

# The Post COVID-19 Risk Assessment Carried Out by Louise Fudge Hairdressing

This risk assessment was carried out on 1st June 2020 by Louise Thompson and Gary Thompson Directors at Louise Fudge Hairdressing in Heswall and Little Sutton . 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
- The clients will be asked to cancel if they feel unwell
- A screen to be fitted at the reception desk and a Visor to be worn at all times
- Payments to be made by card and card machines disinfected after each use, cash will still be accepted
- Reception area disinfected regularly including door handles
- If a client arrives early they can socially distance in the reception seating
- Clients to keep belongings with them including coats or not bring at all

## 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 to wear visors
- 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 stylist chair to avoid too many people in same area
- One freshly laundered towel to be used for drying hair at backwash
- Staff to wash hands before and after entering the backwash area
- Perspex screen fitted between backwash

## Action to be taken

- Cleaning products to be available at the backwash at all times
- Leave the door open to the kitchen area 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
- Staff to wear visors at all times and stylists to wear fresh apron 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
- Uv sterilisers for stylists tools

## 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 be in disposable cups option to bring there own in
- All magazines to be removed from the salon
- Do not uses appointment cards, write on post it's
- Avoid providing leaflets or price lists, information available online

## 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 3 stylist allowed to work at the same time, only 1 assistant at the same time and 1 Front of House

- 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 have the option of wearing mask. If they want a disposable mask 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 clothes everyday and clean hair daily.
- Hands to be washed regularly throughout the day
- Staff to arrive 15mins early to get prepared before first client

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 belongings 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, only in kitchen and must not go out to get lunch
- 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
- All areas that they have been must be deep cleaned after they have left

## **Action to be taken**

Salon will close for 7-14 days

