

Rosa Massimo Hair Risk Assessment

This risk assessment was carried out on the 1st of July 2020 by Rosa Massimo, owner of both Rosa Massimo Hair Bradford & Rosa Massimo Unisex Hair Huddersfeld. We will review the risks on an ongoing basis.

Risk Type: Reception area, cross contamination through bookings and payments.

Measures to Minimise Risk – Staff and clients

- Notices for clients to phone to make a booking
- No walk-in appointments
- Clients to be told when booking about the salon changes
- Clients will be asked to cancel if they feel unwell
- A screen to be fitted at the reception desk and masks or face shield to be worn at all times
- Payments to be made by bank transfer where possible
- No cash payments unless no alternative
- Reception area to be at least 1 meter away from all other working sections
- Reception and waiting area disinfected regularly including door handles and stairs
- Clients to hang up their own coats and keep belongings with them
- Receptionist to take all bills, staff to leave their clients and not to stand at reception

Action to be taken

- Make sure PPE is available at all times
- Antibacterial hand gel available for all clients and staff
- All safety information passed onto clients and staff

Risk Type: Cross Contamination in the basin area.

Measures to Minimise Risk – Staff and clients

- All staff and clients to wear masks and PPE
- A screen to be fitted between each wash basin
- Only one client per basin, where possible keep a basin free in-between
- All basins taps and seats to be disinfected after each use
- Limit the time client is in the basin area
- Disposable towels used at all other times
- Staff to wash hands before and after entering the basin area

Action to be taken

- Cleaning products to be available in the basin area at all times

Risk Type: Cross contamination at the working stations/Clients being too close together.

Measures to Minimise Risk – Staff and clients

- Clients to be seated in designated seats so social distancing is applied
- A screen to be fitted between each section

- Clients to wear masks at all times and stylists to wear face visors, disposable aprons and gloves where possible
- Any cutting or drying equipment including brushes, products, gowns & towels to be placed in the provided basket when finished & sterilised between each client
- Work top, mirror, and chairs to be thoroughly cleaned and sterilised between each client
- Trolleys and stools to be sanitised after each use

Action to be taken

- PPE to be available
- Cleaning stations throughout the salon

Risk Type: Client resources spreading Covid 19.

Measures to Minimise Risk – Staff and clients

- Self disposable water bottles and snacks to be provided to clients
- All magazines to be removed from the salon
- We will not use appointment cards, or print till receipt's; email a receipt if required
- Avoid providing leaflets or price lists out, information available online/over the phone

Risk Type: Contamination in toilets and wash areas.

Measures to Minimise Risk – Staff and clients

- Toilets to be spray disinfected after every use
- One client/staff at a time only
- Hand wash soap, hand sanitiser and disposable paper towels to always be available
- Bins emptied regularly
- Health and safety posters to be displayed in toilets

Action to be taken

- Disinfectant spray to be used on door handles, toilet seat, flush, sink and taps.

Risk Type: Overcrowding in the salon, being unable to socially distance.

Measure to Minimise Risk – Staff and clients

- Clients to be seated in designated seats so social distancing is applied
- A screen to be fitted between each section
- Client numbers to be limited to 10 including clients waiting so social distance can be obtained at all times
- Clients asked not to arrive early or late for their appointments and to come alone
- Children will not be allowed in the salon unless having their hair cut

Action to be taken

- Client numbers need to be monitored when booking appointments.

Risk Type: Lack of PPE.

Measure to Minimise Risk – Staff and clients

- Levels of all PPE should be monitored daily to make sure levels are kept high
- This will be all of the staff's responsibility
- Clients will be asked to wear masks, we will provide them if they forget to bring one, along with disposable gowns and towels

Action to be taken

- Stock list for PPE to be created

Risk Type: Inappropriate cleaning and hygiene.

Measure to Minimise Risk – Staff and clients

- Salon, doors, handles, surfaces, and toilets to be disinfected regularly
- All salon work spaces to be cleaned after every client
- All hair kits to be sterilised after each client
- Salon deep cleaned every evening
- Clients will be asked to wash their hair on the day if they are coming for a dry cut or colour to prevent cross contamination
- Staff to have clean uniform and hair daily and to keep hair tied up if possible
- Hands to be washed regularly throughout the day
- Staff to arrive 15mins early to get into PPE and get salon prepared

Action to be taken

- Inform clients at the time of booking

Risk Type: Staff belongings and break/lunch arrangements not followed.

Measure to Minimise Risk – Staff and clients

- All staff belonging will be stored in the staffroom including coats to stop cross contamination
- Food and drinks are not allowed on the salon floor
- All breaks must be taken in the staffroom or outside and social distance
- If using the kitchen or eating area staff must disinfect where they have used and wash all utensils etc in hot soapy water
- Hands must be washed before re entering the salon floor and clean PPE used
- All staff should try to social distance as much as possible
- Phones are not allowed on the salon floor

Action to be taken

- Cleaning products available at all times
- PPE to be added to colour store room upstairs

Risk Type: Suspect Covid 19 or illness in staff.

Measure to Minimise Risk – Staff and clients

- All staff will be asked not to come to work if they feel unwell
- If they have symptoms of Covid 19 they will be asked to self-isolate for 7 days or be tested if possible

- If the symptoms start at work they will be asked to go straight home or go into the staffroom to self-isolate until they can leave
- All areas that they have been must be deep cleaned after
- Clients to be notified where possible using contact details recorded, as per government guidelines

Action to be taken

- Keep up to date with legal guidelines if this happens in the salon.