

Covid-19 Risk Assessment



The Link Training
Academy

The Link Training Academy Risk assessment for Covid-19

As part of our risk assessment, we must assume that everybody has Covid-19, therefore is at risk of spreading it; we must prepare ourselves and our salon to protect all staff and workers, all clients and all visitors.

The assess the risks, first we must identify them;

Categories for risk are:

1. Protecting all staff from catching or spreading the virus
2. Protect all clients from catching or spreading the virus
3. Protect all visitors from catching or spreading the virus
4. Special measures to protect vulnerable people from catching or spreading the virus.

RISK	HOW TO REDUCE THE RISKS
Spread the virus to others	Do not come to work if you feel unwell, have a temperature or are displaying any symptoms of Corona virus (see symptoms online) Do not come to work if you have been in contact with anybody who has a confirmed case of Corona virus or you have been identified as being near someone who has.
	On arrival at work, wash hands thoroughly for a minimum of 30 seconds. Dry hands thoroughly with the paper towels and place them in the covered bin. Spray the bin lid with anti bac or steriliser located in the toilets and next to all sinks.
	Change clothes into clean uniform / T shirt and place all your belongings in to a designated locker in the canteen, separate from everyone else's. You can purchase a pad lock if you prefer.

	Work as a team to ensure that the salon is clean, tidy and sterilised in all areas, including toilets, reception, all light switches and door handles, banisters, key pads, work tops, floor and trollies. The water machine should be sprayed with anti-bacterial and disposable cups checked for ease of access.
	Wear your own facial visor at all times and sanitise it regularly throughout the day and especially between clients.
	Have a mask ready if you should need it. Make sure it is clean or disposable.
	Stay a minimum of 1 meter away from all your colleagues at all times, this includes working in the salon and during break times
	Wear your mask and visor if you are facing a colleague, client or visitor if you are talking to them, shampooing, consulting, trimming a fringe, applying highlights in the front, taking payment at reception or performing a beard trim. These are the only times you should be facing a client or visitor within the 1 meter parameter.
	Wash your hands every time you change gloves, change masks or touch something that someone else has touched
	Wash your hands thoroughly and clean all your equipment between every client using soap and water, then barbicide for a minimum of 10 minutes. This includes the use of barbicide spray for clippers. Wipe scissors and razors with an antibacterial wipe between every client. Wipe down the client's chair, the work area in front of you, the back mirror, all the product bottles you have touched, the trolley, the card machine, the till draw and the reception desk, using an anti-bacterial spray, barbicide or anti-bacterial wipe.
	Sweep the floor and put all hair in a covered bin. Wipe brush handle and bin lid with an antibacterial wipe afterwards
	Put the client's gown and all the towels you have used in a wash bag which will be provided and place in the canteen ready to be washed.

Catch virus from others;
Clients and visitors
Delivery's

All clients must have an appointment;
Visitors must not enter the salon. The apprentice will manage this. If a visitor enters the salon unexpectedly, ask them to wait outside immediately. Speak to them through the door and find out what they need. If they want to make an appointment, ask them to ring the salon.
Deliveries must be expected. If a delivery is coming, inform the team on the day of the expected time. Ask the delivery person to wait until it is safe to enter the salon and they are not within a minimum of 2 meters of anyone else.
Ask them to leave the delivery on the floor in the waiting area.
Spray all the boxes immediately with sanitiser and wait to dry. Carry to boxes upstairs and leave in the dispensary.
Wear gloves while doing this.
Inform the office staff of the arrival.

Ask your clients to declare they are fit and well before they attend their appointments. If not rearrange their appointments.
Ask client to declare if they are in a vulnerable group, if so, have they got any requests on how they would like us to mitigate the risks to them. Where ever possible, we will work with them. It may be that the clients attends at a time when there are no other clients in the salon. Ask clients to bring a mask with them if they can. A scarf will also be okay.

	<p>Make sure client and aware and agree that we will be keeping a record of all clients attending every day so that if we need to track and trace, we can do this quickly and efficiently. We must take clients name, age range, phone number and email address. (age ranges: under 12; 12 – 18; 19 – 35; 35 – 45; 46 – 60; 60 – 70; over 70) This will help us quickly assess the risk of catching the virus. We will have data agreement documents on reception, however, where possible, these will be email out to client to reduce contact.</p>
	<p>Complete all skin tests and consultations in good time, if possible, consult via FaceTime or google meets for colour consultations before the appointment to reduce face to face conversation. Skins tests must be completed at least 48 hours before the service.</p>
	<p>Ask your clients to bring as little with them as possible. This includes only 1 bag and no coat if possible. They can bring in a disposable or reusable cut if they wish for a drink. Belongings must stay next to the client and coats must not be hung up on the coat racks to reduce the risk of cross contamination to other coats.</p>
	<p>Keep your clients spaced at least 15 minutes apart to allow time to complete all risk reducing tasks. Ask your client to wait outside or in the car until you are ready</p>
	<p>On arrival, ask your clients to wait at the door until it is safe to walk in, ask them to hand sanitise and go directly to their service chair. DO NOT SHAKE THEIR HAND OR GIVE THEM A HUGE. You can salute them if you wish.</p>
	<p>Prepare the clients by informing them that you have cleaned your area and that you will be wearing a visor, gloves and a mask as much as possible. Explain that you are going to avoid facing them as much as possible and that you will be talking to them through the mirror. Ask them to keep their belongings on their laps during the service.</p>
	<p>Gown your client using a clean or disposable gown. Do not let them touch the colour book or any magazines unless they have brought them with them. Advise that there is water available if they want a drink.</p>
Reducing risks during the delivery of the service:	
Consultation	<p>Use the mirror. Do not allow clients to touch the colour book. Make sure the client has clean hair before you touch it, either washed freshly at home or shampooed on arrival into the salon. Keep consultation as short as possible to reduce contact risk time. Wear gloves and dispose of them immediately if you need to touch the hair and you are not sure if it is clean. Then wash your hands.</p>

Shampooing and conditioning treatments.	<p>Wear your visor and a mask to shampoo or remove colour / product. Do not lean over the client Ask the client to use a facial screen during the shampoo, either a clean towel and hairspray shield or a scarf or mask over the nose and mouth. Use a clean or disposable gown. Always use clean, dry towels. Put the towels in a covered bag after use and place in the canteen ready for washing.</p>
Removing colour and colouring products	<p>As for shampooing; put all waste in a covered bin in separate bin bags, tie the bag and place in the big bin immediately. All towels are single use and must be placed in a bag ready for cleaning afterwards.</p>
Cutting hair	<p>Always wear your visor. If you are facing the client wear your mask as well, especially for fringe trimming. Remove immediately and dispose of or clean visor afterwards. Wipe down all cutting equipment immediately after use, sterilise combs and sectioners in barbicide for a minimum of 10 minutes. Remove all hair and use barbicide spray on clippers immediately after use. Sweep up hair and place in a covered bin before finishing or blow-drying the hair.</p>
Beard / eyebrow trims	<p>As for cutting. Wear both visor and mask and gloves for beard or eyebrow trimming. Be as quick as possible. For eyebrows ask the client to wear a mask. Dispose of gloves afterwards and wash hands thoroughly.</p>
Wet shaves	<p>Not possible at the time due to prolonged face to face contact.</p>
Colouring	<p>Wear visor, apron and gloves at all times. Work from behind as much as possible. Do not sit with client during development time. Always check the colour from behind. If working face to face is necessary, wear a visor and mask and dispose of or clean immediately after use. See details on removing colour above.</p>
Setting / curling / blow drying or putting hair up	<p>Wear your visor and a mask if you need to work face to face. Make sure all product bottles and applicators are clean and sanitised before using. When using a hair dryer, make sure there is no one else with a minimum of 2 meters to you and your client. Ask your client to wear a mask during blow drying and you may wish to wear both mask a visor to protect others and yourself. Try to work near an open door if possible. Try to work with the other stylists to ensure that only one hair dryer is on at a time to reduce any risks of spreading the virus. Immediately after use, wipe the handle of the dryer and all brushes used with a anti-bacterial wipe and wash your hands. Do not point the hairdryer at either your face or your clients face. If you need to dry the fringe area, ask you client to keep their head down and if possible hold a towel or scarf over their face during the front blow-drying part. Dispose of the towel immediately afterwards in a covered bin or separate wash bag.</p>

Reception	Try to make the next appointment when your clients is in the salon chair and you are standing behind them if possible. If not, stand behind the screen and ask your client to stand well back. When taking payment, ask your client to use contactless where ever possible. If not, use gloves when handling money and dispose of them immediately after use in a covered in. Wash your hands immediately after the transaction. Wipe down the reception area, including the card machine if it has been touched, the till draw and the key board with an antibacterial wipe.
Leaving the salon	The entrance door could be a 'pinch point' with client coming in and leaving. You must make sure it is clear for you client to leave. They must be at least 2 meters space between them and all other clients. You could use the apprentice to support you with this as long as the apprentice is wearing a visor and stays a minimum of 2 meters away from clients. If clients are coming in and leaving at the same time, a que system must be formed to ensure safety for all. The apprentice can help with this.
End of day	At the end of every day, the salon must be thoroughly cleaned and all member of staff, including employed and contractors must support with this task.
Toilets	Using gloves, apron and mask, clean around the bowl with toilet cleaner and flush the toilet. Using Zoflora, wipe over the toilet handle, seat and outside bowl to the floor. Wipe the floor, the basin and taps, door and door handle and soap dispenser; sanitary bin and paper towel bin using disposable paper towels which will be provided. Dispose of in a covered bin. Check all bins are empty and have clean liners in ready for the next day.
Salon floor	Floor must be swept and mopped every night before leaving with disinfectant cleaner using the correct diluting instructions, gloves, apron and mask. Water to be disposed of in the drain outside the back door and bucket stored in the canteen. Take of the mop head and place in plastic bag ready for washing.
Worktops	All work tops must be vacuumed to remove all hair using the henry hose. Then use anti bacterial spray, spray and leave to dry. Use apron, gloves and mask to do this.
Brushes, combs, equipment	All personal equipment must be free from hair, washed with soap and water and sterilised either in the barbicide or with a wipe, so that it is ready for the next day. Checks will be made every morning to check personal equipment before use.
Trolley	Trolleys must be washed with soap and water then sprayed with anti-bacterial or zoflora every evening and left to dry.

Doors, handles, light switches and staff room	All must be wiped down with either an anti-bacterial wipe or sprayed with Zoflora or sanitiser and left to dry. Use a mask, gloves and apron to do this
Bins	All bins must be emptied every evening, washed with soap and water and sprayed with Zoflora and left to dry. First thing every morning, replace all bin liners ready for the day.
Uniforms / t-shirts / towels / gowns	All uniforms, T shirts, towels and gowns must be washed every day and after every use. Uniforms can be washed on 30 degrees using an anti-bacterial additive which will be provided. Once washed, hang up and leave to dry ready for next day or use the dryer. All towels and gowns must be washed at 60 degrees with a biological detergent. Do not use fabric softener for these. Use the dryer to dry all towels and gowns.
Changing	Before leaving the salon on an evening, change into your normal clothes and sanitise your locker and leave to dry overnight.

DUTIES	HOW TO REDUCE THE RISKS
Meeting and greeting clients	Always stay a minimum of 2 meters away from clients.
	Wear an apron, visor and mask at all times when dealing with clients
	Manage the safe waiting distance when entering or leaving the salon
	Prepare for deliveries
	Answer the phone and make appointments
	Continually clean door handles, toilets handles, soap dispensers and hand sanitisers.
	Keep the basin area clean, including all shampoo and conditioner bottles and dispensers
	Keep a check on all paper towels, dispensers and cleaning materials and replace as necessary

	Sweep up as much hair as possible always wearing gloves and dispose of hair and gloves immediately in a covered bin.
	Keep up with the washing and drying

Special measures to protect vulnerable people from catching or spreading the virus.

RISK	HOW TO REDUCE THE RISK
More susceptible to catching the virus	Make sure that all vulnerable clients declare their vulnerability before making an appointment.
	Risk assess how vulnerable the client is. Ask for guidance from a manager if you need it. If the client is too vulnerable, decline the appointment and suggest that they wait until a time that it is declared safer.
	Ask the client how we can protect them
	Make sure vulnerable clients attend the salon at a very quiet time. You could suggest a Sunday or evening.
	Make sure you wear a mask and gloves at all time to reduce the risk of passing on the virus
	Be extra vigilant on your hygiene and sanitation
	Use a disposable gown
	Do not work face to face with the client and keep the service time to a minimum
	Do not commit to a long service such as colouring to help reduce contact time
	Do not commit to face to face work such as beard trims or fringe trimming.
	Take payment using contactless only.

What can the apprentice do the help;

	Support all barbers and stylists to keep on shedual by informing them of when their next client is expected
	Wash all colour bowls and equipment after use and replace in the staff room.
	Check toilets after every visit and spray with sanitiser

Shampooing and removing colour	Only when it has been assessed as very little risk can you shampoo or remove a colour from a client. Very little risk would be on a young, fit and well client who is wearing a mask and has declared themselves fit and well and understand the risks of the apprentice shampooing them. Immediately after the shampoo, place all used towels in a covered bag ready for washing. Follow all rules for shampooing stringently.
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Discussed, agreed and signed:

DATE	SIGNATURE	NAME

