Salon staff & salon customers/visitors	-In an emergency, for example and accident or fire, people do not have to stay 2-metres apart if it would be unsafe.	4	5	20	-People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	3	5	15	Salon Owners, Salon Mangers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Managing your customers, visitors.	All Salon staff & salon customers/visitors	-Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. -Limiting the number of visitors at any one time. -Maintaining a record of all visitors. -Providing clear guidance on social distancing and hygiene to people on arrival, for example,	3	5	15	-Staff members to sign the visitor in themselves rather than the visitor doing this. -Customers collecting clay, are to place the order online or via phone and this is to be collected straight from the collection point to avoid contact with office staff and warehouse operatives.	1	5	5	Salon Owners, Salon Mangers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.

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		signage or visual aids and before arrival, for example by phone, on the website or by email.									
Cleaning the workplace before reopening	All Salon Staff	-Ensuring that the salon has been cleaned and ready to restart, this would include items that haven't been used whilst being closed. -Carrying out cleaning procedures and providing hand sanitiser before restarting work. -Making sure that each staff member has adequate PPE	3	5	15	-Making sure that all of the staff have the relevant equipment for working, to prevent sharing where possible for example, stationary.	2	5	10	Salon Owners, Salon Mangers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Keeping the workplace clean	All Salon staff & salon customers/visitors	-Frequent cleaning of our own work areas and equipment (for example, keyboards, desks, monitors) between uses, using our usual cleaning products. -Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and temperature control switches, light switches and making sure there are adequate disposal arrangements. -Making sure that the bins provided in the kitchens are emptied on a regular basis. -Opening windows and doors frequently to encourage ventilation, where possible. This is to be amended in the fire risk assessment to state this. -Enhancing cleaning for busy areas.	3	5	15	-Limiting or restricting the use of high-touch items and equipment, for example, printers, shredders or whiteboards. -If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance outlined by the government. -Clearing our own workspaces and removing waste and belongings from our work area at the end of every shift. -Providing more waste facilities and more frequent collection of our own rubbish.	1	5	5	Salon owners, Salon Mangers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Hygiene- handwashing, sanitation facilities and toilets.	All Salon staff & salon customers/visitors	-Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough and sneeze in a tissue which is binned safely, or into your arm if a tissue is not available.	3	5	15	-Providing regular reminders as well as signage to maintain personal hygiene standards. -Providing hand sanitiser in multiple locations in addition to washrooms. Where hand sanitiser is not available, providing anti-bacterial hand wash.	2	5	10	Salon Owners and salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.

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						-Regular Scheduled cleaning of toilet facilities with sanitisation products -All touch point sanitised between client use						
Handling goods, merchandise and other materials and onsite vehicles.	Office Staff, Warehouse Operative and site visitors	-Encourage increased hand washing/ hand sanitising -No goods/testers available for customer handling	3	5		-Collection of goods only no walk ins, using designated collection points. -All retail in screened retail areas only accessible by staff. -Product samples to be given instead of testers to avoid cross contamination.	1	5		5	Salon Owners and salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
PPE & Face Coverings- OPTIONAL (Not required by law)	All Salon staff & salon customers/visitors	-It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk. -They need to be worn properly and well fitted. -Wash your hands thoroughly for 20 seconds before putting them on and taking them off. -Avoid touching face or face covering, as you could contaminate them with germs from your hands. -Change your face covering if it becomes damp or if you have touched it. -Change and wash your own face covering daily. -If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your own usual waste bin.	4	5	20	-Minimising time spent in contact, using fixed teams, and partnering for close-up work, and increasing hand and surface washing -Practise social distancing wherever possible. -Staff to wear visors where social distancing can not be followed, with or without a face mask	2	5		10	Salon Owners and salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Shift patterns and working groups	All Salon staff	-Staff shifts recorded for 212 days to assist in the NHS test and trace.	4	5	20	-Staff to work at the same stations where possible.	1	5		5	Salon Owner, Salon Managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance

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		- Staggered shift start times, minimising staff congregation in staff areas and entrance/ exits.			15						with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.
Deliveries of goods		-All deliveries to be dropped at the front door. They are to be informed that the reception area is closed.	2	5		-Noncontact drop offs, delivery couriers are to be advised that the reception is closed.	1	5		Owners, salon managers	To be actioned at all times and to be reviewed weekly and when we are reopening to the public in accordance with this Risk Assessment and to comply with the Government Guidelines in relation to COVID19.

REVIEW DATE	Reviewed on a weekly basis to comply with government guidelines.	SIGNATURE	L.Price
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Risk Rating Calculator

Likelihood that hazardous event will occur:	
1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Consequence of hazardous event:	
1	Insignificant- No injury
2	Minor-Minor injuries needing first aid
3	Moderate- Up to three days' absence
4	Major- Up to seven days' absence
5	Catastrophic- Death

Risk Rating	Action
20-25	Stop- Stop activity and take immediate action
15-16	Urgent Action- Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action- Improve within specified timescale
3-6	Monitor- Look to improve at next review or if there is a significant change
1-2	No Action- No further action but ensure controls are maintained and reviewed