

**Covid 19 Risk Assessment**

June 2020 Delivered in Training

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Salon Area	<b>Kitchen/Dispensary</b>		Date of Risk assessment			
What are the hazards	Who may be harmed	What are we already doing?	What further action is necessary?	Action by whom?	Action by when	completed
Transfer of infection of covid-19	Staff directly clients indirectly	Disposable cups only for clients	Regular weekly review	All team members	current	
	Staff	Ensure anything is washed in hot water and detergent as soon as used. Jay/cloths and sponges disposed of daily/ laundered. Deep cleaning daily.	Regular weekly review and monitoring of work practices	All team members	ongoing	
	Staff directly clients indirectly	Hand washing following the 20 sec rule	Essential good practice	All team members and clients	ongoing	
Salon Area	<b>Toilet / Coat Rack</b>		Date of Risk assessment			
What are the hazards	Who may be harmed	What are we already doing?	What further action is necessary?	Action by whom?	Action by when	completed
Transfer of infection of covid-19	Staff directly clients indirectly	Keep coat hooks clean and tidy Hourly clean and check of toilet	Regular weekly review and monitoring of work practices Regular weekly review	All team members	ongoing	
		Regular cleans of handles and hooks	Already part of our regular work practice	All team members	ongoing	
		Launder all hand towels as used on min 60 degrees	Already part of our regular work practice	All team members	ongoing	
		Empty bins daily	Already part of our regular work practice	All team members	ongoing	
		Clean all picture frames daily	Already part of our regular work practice	All team members	ongoing	
		Ensure soap and sanitizer is replenished	Essential good practice	All team members	ongoing	
		Ensure all handles and work surfaces are wiped hourly	Regular weekly review and monitoring of work practices Regular weekly review	All team members	ongoing	
		Toilet handle and taps checked and wiped after every use	Regular weekly review and monitoring of work practices Regular weekly review	All team members	ongoing	
		Check hand cream is topped up	Essential good practice	All team members	ongoing	
		All Clients to wash hands with soap & water before proceeding with service	Regular weekly review and monitoring of work practices Regular weekly review	Clients prompted by team members	ongoing	

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What are the hazards	Who may be harmed	What are we already doing?	What further action is necessary?	Action by whom?	Action by when	completed
Salon Area	<b>Reception</b>		Date of Risk assessment			
What are the hazards	Who may be harmed	What are we already doing?	What further action is necessary?	Action by whom?	Action by when	completed
Transfer of infection of covid-19	Staff directly clients indirectly	Wipe desk-keyboard-telephone-card machine hourly	Regular weekly review	All team members	current	
		Wipe over and disinfect front door handle	Regular weekly review and monitoring of work practices	All team members	ongoing	
	Staff directly clients indirectly	Hand washing following the 20 sec rule	Essential good practice	All team members and clients	ongoing	
Salon Area	<b>Main Salon Area</b>		Date of Risk assessment			
What are the hazards	Who may be harmed	What are we already doing?	What further action is necessary?	Action by whom?	Action by when	completed
Transfer of infection of covid-19	Staff and clients	Keep workstations clean and tidy Disinfect after every client.	Regular weekly review and monitoring of work practices	All team members		
	Staff and clients	Sterilize all equipment-combs-brushes-clamps-clips-tint brushes.	Already part of our regular work practice	All team members	ongoing	
	Staff and clients	Laundry all gowns and towels as used	Already part of our regular work practice	All team members	ongoing	
	Staff and clients	Basins Zoflora after every client including taps and seat wiped over	Regular weekly review and monitoring of work practices	All team members	ongoing	
	Staff and clients	Ensure all handles and workstations are wiped with disinfectant after each client	Regular weekly review and monitoring of work practices	All team members	ongoing	
	Staff directly clients indirectly	Hand washing following the 20 sec rule after every client	Regular weekly review and monitoring of work practices	All team members	ongoing	
	Staff and clients	PPE Guidance issued by GOV to be followed.	Regular weekly review and monitoring of work practices	All team members	ongoing	

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What are the hazards	Who may be harmed	What are we already doing?	What further action is necessary?	Action by whom?	Action by when	completed
Salon Area	<b>Laundry</b>		Date of Risk assessment			
Transfer of infection of covid-19	Staff	Ensure you wear disposable gloves to sort and add washing to machine. Dispose of all gloves after this is completed	As part of Covid-19 special risk ass	All team members	ongoing	
	Staff	Do not shake the towels and gowns as this can spread the virus	As part of Covid-19 special risk ass	All team members	ongoing	
	Staff and clients	Laundry all gowns and towels as used At 60	As part of Covid-19 special risk ass	All team members	ongoing	
	Staff	Ensure all handles and Machines are wiped with disinfectant each Day and disposable hand roll	Regular weekly review and monitoring of work practices	All team members	ongoing	
	Staff	Ensure dirty and clean laundry are kept in separate baskets	Regular weekly review and monitoring of work practices	All team members	Ongoing	

**It is all team members responsibility to ensure the safety of all staff and visitors to the salon.**

**If you identify a new risk, please alert the management.**