



COVID 19 – Safe Use of Hair & Beauty Reception, Richmond House and Aesthetics Reception, 5th Floor, Summer Row

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	COVID19 Hair/Beauty/Make-Up RA005 v0.2
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:	16/09/20
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 when working at Richmond House, Hair & Beauty Reception.

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

Reference:

Gov.uk Guidance – Guidance for full opening: schools – Updated 10-09-20

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Gov.uk Guidance - Further education (FE) autumn term guidance – Updated 10-09-20

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Gov.uk - Working safely during coronavirus (COVID-19) - Updated 11-09-20

<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

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

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	Risk Rating			Control Measures				Rating Revised			Further Actions / Recommendations / Observations
			L	S	R					L	S	R	
COVID H&B RA ref: 005.1	Ingress & Egress Risks: Spread of virus through close contact and transfer of contaminated respiratory aerosols and/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 entry/exit door at any one time - (One-way system in operation at Summer Row, One-way system not possible at Richmond House) to maintain government recommended social distancing. Right of way must be observed for the person exiting salons and reception area. Waiting area for reception to be denoted as measured out to be 2meters apart/distance from the reception desk (maintain 2meter social distancing (1m+ with extra precautions)). Hand sanitiser to be available for use prior to persons entering into the salon areas Regular cleaning and sanitising of door handles/stair rails etc. will be conducted as directed by Estates and the Cleaning Company risk assessment. Hair & Beauty Receptions to manage recording of Test & Trace/Track & Trace records. Records to be maintained, secure and retained for 21 days.				1	5	5	Maintain, monitor and regularly review control measures.
COVID H&B RA ref: 005.2	Face Coverings Risks: As above	a,b,c,d,e,f	4	5	20	Masks (or suitable 3-layer face coverings) are to be worn at all times by persons in the reception area and when using communal areas, corridors, and in any other spaces where 2m distancing is difficult – cannot be maintained. This applies to all person’s - students, staff, clients and visitors etc unless exempt. Face coverings should not be worn in lessons (unless government advised when conducting close contact services) – social distancing should be observed - (Class areas have been measured and spaced accordingly for this to happen) Face coverings should be worn in all campus buildings: <ul style="list-style-type: none"> When queueing at café’s/bars/restaurants and at the counters and payment points. When using changing rooms Or, any other times when social distancing cannot be exercised. 				1	5	5	Maintain, monitor and regularly review control measures.
COVID H&B RA ref: 005.3	Reception Desk Risks: As above	a,b,c,d,e,f	4	5	20	The Reception Desk will be cordoned by social distancing floor marking denoting a 2m waiting distance from the desk as best possible. (1m+ with extra precautions) Face shield to be issued to Reception Staff for added safety as restrictions cannot be ensured 100% with public attending – shield to be worn as required/as safety dictates Disposable gloves and hand sanitiser to be supplied for reception staff to use after cash handling, transfer of paperwork between persons and other hand to hand actions where infection may be transferred. Advance phone payments or contactless payments should be expressed as preference. Hand moisturiser to be available for times when excessive alcohol sanitiser has been used. Hand sanitiser to be available for persons/clients to use prior to entering salons Reception staff to regularly clean/sanitise - phones, IT equipment/keyboards/mouse, reception desk counter, pens. Staff to monitor cleaning supplies to maintain a regular supply. Training to be given, as required, to staff prior to initially conducting reception duties.				1	5	5	Maintain, monitor and regularly review control measures.
COVID H&B RA ref: 005.4	Reception areas and walk areas Risks: As above	a,b,c,d,e,f	4	5	20	No one should congregate/wait in the reception area unless waiting to be seen at Reception. Social distancing and continual movement through the reception area should be maintained. All loose advertising and information literature displayed is to be removed from the area Where possible, the floor areas will be highlighted showing areas for pedestrian flow, and where walk areas have to be divided (corridors/stairs) showing side of flow direction.				1	5	5	Maintain, monitor and regularly review control measures.



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			L	S	R		L	S	R	
COVID H&B RA ref: 005.5	Client Skin Testing Risks: As above	a,b,c,d,e,f	4	5	20	The process of conducting skin tests on Clients should be modified to a self-administered test: <ul style="list-style-type: none"> Receptionist to mix the required colour/tint for the Client. Disposable gloves to be worn. Offer cotton swap to Client, - Client to lightly coat the swap with the mixed colour Client to administer colour test to inconspicuous part of their body, (behind upper ear lobe, crook of arm) Receptionist to monitor sufficient colour has been applied for a successful test. Reapply as necessary. Client to dispose of swab into rubbish bin 	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&B RA ref: 005.6	Seating/Waiting Areas Risks: As above	a,b,c,d,e,f	4	5	20	Seating areas will either be identified as 'Out of Use' or seating provided/identified where it is positioned as best possible at 2m intervals or positioned with mitigation. All client bookings to be provided at 15min intervals to avoid waiting times and unnecessary persons in waiting areas. All loose advertising and information literature displayed is to be removed from the area No refreshments (tea/coffee) to be offered Where seating is provided, this should be included in the cleaning schedule for increased regular cleaning and sanitising. Loose additional cushions to be removed from any seating provided.	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&B RA ref: 005.7	Cleaning Risks: Spread of virus through touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	Reception staff to regularly clean/sanitise - phones, IT equipment/keyboards/mouse, reception desk counter, pens, etc. Reception staff to monitor cleaning supplies to maintain a regular supply. Training to be given to all staff prior to initially conducting reception duties as required. 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 H&B RA ref: 005.8	Ventilation Risks: Spread of virus through contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Where available, - Ventilation should be increased, 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. "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 H&B RA ref: 005.9	Signage & Safety Information Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase bin emptying in reception) Reminder to regularly wash hands for minimum of 20secs Reminder to sanitise hands Information to follow directional signage and abide by corridor & stair segregation/division Information through TV/Video loop around campus	1	5	5	Maintain, monitor and regularly review control measures.

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			L	S	R		L	S	R	
COVID H&B RA ref: 005.10	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, 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 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/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 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/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).

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.

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