# Risk assessment Hair Extension Salon

## Company name: THE HAIR ALCHEMIST LTD Assessment carried out by: E. JACKSON

## Date of next review: 30/5/2021 Date assessment was carried out: 30/5/2020

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **COVID 19 Virus entering the salon** | Clients and staff, vulnerable people, contractors visitors, cleaners, delivery drivers. via airborne transmission or vectors inside premises such as coats, bags, hands,hairdressing tools | Clients, contractors and staff are being instructed to wait outside. They will be required to wear Government approved face covering before entering. These will be provided. | Hand sanitizor 70% alcohol will be provided on each work station, at the entrance and at the reception.  Temperature checks and health questionnaire will be taken before entering the building. Clients experiencing symptoms or temperature will be asked to leave and re arrange at a later date.  Shopping bags, children and people who are not pre booked with an appointment are not permitted to enter the premises. | All staff are responsible.  Salon Manager to oversee | July 2020 | Yes |
| **Spread of COVID 19 within the premises.**  **Spread of COVID 19 within the premises**  **Spread of COVID 19 within the premises**  **Spread of COVID 19 within the premises**  **Spread of COVID19 within the premises** | As above Clients and staff, vulnerable people, contractors visitors, cleaners, delivery drivers. via airborne transmission or vectors inside premises such as coats, bags, hands,hairdressing tools  Clients and staff, vulnerable people, contractors visitors, cleaners, delivery drivers. via airborne transmission or vectors inside premises such as coats, bags, hands,hairdressing tools | **Hand washing.**  Hand wash facilities with soap and water in place.  Stringent hand washing following NHS guidance.  Hands to be dried with disposable paper towels.  Staff supplied with emollient cream to protect skin.  Gel sanitisers in all areas where washing facilities are not readily available.  Cleaning  Deep clean with medical grade disinfectant is to be performed. By all staff on their responsible stations.  All kit will now be allocated individually and no kit is to be shared at all. This must be cleaned before and after every appointment.  High use areas including bathroom, toilet, door handles, surfaces, taps, showers, bowls, chairs, mirrors and fridge to be disinfected regularly.  Social distancing  We will be reducing the number of people in any single area to comply with government distancing guidelines. Where this is not physically possible, barriers will be erected to separate clients.  Staff will wear visors and masks at all times to eliminate risks due to it not being possible to adhere to social distancing guidelines.  Taking steps to introducing shift patterns wherever possible to reduce staff contact.  Redesigning processes and staggering appointments to ensure distancing is in place  Wearing gloves: Full PPE is provided at the backwash. Staff will be instructed on how to remove the gloves carefully and how to dispose of them safely.  WASHING HAIR  All Clients will require a full hair wash and blowdry with shampoo that contains SLE. Surfactants are essential to eliminating the virus. All hair will be shampooed twice and conditioned.  Blow drying.  Blow drying will only be done on disinfected hair. This will eliminate majority airborne virus. Clients and staff must keep faces covered and a gown must be worn.  Internal area will be ventilated at all times with open windows and door. | Posters and guidance material available throughout salon and staff room.    <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19>  Employees reminded regularly to wash their hands for 20 seconds with soap and water and the importance of drying with disposable towels. Coughs and sneezes to be caught in tissues following catch it, bin it, kill it. Wash hands and wear masks at all times. Tissues will be provided.  Skin surveillance program in place  Staff provided with full ppe cleaning kit to be kept in their own trolley.  Where hair can not be washed, a disinfectant spray shall be provided to staff to use. This should be sprayed and left for 2 minutes.  Rigorous checks to be carried out by managers and full training given to staff.  An appointed person will do this after every client visit and 3 hourly.  Screens are to be erected. Signs and floor markings where needed. Staff will be reminded on a daily basis of social distancing both in and out the workplace.  Staff are to stick to their own stations. Management will check this is adhered to.  Staff and guests with high temperature, cough, fever or flu like symptoms will be instructed to isolate for 14 days. Line Managers will maintain daily contact with staff during this time.  If any COVID 19 positive people enter the premises, the appropriate health authority will be notified immediately and we will identify people that have been in contact with them.  Regularly reviewing these guidelines and offering an open door mental health policy to staff for anyone suffering due to the changes.  Staff will be reminded that gloves are not a replacement for hand washing.  Clients will be briefed on this process before their arrival.  Extending appointment time and purchasing the necessary shampoo to disinfect before blow drying.  Extending appointment times, clients that refuse a hair wash will be instructed to leave the premises. No free tightening appointments until October review.  Price increase of £25 will cover wash and blowdry on tightening appointment if required. Tightenings will be kept to one day only and hair will be disinfected and gloves worn. Hair disinfectant will be made available as an extra precaution. | Everyone who enters the premises  Salon Manager    All staff and clients  All staff and Salon Manager to oversee  All staff  Salon Manager All staff responsible for their own stations  Salon Manager  All Staff  Directors and Salon Manager  All staff  All staff  All staff and clients | Immediate effect | YES  YES  YES  YES  YES  YES  YES  YES  YES  YES  YES  YES  YES  YES  YES |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive