



Coronavirus (Covid-19) Risk Assessment Blue Butterfly Beauty

Date assessment was carried out: 8th March 2021

Date of next review: 8th June 2021

Assessment carried out by: Amy Fern

Risk Level	Likelihood
1	Highly Unlikely
2	Unlikely
3	Probable
4	Likely
5	Highly Likely

Problem/working conditions	Nature of the Risk	Control measures	Initial Risk Level	Residual Risk Level
Keeping the workplace clean & PPE				
Staff and visitor PPE	Possible infection contamination if PPE is unavailable or not used/worn correctly	<ul style="list-style-type: none"> • Hand washing facilities to be used before entering the salon and various hand sanitising stations available throughout the salon. • Staff to wear face masks/ face visors covering the nose and mouth and only to remove when on a break • Clients are required to wear a face mask covering the nose and mouth throughout their visit • Staff are to wear gloves during consultation, washing hair and colouring • Disposable Aprons are to be used • Gowns are to be used one per client and washed at 60 degrees after each use • A screen is placed between nail technician and client • Staff uniforms to be washed after each shift 	4	2
Tools and equipment	Possibility of infection transmission when using equipment	<ul style="list-style-type: none"> • All salons and staff are Barbicide Covid-19 compliant and are certificated. • Hairdressing and beauty tools and equipment to be cleaned and sterilized after each client • Barbicide jar available at every workstation • Hairdressers to have a min of 2 sets of equipment to rotate, clean and sterilize sufficiently between each client and at the end of the day • Hairdressing equipment will not be shared between other team members 	4	2

Gowns, aprons, and towels	Possibility of infection transmission if coming into contact with multiple people or without sufficient washing or disposing of correctly	<ul style="list-style-type: none"> • A fresh, clean gown, towel and mask for each client • Non-disposable gowns, aprons, and towels to be washed at 60 degrees after each use • Disposable capes available and disposed after each use 	4	3
Work surfaces	Possibility of infection transmission if surfaces are not regularly cleaned down	<ul style="list-style-type: none"> • Signage displayed in salon for reminders of regular hand washing, technique, and coughing/sneezing etiquette • Compulsory hand-washing/sanitising upon entering salon • Increased frequency of hand-washing or hand sanitation • Frequent disinfection of work surfaces • Frequent cleaning of door handles or have internal doors kept open if possible • Reduced amount of traffic and no waiting area within the salon • Contactless payment preferred to avoid contact with card machine • NO CASH payments accepted to reduce handling 	3	2
Reception area	Possibility of infection transmission between clients from overcrowding of the Reception area	<ul style="list-style-type: none"> • Reception area to be moved to outside the main Salon area to allow more open space to be used • Clients to Social Distance with signs and floor markings to encourage this. • Frequent cleaning of Reception Desk and equipment • Hand sanitiser available 	3	2
Salon Floor	Possibility of infection transmission	<ul style="list-style-type: none"> • Floor markings to maintain distancing • Staff to wear face masks always • Staff to wear gloves for all work up until the hair is washed and cutting commences • Gloves will be disposed of after each colour work and/or after each hair washing • Fresh gown for each client • Tools and equipment will not be shared between staff and is to be cleaned and sterilised after each client • Chairs and workstations cleaned down after each client • Price-lists removed and available online only • Hair cuttings to be swept or cleared away using hand held Hoover • Middle hair chair moved to ensure maximum distance between stations • Reading material will be removed from the salon • Reduced handling of any products or nail varnish bottles. • All nail varnish bottles to have colour swatches on the outside to ensure no contact. • Screen to be used at nail station • Nail station to be cleaned after each client • Towels are to be used 1 per customer and should be washed straight away. 	4	2
Beauty Room	Possibility of infection transmission	<ul style="list-style-type: none"> • Only therapist and client in the room at one time. • No towels or couch cover to be used • Masks to be worn always • Room to be cleaned after each client • Use of disposable equipment • No treatments on the face to be carried out by law, until safe to do so. • Towels to be used 1 per client and washed straight away. 	4	3
Staff Rooms	Possibility of infection transmission	<ul style="list-style-type: none"> • Only 1 member of staff in the staff room at one time, with reduced access for only salon staff 	4	2

		<ul style="list-style-type: none"> • Everything to be washed and put away straight away by the individual responsible for the items • Worktops to be cleaned after each use and the entire kitchen end of the day. • Any laundry to be placed in the washing machine straight away – ready for a 60 degree wash 		
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Social Distancing				
Volume of staff	High risk of transmission between staff gathered in the workplace	<ul style="list-style-type: none"> • Floor markings to maintain distancing • Consistent shift patterns to control possible contamination • Staff working in fixed teams to reduce the amount of contact with others • Maintain the 2-meter distancing guidelines in and surrounding the salon • Only 1 member of staff in the staff room at one time and staff encouraged to take breaks outside 	5	3
Number of clients	High risk of transmission if a high volume of traffic is not controlled or reduced	<ul style="list-style-type: none"> • Reduced number of clients to maintain distancing • Floor markings to maintain distancing • Screen between client and therapist nail desk • Staff will discuss treatments behind the client, into the mirror, to reduce face to face conversing 	5	3
Handling of goods, merchandise, and other materials				
Handling of professional products	Surface transmission with high amount of contact from multiple people	<ul style="list-style-type: none"> • Encouraged increased handwashing with more facilities and hand sanitiser • Hand sanitiser available for staff and clients at reception and retail area • Gloves will be worn by hairdressers and assistants when handling colour products • Gloves will be worn by beauty therapists when handling products and equipment • No retail products available • Hairdressers to have 2 sets of equipment to rotate, clean and sterilize sufficiently between each client and at the end of the day • All staff encouraged to use their own products. 	4	2
Emergency situations/illness				
Fire, accident, illness	Clients or staff may need assistance or medical attention in the event of an emergency which involves risk of contact contamination	<ul style="list-style-type: none"> • In the event of a Fire alarm, staff should maintain social distancing and guide clients to the fire point in Hanns Way Car Park across the road from the studios. • People involved in the assistance to others during an emergency do not have to stay 2m apart BUT must pay attention to sanitation measures immediately afterwards including washing hands and must wear PPE. • Anyone (staff member or client) presenting symptoms of COVID will be sent home immediately. • A suspected cases log will be kept at reception and updated with details if required. • Staff to keep a log of all appointments with contact details including phone number and email addresses to assist in Track and Trace • Any cases that involve suspected exposure of Covid-19 from the workplace resulting in hospitalisation will be reported to RIDDOR and appropriate action will be taken in the salon. 	3	2

Ventilation				
Comfortable working conditions still must apply	Ventilation may cause circulation of infection	<ul style="list-style-type: none"> • Ventilation levels remain the same even with reduced occupancy • Air conditioning system does not need adjustment but will only be used when necessary • The Salon has a 'fresh air circulation' ventilation system. This means that fresh air is circulated and not old stagnant air which limits the risk of circulating infection. 	3	2
Surrounding areas				
Client queuing	Queuing outside too closely	<ul style="list-style-type: none"> • Distancing rules for outside will be communicated to clients waiting to be allowed into the salons • Signage for outside distancing rules will be displayed. They may not cross the marked out areas, to enter the salon until instructed to do so. 	3	2
Refreshments				
Food and drink	High risk of infection if drinking/eating utensils are shared and not washed thoroughly	<ul style="list-style-type: none"> • Clients will not be offered a drink during their visit • Clients may bring their own bottled drink but must keep the drink in their own bag, only drink when alone at the workstation in between services and must take them with them at the end of the treatment. • Staff are encouraged to bring their own food containers and bottles and keep separate or disposed of when finished 	4	2
Belongings				
Staff/ Client Belongings	Risk of contamination from staff/clients bringing their own bags into the salon	Staff are to place their belongings- Coats and bags in the staff storage cupboard which is situated in the kitchen/staff room. Clients may bring bags with them but must place them on the floor by their feet at the workstations and must not place them in any other area.	4	2