



COVID-19 – Hair Salon Safety

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	COVID19 Hair/Beauty/Make-Up RA001 v.05
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	30/09/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around UCB Properties and Salon Work Areas.

In every workplace, maintain 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

- HMG - Keeping workers and clients safe during COVID-19 in close contact services (24-09-20)
<https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19-close-contact-240920.pdf>
- Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 22-09-20
<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>
- Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 28-09-20
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
- Flammable gases/liquids
- Electricity
- Machinery and equipment

Workplaces

- Slips, trips and falls
- Fall from heights
- Transport (incl. loading)
- Workstations and seating

Occupational Health

- Noise exposure >80dB(A)
- Hand-arm vibration
- Hazardous substances
- Musculoskeletal Injury/diseases

Other Hazards

- Lone working
- Display screen equipment
- Manual handling of loads

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus:
Spread through close contact with transmission between persons by ingestion of others contaminated respiratory aerosols and/or touching of contaminated surfaces transferring virus to own mouth/nose/eyes.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)



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Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	L	S	R		L	S	R	
COVID RA H&B ref. 001.1	<p>Ingress, Egress, Safe Working in Class</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Doorways to be limited to one person in and one person out at any one time, - right of way must be given to the person exiting the room/area: all Staff and Students to adopt protocols of anyone exiting a room have priority – social distancing to be observed. Student waiting areas external of the salons will be denoted by areas measured out to be 2 meters apart where possible/practical.</p> <p>Floors marked to identify designated work station areas – Students to adhere to social distancing and using own work space</p> <p>Hair Salon treatments for Clients are to be by appointment only, - Security is to inform the Salon Reception of arrival of booked Clients for collection from Main Reception. No Client is allowed entry unless previously having booked an appointment.</p> <p>Hands must be washed as a minimum 20 seconds when entering a hair & beauty environment to work. All Clients must be asked to sanitise their hands.</p> <p>Client's coats/outer belongings should be kept segregated from other person's belongings or kept with the Client at the workstation to avoid cross contamination of clothing.</p> <p>Regular cleaning and sanitising of Salon areas including doorways/door handles will be conducted as directed by Estates with the Cleaning Company risk assessment.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 001.2	<p>Equipment & Workstations</p> <p>Risks: Spread of virus through touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>All tools and equipment are to be cleaned and sanitised between use/Clients. Disposable/consumables to be used where possible and disposed of after use. Where possible, plan & prepare all materials and equipment in advance of scheduled appointments/training sessions, such as scissors or hairbrushes etc. to minimise movement around the salon and communal working areas.</p> <p>All seating stations are segregated 2m apart as best possible. Signage is in place identifying work stations not in use, - 1m+ ruling to be observed (working side-by-side, no face-to-face working, wearing designated PPE) when working with Clients</p> <p>Regularly fully clean/sanitise – work station seating, work areas, between working practises and change of processes/Clients.</p> <p>Instructors to monitor cleaning supplies and PPE to maintain a regular supply. Refresher training of COVID safety procedures is to be given to all Students prior to initially proceeding with class work. (see ref. 001.8)</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 001.3	<p>Toilets, Locker Areas & Changing Rooms</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Face coverings/masks should be worn at all times when using toilets and changing rooms. Access to all toilets and changing rooms/locker areas should be on a 'Knock and Call' process, one-in and one-out – signage to be displayed. All toilet cubicles may be used. Social distancing (1m+) to be exercised when using sink areas. (Alternative safe changing areas/routines may be available as advised by instructors)</p> <p>Persons accessing locker areas should adhere to the social distancing guidelines with COVID safety considerations being observed for other users.</p> <p>Single showering facilities are in operation; however, all Staff & Students are urged to shower at home (areas to be monitored by Estates)</p> <p>Increased cleaning of toilet areas and locker/changing areas</p>	1	5	5	Maintain, monitor and regularly review control measures.

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Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action Control Measures	Re-Evaluate			Review/Action Further Actions / Recommendations / Observations
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA H&B ref. 001.4	<p>Transmission of COVID-19 Virus</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Government guidelines for your protection are to be maintained at 2meter social distancing (1m+ with extra precautions) and increased regularly washing of your hands for a minimum of 20seconds.</p> <p>Client appointment times will be staggered at 15min intervals to prevent possible interaction/close contact in waiting rooms. Clients by appointment only.</p> <p>Staff and Students to complete a VTCT COVID training session</p> <p>For normal class work where no direct contact with another person/client is required and guidance's can be followed, there is no requirement for PPE protection. Standard practices of distancing, hand washing and cleaning must still be observed.</p> <p>Further assessment by Class Instructors may be required to assess the requirement for use of disposable fluid resistant (IIR) surgical style masks being worn where Staff and Students have to move around the class and a regular 2m distancing is not being applied.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 001.5	<p>Transmission of COVID-19 Virus - PPE Safety</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Safety measures when conducting close contact service for others (models/clients) should take the form of a clear visor that covers the face and the wearing of a surgical style IIR mask. The visor should cover the forehead, extend below the chin, and wrap around the side of the face.</p> <p>Clients are to wear face coverings/face masks at all times (08-08-20) (except where exempt for legitimate reason - https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings) – these may only be relaxed for periods of work around the ear area or where the beauty treatment would be unable to be conducted correctly and/or safely.</p> <p>Clients are to be advised for the requirement to wear face coverings from when entering the building until leaving other than where necessary to remove/relax for treatments. (Clients should be asked to provide suitable face covering for their treatment when booking their appointment – UCB to provide IIR mask where this is not provided)</p> <p>Further assessment by Class Instructors may be required to assess the requirement for use of disposable fluid resistant (IIR) surgical style masks being worn where Students do not apply social distancing from others outside their 'Class Bubble'.</p> <p>Where there will be 'hands-on' – 'close contact service' with Clients:</p> <ul style="list-style-type: none"> - IIR masks are to be worn together with full facial visor. Client to wear face covering. - Increased regular hand washing must take place, - gloves worn where practicable - Disposable aprons to be worn to protect against contamination of clothing. <p>All persons are to receive training for the correct method of putting on/taking off of PPE.</p>	1	5	5	Maintain, monitor and regularly review control measures.

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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA H&B ref. 001.6	Cleaning & Clearing Risks: Spread of virus through respiratory aerosols and/or touching of surfaces	a,b,c,d,e,f	4	5	20	A full cleaning schedule is to be agreed between Estates and the cleaning company highlighting increased cleaning regime and sanitising of key 'touching areas' that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc. Ensure more regular bin collections/emptying – not more bins! Clear workspaces and remove waste and belongings from the work area at the end of a lesson, including not providing reading materials such as magazines and other literature in client waiting areas.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 001.7	Ventilation Risks: Spread of virus through transmission by respiratory aerosols	a,b,c,d,e,f	4	5	20	Where available, mechanical ventilation should be turned on, and supply/extract speeds increased. Open doors (except fire doors) and windows where possible to increase natural air flow around the area. "Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Ventilation systems should provide an adequate supply of fresh air". Air supplied should be directly from fresh air sources – not recycled from other building areas.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 001.8	Students Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f	4	5	20	All Students to complete a VTCT COVID training session All Students to receive 'refresher training' at the start of each class to reiterate the importance of regular hand washing, keeping good social distancing in the class and cleaning and sanitising their work areas on completion of the class. (The class instructor should allow time for the thorough cleaning of each work area and other areas of the class room used) Students to be advised for the importance of daily changing of clothing/uniform and increased regular washing of clothing worn particularly after close working contact with Clients. Students should be questioned of their wellbeing and if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). No student should be attending UCB Campus if they have COVID symptoms. All Students should inform their Instructor if they feel unwell, or have concerns of being at high risk of infection/contracting COVID-19 – if developing symptoms of COVID-19 they should be sent home or escorted to the buildings designated isolation area and await someone to escort them home for self-isolation. Security should be informed of the event who will have further instruction for procedures to adopt. (See government advice details below – P6)	1	5	5	Maintain, monitor and regularly review control measures.



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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA H&B ref. 001.9	Staff/Instructors Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f	4	5	20	No Staff member is to attend UCB Campus if they have COVID symptoms. Staff are to wear full face visors protection when one-to-one close contact face-to-face training is required. Staff to complete Barbicide COVID 19 certificate. All Staff to complete a VTCT COVID training session. All Staff are to be aware of updated government guidelines for Close Contact Services: - Currently, - HMG - Keeping workers and clients safe during COVID-19 in close contact services (24-09-20) https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19-close-contact-240920.pdf	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 001.10	Fire	a,b,c,d,e,f	3	5	15	All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible/safe to do so, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route. Social distancing should be exercised as best possible at the emergency assembly point.	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 17th Sept 2020**What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home (or accommodation flat) and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the person, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

If a person is boarding in Halls of Residence shows symptoms, they should initially self-isolate in their residential setting household. Most students will benefit from self-isolating in their Flat so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic children action list SCHOOLS FINAL 17-09.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf)

Copy of the completed assessment must be retained for review by the assessor or the department competent person.