



**The Post COVID-19 Risk Assessment
Carried Out by Salon-M, Wallasey, Wirral.**

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This risk assessment was carried out on 27th June 2020 by Iain McIntosh, Director at Salon-M salon, Wirral. We will review the risks on an ongoing basis.

Risk Type

Reception area, cross contamination through bookings and payments.

Measures to Minimise Risk – Staff and clients

All bookings to be made over the telephone

Clients will be asked to come alone

Temperature to be taken of every client and staff member on arrival and logged

Phones will be wiped after each staff member uses them

When possible keeping the salon door locked and a notice for clients to phone to make a booking

No walk-in appointments

Clients to be told when booking about the salon changes and emailed all relevant information

Provide clients with a mask for their appointment

The clients will be asked to cancel if they feel unwell

At the reception desk, masks or face shield to be worn at all times

Payments to be made by card and card machines disinfected after each use

No cash payments unless no alternative

Signs in reception area to keep clients 2 meters apart

Reception area disinfected regularly including door handles

No waiting area

If a client arrives early ask them to wait outside

Allow clients in to the salon once the stylist is free to seat them

Clients to bring a shopping bag to keep their own coats and belongings with them

Prepayment of bills & staff to ask clients to leave immediately and not to stand at reception

Action to be taken

Make sure PPE is available at all times

Antibacterial hand gel available for all clients and staff

All safety information passed onto clients and staff

Risk Type

Cross Contamination at the backwash

Measures to Minimise Risk – Staff and clients

All staff and clients to wear masks and PPE

All basins taps and seats to be disinfected after each use

Limit the time client is at the backwash, i.e. toners to be applied in the salon

Treatments to come into the salon when they have been applied

One laundry towel to be used for drying hair at backwash

Disposable towels used at all other times

Staff to wash hands before and after entering the backwash area

Only backwash nearest wall to be used

Action to be taken

Cleaning products to be available at the backwash at all times

Leave the kitchen window open to help with ventilation

Risk Type

Cross contamination at the cutting stations
Clients being too close together

Measures to Minimise Risk – Staff and clients

Clients to be seated in designated seats so social distancing is applied
Clients and staff to wear masks at all times and stylists to wear disposable aprons and gloves where possible
Any cutting or drying equipment, brushes, products, gowns, and towels to be placed into the basket provided when finished with and to be removed and sterilised between each client
Work top, mirror, and chairs to be thoroughly cleaned and sterilised between each client
Trolleys and stools to be sanitised after each use
Cutting collars to be disinfected after every use
Hood dryer cleaned after every use

Action to be taken

PPE to be available
Cleaning products and stations throughout the salon

Risk Type

Client resources spreading Covid 19.

Measures to Minimise Risk – Staff and clients

Client drinks will not be available
All magazines to be removed from the salon
Do not use appointment cards
Avoid providing leaflets or price lists, information available online

Action to be taken

None

Risk Type

Contamination in toilets and wash areas

Measures to Minimise Risk – Staff and clients

Toilets to be spray disinfected after every use

Hand wash soap, hand sanitiser and disposable paper towels to always be available

Bins emptied regularly

Action to be taken

Disinfectant spray to be used on door handles, toilet seat, flush, sink and taps.

Risk Type

Over crowding in the salon, being unable to socially distance.

Measure to Minimise Risk – Staff and clients

Only 2 stylist allowed to work at the same time, only 1 assistant at the same time

Client numbers to be limited to 4 so social distancing can be obtained at all times

Clients asked not to arrive early or late for their appointments and to come alone

Children will not be allowed in the salon unless having their hair cut

Action to be taken

Client numbers need to be monitored when booking appointments.

Risk Type

Lack of PPE

Measure to Minimise Risk – Staff and clients

Levels of all PPE should be monitored daily to make sure levels are kept high

This will be all of the staff's responsibility

Clients will be asked to wear masks and bring their own. If they don't have one, we will provide them, but the cost will be added to the bill

Action to be taken

Stock list for PPE to be created.

Risk Type

Inappropriate cleaning and hygiene.

Measure to Minimise Risk – Staff and clients

Salon, doors, handles, surfaces, and toilets to be disinfected regularly

All salon work spaces to be cleaned after every client

All hair kits to be sterilised after each client

Salon deep cleaned every evening

Clients will be asked to wash their hair on the day if they are coming for a dry cut or colour to prevent cross contamination

Staff to have clean uniform and hair daily and to keep hair tied up if possible

Hands to be washed regularly throughout the day

Staff to arrive 15mins early to get into a clean change of clothes and PPE

Action to be taken

Inform clients at the time of booking and send them an email explaining all requirements.

Risk Type

Client or staff requiring First Aid.

Measure to Minimise Risk – Staff and clients

First aid only given by designated first aider

If first aid is needed the first aider should protect themselves with full PPE including mask, face shield, gloves, and apron

First aid kit will be fully stocked

Action to be taken

Check first aid kit.

Risk Type

Staff belongings and break/lunch arrangements not followed.

Measure to Minimise Risk – Staff and clients

All staff belonging will be stored in the staffroom including coats to stop cross contamination

Food and drinks are not allowed on the salon floor or in the dispensary

All breaks must be taken in the staffroom or outside and social distance

If using the kitchen or eating area staff must disinfect where they have used and wash all pots in hot soapy water

Hands must be washed before re entering the salon floor and clean PPE used

All staff should try to social distance as much as possible

Phones are not allowed on the salon floor

No personal post or deliveries to the salon

Action to be taken

Cleaning products and PPE available at all times in the kitchen areas

Risk Type

Suspect Covid 19 or illness in staff.

Measure to Minimise Risk – Staff and clients

All staff will be asked not to come to work if they feel unwell

If they have symptoms of Covid 19 they will be asked to self-isolate for 7 days or be tested if possible

If the symptoms start at work they will be asked to go straight home or go into the office next to the staffroom to self-isolate until they can leave

Action to be taken

All areas that they have been must be deep cleaned after they have left

Iain McIntosh – Director

Signed _____

Helen Clark – Senior Stylist

Signed _____

Taylorjayne Turner – Senior Stylist

Signed _____

Courtney Hawkes – Assistant

Signed _____