

ELAJE HAIR & BEAUTY LTD

COVID-19 RISK ASSESSMENT (updated 20.07.20)

AREA	Who is at risk?	SAFETY MEASURES IN PLACE
Reception	Receptionists Clients Stylists Therapists	Perspex barriers to prevent person-to-person transmission and droplets falling onto reception surface/keyboards. Surfaces to be wiped every hour and before shift changes.
Telephones	Salon employees	Phones to be disinfected with anti-viral spray and cloth after every use.
Credit card machine	Receptionists Clients	Contactless machine to be disinfected after every transaction
Retailing of products	Receptionists Salon employees	Receptionists to wash hands or use hand sanitiser after handling products during a sale. Gloves to be worn when cleaning retail shelves. Anti-viral spray to be used to clean retail products.
Waiting Area	Clients	Hazard tape outside 2m apart. Only 2 clients to be at reception standing on floor markings. Waiting area seats spaced 2m apart if required. Clients to attend alone.
Magazines/paper material	Clients Salon employees	All paper reading material to be removed.
Stationary	Clients Salon employees	Remove all stationary, pens, pencils.
Entrance	Clients Salon employees	Hand sanitiser at entrance for all (internal and external) Disinfect the door handle after use.
Client meet & greet	Clients Salon employees	Maintain 2m distance when talking to clients. No hand shaking or physical contact. Talk through the mirror not side to side.

Refreshments	Clients Salon employees	No serving of refreshments.
Clients coats and bags	Clients Salon employees	Ask clients to minimise bags. Clients to hang their own coat on rail.
Staff room	Employees	All staff must wear a face visor/mask before entering and after leaving the salon. Staggered break times to adhere to 2m distance. Surfaces to be cleaned after use.
Salon seating/capacity	Clients Salon employees	Calculate the spacing of client numbers to adhere to 2m distance. Remove excess chairs. Salon employees to work a shift system to keep stylist numbers to a minimum. Floor markings to guide clients and employees. Perspex screens to be installed at shampoo station.
Workstations	Clients & Stylists	Clients seated at a station that is 2m from another client. When a client leaves the station the chair and workstation to be disinfected.
Hairdressing	Clients & Stylists	Stylists to wash or sanitise hands before and after each client. Tools to be sanitised before use and in full view of the client. Stylists are required to wear visors throughout the service and may also wear a face mask in addition to their visor. Visors to be cleaned and disinfected daily.
Beauty workstations	Clients Therapists	Clean & disinfect all non-porous implements used during the treatment/service. Clean & disinfect all electrical implements used in the service. Clean & disinfect chairs and headrests, trolleys, drawers and any containers used for storage. Ensure that 'single use' items are new. Perspex screens to be added to nail stations. All items on a nail station must be new, never used or cleaned and disinfected. To avoid contamination, nail swatches will not be handed to clients.
Beauty treatment rooms	Clients Therapists	All treatment tables to be cleaned and disinfected. Use barrier methods such as disposable paper drapes. Ensure that all product to be used have not been contaminated by improper removal of product prior to closure. Empty wax pots, completely clean and disinfect – refill with new wax. Ensure that multi use product containers have adequate single use applicators available to safely remove product without contaminating remaining product.

Shared tools	Stylists	Disinfect after use with an anti-viral spray and cloth.
Shampoo area	Clients & Stylists	Clients to be spaced 2m apart. It is not possible to shampoo 2m from the client. The shampooist Must wear a visor and face mask.
Towels	Clients & Stylists	Disposable towels to be used.
Gowns	Clients & Stylists	Disposable gowns/capes to be used.
Toilets	Clients Salon employees	Encourage everyone to wash hands and sanitise. Wear gloves when the toilets are cleaned after use.
Bins	Salon employees	Gloves to be used to empty bins and internal waste to be removed to the external bin when emptied.
Colour Room	Salon employees	One in one out policy. Knock before entering clean surface and tools after use.
Accepting deliveries	Salon employees	Deliveries to be made outside of premises. Dispose of outer packaging immediately. Wash hands And use sanitiser after handling packages.
Cleaning	Cleaners	Schedule shifts so that cleaners can work alone. Cleaners to wear gloves in all areas.
Contact with COVID-19	Salon employees	Anyone suspected of having Covid-19 symptoms should not attend the premises. Employees should self isolate as per the NHS guidelines and to follow the NHS Test & Trace process. Clients to be reminded not to attend their appointment if they have symptoms. If someone becomes unwell whilst in the premises they should be isolated and go home. If the condition is serious they must go to hospital. Disinfect the area the infected person was using (wear PPE whilst doing so). PPE to be disinfected and bagged for 72 hours afterwards.
First Aid during Pandemic	Salon employees	Wear PPE (face visor, apron, face covering, disposable gloves) whilst administering First Aid.

Computer/tablet Keyboard	Salon employees	Disinfect after each user and before shift change.
-------------------------------------	-----------------	--