**COVID-19 Risk Assessment**

Company Name: Discover Beauty

Risk Assessment Completed By: Hayley Deasley (Owner)

Date of Risk Assessment: 10/07/2020

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| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risk? | Who needs to carry out the action? | When is the action needed by? |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff  Clients  Contractors  Delivery Drivers  Visitors | Hand sanitiser stations provided at entrance as well as each treatment room and reception area  Sanitising dispensers highlighted by signage  Hand washing facilities available on each side of building with soap, hot water and disposable towels available  Hand washing procedure poster located at each hand wash facility | Staff to promote and observe hand washing/sanitising by clients both before and after treatment  Hand washing reminder included in salon procedures poster as a reminder. Published both in the salon and all social media and website.  Hand wash, disposable towels and sanitiser to be refilled as part of daily cleaning roster/toilet checks.  Hand creams and oils available to staff to prevent skin irritation.  Staff advised to report any skin concerns. | Staff to maintain and complete cleaning rosters and ensure all signage is good condition and being observed by clients and visitors. | Implemented 15/07/2020.  To be reviewed monthly on an ongoing basis. |
| Getting or spreading Coronavirus in common use, high traffic areas such as staff room, corridors, toilet facilities, entry/exit points and other common areas | Staff  Clients  Visitors  Contractors  Delivery Drivers | Social distancing tape used to ensure >2m between stations, >2m between staff and clients when treatment not in progress (ie at reception area) and between waiting area and reception desk.  Waiting area limited to one person. Additional seating available in other rooms.  Masks required to be worn at all times whilst in the salon (with the exemption of clients for medical reasons).  All staff to wear masks and visors when dealing with client.  High touch point roster implemented to include cleaning of bannisters, door knobs, credit card machine etc  Staff room limited to one person at a time  Windows and doors open for ventilation wherever possible  Toilet and kitchen cleaning rosters implemented with per use cleaning instructions for all appliances such as kettle, microwave etc.  Clients instructed to bring own refreshments to minimise use of appliances.  Treatment facilities reduced: 2 pedi stations down to 1, 3 mani stations down to 2, 4 brow stations down to 2, in order to maintain social distancing.  Contactless payment, online booking and online consultations forms encouraged in order to reduce time spent in salon/contact made with devices.  Reading materials and clutter removed from surfaces to allow easier cleaning and reduce touch points.  Hand sanitiser stations located prior to high touch point areas to minimise risk of transmission through touch points. Signage in place to remind of hand washing and sanitising. | Staff to implement rosters and ensure signage is maintained.  Owner to ensure rosters completed and adhered to. Weekly rosters to be kept on record. | Staff to implement rosters.  Owner to ensure and monitor completion. | To be implemented from opening date 22nd July. Reviewed on a weekly ongoing basis. |
| Getting or spreading Coronavirus by not cleaning surfaces, equipment or workstations | Staff  Clients  Visitors  Contractors  Delivery Drivers | Each treatment area/workstation to have detailed clean down procedures. Staff member who completes treatment to be accountable for completing cleaning of said area. Additional time has been allowed after each treatment in order to complete treatment.  PPE instructions issued, discussed and signed by staff (use of masks, visors and gloves) covering maintenance, use of and put on/removal of.  PPE individually issued to avoid sharing and minimise risk of transmission. Allocated tools/workstations/rooms wherever possible to minimise number of users.  Disposable tools used where possible. Cleaning procedures issued for all non-disposable tools and time allowed for doing so.  Soft furnishings kept to a minimum, no bedding on treatment beds, disposable couch roll only.  Doors left open where possible to minimise touch points and aid ventilation.  Bins emptied regularly as part of cleaning roster. | Owner to issue instructions and guidance. Staff to understand, implement and follow and ask for further training where needed.  Self employed contractors to observe these controls within their own work area.  Cleaning products identified and listed on rosters. Weekly order of cleaning products to be completed and additional time allowed for this. | Staff to implement rosters and cleaning procedures.  Self employed staff to implement as above within their work area and adhere to communal rules in place.  Owner to implement and ensure completion of all control measures. Written records to be kept for reference. | To be implemented upon opening on 22nd July. Reviewed weekly on an ongoing basis. |
| Mental health and wellbeing affected through isolation or anxiety about Coronavirus | Staff | Daily catch ups and weekly meetings to ensure any issues are dealt with.  Talking openly and honestly about risks in workplace and issues that may arise as a result of Coronavirus (illness, lack of work etc). Staff encouraged to talk to owner to raise any concerns.  Staff given the choice of which treatments to complete based on how they feel about the current situation and how safe they feel. All staff concerns regarding safety taken on board and solutions explored to resolve these issues.  Staff to be regularly updated on both government guidance and current business situation to feel involved and reassured.  Roster re-worked to include additional time for cleaning, stock ordering and personal development to minimise stress around these areas. Regular breaks included to avoid fatigue. | Advice on further metal health and wellbeing facilities to be made available. | Owner to implement and monitor controls to ensure all are in place and being utilised. | Already implemented and ongoing with requirements reviewed on a weekly basis |
| Contracting or spreading the virus by not social distancing | Staff  Clients  Contractors  Delivery Drivers  Visitors | All areas of the salon reviewed, and social distancing measures put in place:  Kitchen: limit of one person at a time. Additional break areas provided to minimise use of kitchen.  Nail lounge: One workstation removed to allow >2m distance. Markings on floor to remind and encourage distancing.  Brow studio: Two stations removed to allow >2m distancing. Markings on floor to remind and encourage distancing.  Hair salon: Self employed staff working on a roster to ensure only one stylist in the salon at any one time.  Reception: Waiting seat >2m from reception desk. Additional seating in lobby if needed. >2m marked on floor when client standing at reception desk. Markings on floor to remind and encourage distancing. ‘Please wait here’ queue system in place if needed for reception area.  Staggered appointments where possible to reduce contact between clients.  No walk-in appointments or sales accepted.  Staff tasks and breaks staggered to reduce contact.  Where social distancing can’t be met (during treatment): enhanced cleaning procedures implemented, masks and visors in constant use, gloves available if required, time limited to essential time only (luxury treatments not available at present). Additional ventilation also in place where possible.  In line with government guidelines, treatments will be restricted to allow only ‘below the neck’ treatments to minimise risk of transmission.  Signage in place to remind people of social distancing. | Information, instructions and training when needed.  Signage and communication of social distancing provided to clients and non-staff via social media, email reminders, signage. | Staff and owner to ensure social distancing is followed.  Staff and owner to ensure correct PPE and enhanced measures are followed when social distancing isn’t possible. | To be implemented upon opening and reviewed weekly on an ongoing basis. |
| Poor workplace ventilation leading to risks of Coronavirus spreading | Staff  Clients  Visitors  Contractors  Delivery Drivers | All doors and windows to be pinned open to allow fresh air to circulate (fresh air is the current preferred method of ventilation according to the HSE).  Doors of treatment rooms to be left open when not in use.  Fans available for rooms where it is not possible to open the windows and doors in order to circulate the air. | Ensure fans are sued according to manufacturer’s instructions | Staff and owner to ensure these measures are implemented daily | To be implemented upon opening on 22nd July. Measures to be reviewed on a weekly ongoing basis. |
| Increased risk of infection and complications for vulnerable workers | Staff | No staff currently fall in to the vulnerable worker category  Risks to be discussed with staff. Vulnerable categories to be highlighted in staff training so that if staff present with symptoms or for example become pregnant or start treatment they will inform owner.  At present there is no safe way of working for a vulnerable category worker within the salon. In the event of this happening an option of furlough or devising an admin based working from home situation may be explored | Staff to notify if they fall in to one of these categories | Staff to notify  Owner to implement a solution | Ongoing |