



Risk Assessment COVID-19

Subject	COVID-19 Return to Work	Risk Assessment Form Hazard Identification/Consideration of Risk	Version no.	Revision 1
Location	KH Hair -		Completed by	Steve Powell
Person(s) at Risk	Employees/ Clients/ Visitors		Other persons involved in the assessment	Salon/ Location Manager
Date of Assessment	26.06.2020		Review Date	01.08.2020

Hazard Description	Control Measures in Place	Likelihood	Severity	Risk factor	New Control Measures Identified
COVID -19 Virus transmission	<p>All operational activities relating to the services we provide are carried out in strict conformance with the guidance document 'Coronavirus STAY ALERT STAY SAFE' as depicted below:</p> <p style="text-align: center;"></p> <p style="text-align: center;"></p> <p style="text-align: center;">CORONAVIRUS STAY ALERT TO STAY SAFE</p> <p style="text-align: center;">Staff Guidance Manual</p> <p style="text-align: center;">Date: Rev1 26th June 2020</p>	1	3	3	

<p>COVID -19 Virus transmission</p>	<p>All client bookings will be made on an appointment only basis.</p>	1	3	3	None
	<p>The client/ reception area will be arranged to allow for 2 metre social distancing or where this is not possible 1 metre with mitigation. Where necessary floor distance markings will be provided, and reception staff will be instructed to ensure the practice of distancing is strictly enforced.</p>	1	3	3	None
	<p>Hand sanitiser stations will be provided at the reception and information posters will be placed to instruct clients what to do when entering the building.</p>	1	3	3	None
<p>Vulnerability/ susceptibility to the virus/ operational risks identified</p>	<p>Employees who are in an extremely vulnerable group have been advised to follow the shielding or social distancing guidance provided by the Government and NHS England.</p>	2	6	3	None
	<p>Anyone with a mild cough or low-grade fever (37.8°C or more) needs to stay at home and self-isolate for 7 days.</p>	2	3	6	None
	<p>If a staff member has symptoms of COVID-19, however mild or they have been in contact with somebody showing the symptoms, they are advised to stay at home for 7 days from when their symptoms started. If someone is tested and the result is positive the Government will carry out the 'track and trace' exercise.</p>	2	3	6	None
	<p>If a staff member becomes unwell with coronavirus related symptoms whilst at work, they must make their way to an agreed confined area and contact their manager or a member of management with immediate effect. The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons e.g. not to use public transport etc.</p>	2	3	6	None

	<p>The working area of any staff member who suspects they may have contracted Covid-19, (including welfare facilities), will be subject to a “deep clean” in accordance with Government guidance.</p>	1	3	3	None
	<p>Non-essential visitors are not allowed into the premises and all external communication will be via phone or video conferencing.</p>	1	3	3	None
	<p>Only essential contractors will be allowed into the premises and tasks will be undertaken outside normal working hours wherever possible. Any contractors working on site will have to sign a visitor’s book. They will be required to social distance at all times and will not be provided with refreshments whilst on site.</p>	2	3	6	None
	<p>Any companies delivering will be asked to telephone on arrival so arrangements can be agreed.</p>	1	3	3	None
	<p>Staff are instructed to follow Government advice regarding travelling to and from work. They must wear face coverings. Do not car share or use public transport unless unavoidable and this is with a regular travel partner. Walking and cycling are the preferable options.</p>	1	3	3	None
	<p>All staff should reverse park to prevent close interactions in the car park.</p>	1	3	3	None
	<p>All persons in the premises must observe the current social distancing guidance as far as is practical. Social distancing means staying 2 metres apart from other people and where this is not possible it should be 1 metre with mitigation.</p>	2	3	6	None
	<p>Work patters will be reviewed and implemented by management to minimise risk of infection and business disruption should a member of the team become infected.</p>	1	3	3	None

All workstations are greater than 2 metres apart where possible. – see handbook for further details.	1	3	3	None
Where it is reasonably practicable a one-way system will be put in place in the salon with signage displayed to assist persons around the location.	1	3	3	None
A stock of PPE will be kept and staff will be expected to wear in line with Government guidance. (Refer also to the Covid-19 staff handbook). Should a staff member for any reason feel that their workwear has become contaminated the company does have a stock of wear once / disposable workwear.	1	3	3	None
Only one person is allowed in the kitchen or staff room, unless the room is of a size where other persons can comfortably use at 2 metres apart. Breaks will be staggered to minimise persons in these areas.	1	3	3	None
A clear desk policy must be in force for the manager's office.	1	3	3	None
Where equipment is used frequently by staff such as kitchen facilities or the online booking facility, staff will sanitise before and after use.	1	3	3	None
Only one person to use the staircase at once other than during an emergency evacuation.	1	3	3	None
Employees to maintain a 2-metre distance at the designated smoking point.	1	3	3	None
Employees are instructed to wash hands each time they enter the building and more often during the day with soap and water for at least 20 seconds or use a hand sanitiser.	1	3	3	None
Hand sanitiser is provided at reception, in the toilets and the kitchen. Hand washing facilities are provided in the toilets.	1	3	3	None

	<p>Tissues are provided and employees are instructed to cover a cough or sneeze with a tissue, then throw the tissue in a lidded bin with a foot pedal function whenever possible and wash their hands. The need to “Catch It, Bin It, Kill It” is communicated to employees.</p>	1	3	3	None
	<p>When staff blow their nose, sneeze or cough, eat/handle food or smoke they are instructed to avoid touching their eyes, nose, and mouth with unwashed hands.</p>	1	3	3	None
	<p>Staff are instructed to wash their hands before and after using any shared equipment such as trade tools and beauty products.</p>	1	3	3	None
	<p>A robust cleaning regime is in place within the workplace and we are using cleaning substances which kill the virus to ensure everywhere including workstations, commonly touched equipment / places and welfare facilities are kept clean and hygienic.</p>	1	3	3	None
	<p>Staff are encouraged to disinfect their workstations during the day with anti-viral wipes, particularly after eating and returning from the toilet.</p>	1	3	3	None
	<p>Personal waste such as used tissues and disposable cleaning cloths should be place in lidded bins with a foot pedal function whenever possible.</p>	1	3	3	None
	<p>Government/NHS England information posters are displayed.</p>	1	3	3	None
	<p>Employees will continue to follow existing health and safety risk assessments and safe systems of working.</p>	1	3	3	None

Fire	The fire alarm system will continue to be tested weekly and the emergency lights monthly.	1	3	3	None
	All reasonable efforts will be made to ensure that social distancing measures in the workplace are not perceived to be a barrier to carrying out servicing of the fire alarm and emergency lights.	1	3	3	None
	Evacuation drills will not be undertaken until social distancing rules are relaxed.	1	3	3	None
Poor Communication, particularly those in vulnerable groups	Management will promote mental health and wellbeing awareness to employees and will offer whatever support they can to help.	1	3	3	None
	Everyone is consulted with an open-door policy for any employee to raise their concerns.	1	3	3	None
	Employees contact numbers and emergency contact details are up to date.	1	3	3	None



Likelihood (Potential)			Severity (Consequences)		
Low	(1)	Harm will seldom occur	Low	(1)	Minor First Aid injury
Medium	(2)	Reasonably likely to occur	Medium	(2)	Short term injury or disability requiring medical treatment
High	(3)	Certain or near certain to occur	High	(3)	Death or major injury

Risk Ratings - Adequate Control Measures should be considered for the following:-

1 - 3 Low risk

4 - 6 Medium / Significant risk

9 - High / unacceptable risk

Print date:

27.06.2020

Assessed by: Steve Powell (Bollington Risk Management)

Sign: 

Disclaimer

This assessment is intended for risk managing the current Covid-19 situation in the workplace. It is possible we have not covered all scenarios and each location management team should consider their own unique circumstances.

It is vitally important that you check through the content of this risk assessment and ensure that:

- All hazards encountered have been covered.
- All existing control measures documented are in place and working effectively.
- All recommendations are implemented.

I confirm I have reviewed and where necessary amended this risk assessment to reflect the risks that are relevant to the location. I additionally confirm I have communicated the findings of this risk assessment to all employees.

Manager

Sign:

Date: