



COVID-19 – Make-Up Salon Safety

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	COVID19 Hair/Beauty/Make-Up RA003 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:	02/09/20
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 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 (13-08-20)
<https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19-close-contact-200813.pdf>
Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 2nd July 2020
<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>
Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 13-08-20
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

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

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)

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus, : Spread through close contact with transmission between persons by contaminated respiratory aerosols and/or touching of contaminated surfaces.

COVID-19 – Make-Up Salon Safety

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA H&B 003.1	Ingress, Egress, Safe Working in Class Risk: Spread of virus through close contact and transmission by contaminated respiratory aerosols / or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	Doorways to be limited to one person in and one person out of doorways at a time. Right of way must be given to the person exiting the room, – training: all Staff and Students to adopt protocols of anyone exiting a room have priority – social distancing to be observed. Waiting areas external of the room waiting for entry will be denoted by areas measured out to be 2meteres apart where possible/practical. Salon treatments are to be by appointment only, - Security is to inform the Salon of arrival of booked Clients for collection from Reception. No Client is allowed entry unless previously having booked an appointment. Hands must be washed as a minimum 20seconds ruling when entering a hair & beauty environment to work. All Clients to be asked to sanitise hands. Clients coats/outer belongings should be kept segregated from other persons belongings or kept with the Client at the workstation to avoid cross contamination of clothing. Regular cleaning and sanitising of Salon areas including doorways/door handles will be conducted as directed by Estates and the Cleaning Company risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B 003.2	Equipment & Workstations Risks: As above.	a,b,c,d,e,f	4	5	20	Where possible, prepare products and equipment in advance of scheduled appointments/training sessions to minimise movement around the salon and work areas. Extra care is to be taken to clean (sanitise) equipment where possible between use/ Clients – each Student is to ensure make-up application equipment used is their own equipment being used on themselves. Disposable/consumables to be used where possible and disposed of after use. All persons using COSHH cupboards are to wash hands prior to, and after use of handling products & equipment. All seating stations segregated 2m apart, - 1m+ ruling to be observed (wearing of PPE) when servicing Clients. Signage is in place identifying stations not in use. Clean/sanitise seating, work areas between: Clients/working practises/change of processes. Instructors to monitor cleaning supplies to maintain a regular supply. Training for COVID safety procedures is to be given to all Students prior to initially proceeding with class work.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B 003.3	Toilets, Locker Areas & Changing Rooms Risks: As above.	a,b,c,d,e,f	4	5	20	Access to all toilets and changing rooms/locker areas is proportioned to size of the area. Total numbers allowed will be displayed at the door – this is not to be exceeded. Access is to be on a 'Knock and Call' process – signage to be displayed. All toilet cubicles may be used with one only to use alternate sinks as available. (Alternative safe changing areas/routines may be available as advised by instructors) Showering facilities available will have notices displayed if in use. Those difficult to social distance to be taken out of use and not used until further notice (areas to be monitored by Estates) Outline of all procedures for toilets, changing rooms and locker areas are to be detailed within initial training back to class.	1	5	5	Maintain, monitor and regularly review control measures.



COVID-19 – Make-Up Salon Safety

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA H&B 003.4	<p>Transmission of COVID-19 Virus</p> <p>Risk: Spread of virus through close contact and transmission by contaminated respiratory aerosols / or touching of contaminated 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 cannot be applied.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B 003.5	<p>Transmission of COVID-19 Virus - PPE Safety</p> <p>Risk: As above.</p>	a,b,c,d,e,f	4	5	20	<p>PPE safety when conducting close contact service for others should take the form of a clear visor that covers the face and provides a barrier between the wearer and the client from respiratory droplets caused by sneezing, coughing or speaking. Visors must fit the user and be worn properly. It should cover the forehead, extend below the chin, and wrap around the side of the face.</p> <p>UCB also endorse the use of IIR (surgical style fluid resistant masks) together with the recommended full face visor.</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.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

COVID-19 – Make-Up Salon Safety

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 003.6	Cleaning Risk: Spread of virus through close contact and transmission by contaminated respiratory aerosols / or touching of contaminated 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	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B 003.7	Ventilation Risk: Spread of virus through transmission by contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Ventilation should be increased in Salon areas; where fitted, supply and extraction fans should be turned on. Open doors (except fire doors) and windows where possible to increase natural air flow around the area. Mechanical ventilation should only be provided where it is fed to and from fresh air supply. "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".	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B ref. 003.8	Students Risk: Spread of virus through close contact and transmission by contaminated respiratory aerosols / or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	No student should attend campus if experiencing symptoms of COVID 19 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 classroom and cleaning and sanitising their work area 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). 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 (keeping 2m distancing) to the buildings designated COVID isolation room (Interview Room by reception: RH) which is designated as an isolation area and await someone to escort them home for self-isolation. The person should seek a COVID test immediately. 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.



COVID-19 – Make-Up Salon Safety

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA H&B ref. 003.9	Staff/Instructors Risk: Spread of virus through close contact and transmission by contaminated respiratory aerosols / or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	No staff member should attend campus if experiencing symptoms of COVID 19 Where 2m distancing cannot be maintained, - Staff are to wear face visors protection when one-to-one/face-to-face training is required to maintain personal protection and protection of others. 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 (13-08-20) https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19-close-contact-200813.pdf	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA H&B 003.10	Fire	ab,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. 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 1st June 2020**What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in an education or childcare setting becomes unwell with a new, continuous 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 and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child 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 of the child and 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 should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child 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).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

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.

This only applies to those who begin their isolation on or after 30 July 2020.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

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