

The Essence Salon. COVID-19 AREA RISK ASSESSMENT				
ASSESSOR: Roslyn Docherty		DATE OF ASSESSMENT: 01/07/2020		LOCATION: 34-36 Canal Street Renfrew
PERSONS AT RISK		Staff <input checked="" type="checkbox"/>	Clients <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>
RISKS & CONTROL MEASURES				
HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL
<b>Surface contamination</b>	Any person (staff, client, visitor etc.) may contract and/or spread the virus from making contact with a contaminated surface. [Medium]	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water should be available to all persons inside the premises.</li> <li>Display guides for 'correct hand washing' by all hand washing areas.</li> <li>Hand sanitising facilities (alcohol based gel) should be available in the reception area, all rooms, and at the premises entrance.</li> <li>Display signs on entry and in each room as a reminder to 'wash your hands' and 'avoid touching your face'.</li> <li>Regularly and thoroughly clean all surfaces using an appropriate disinfectant or alcohol wipes of 70%+ isopropyl alcohol.</li> </ul>	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low
<b>Respiratory Contamination</b>	Sneezing, coughing or talking have the potential to spread the virus through airborne contamination of the environment. [High]	<ul style="list-style-type: none"> <li>Provide tissues and foot operated waste bins for contactless disposal.</li> <li>All staff must wear the appropriate face mask for the level of protection required for each task/treatment/environment.</li> <li>Provide surgical masks for staff/clients/students/visitors/cleaners that may have forgotten to bring their own.</li> <li>Introduce social distancing measures where possible and close contact is not required.</li> <li>Notify all clients/students/visitors pre-appointment that they will be required to wear suitable PPE and follow social distancing measures throughout their visit.</li> </ul>	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low

<b>Virus Symptomatic Clients / Staff/ visitors</b>	Any persons displaying symptoms typical of COVID-19 infection may have the virus and spread it through contaminating the premises and infecting other people. [High]	<ul style="list-style-type: none"> <li>• Pre-screen all clients/students/visitors before their appointment for high temperature; new and persistent cough; loss or change to sense of smell or taste; or close contact with someone recently diagnosed with COVID-19.</li> <li>•</li> </ul>	All clients should be made aware of these measures before their appointment and all staff should take part in their enforcement.	Low
HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL
<b>Virus Symptomatic Staff</b>	Any persons displaying symptoms typical of COVID-19 infection may have the virus and spread it through contaminating the premises and infecting other people. [High]	<ul style="list-style-type: none"> <li>• Before returning to work all staff must confirm that they do not have a high temperature; new and persistent cough; loss or change to sense of smell or taste; or have not had close contact with someone recently diagnosed with COVID-19.</li> <li>• All staff are responsible for notifying their manager if any of the above changes and immediately stop going to work to self-isolate.</li> <li>•</li> </ul>	All staff	Low

<p><b>Virus Transmission – General</b></p>	<p>All persons risk being infected through close contact and exposure to potentially contaminated surfaces. [Medium]</p>	<ul style="list-style-type: none"> <li>• Perform virtual consultations wherever possible.</li> <li>• Use paperless systems for signed documents and consenting where possible (thoroughly clean any tablet device used for paperless consent after each use with alcohol wipes).</li> <li>• Advise clients to attend appointments unaccompanied and with minimal personal possessions.</li> <li>• Drinks should only be served to clients in disposable cups. Ideally this should be done from an automated drinks dispenser, which is cleaned between each use.</li> <li>• Keep windows open wherever possible to promote good ventilation and clean air.</li> <li>• If possible, implement a clothes policy whereby all staff change into work clothes or scrubs upon arriving at work, and only change back into their regular clothes before leaving work again. Regular clothes should be kept in a bag in a clean area throughout the day. Work clothes should be washed between shifts.</li> <li>• If possible, provide a locker or clean cupboard for personal items (bag, phone etc) for each member of staff.</li> <li>• If commercially viable, introduce longer times between each treatment to allow thorough room and equipment cleaning, and time for clean air to circulate from open windows.</li> <li>• All PPE should be CE marked to ensure the correct level of protection.</li> <li>• Bins should be lined with bin bags and should be disposed of to an outside bin when the bin becomes full and at the end of each day.</li> </ul>	<p>All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.</p>	<p>Low</p>
HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL

<p><b>Virus Transmission – Reception &amp; Waiting Areas</b></p>	<p>Reception areas are potential incubators for contamination and spreading infection without the necessary controls in place. [Medium]</p>	<ul style="list-style-type: none"> <li>• Implement an outside waiting area wherever possible and inform clients of this before their appointment. This may mean that clients wait in their cars until called or sent a text message to enter.</li> <li>• Reorganise large reception areas to restrict numbers and promote social distancing through appropriately spaced seating areas.</li> <li>• Remove all materials such as magazines or brochures from the reception area. Any required materials can be distributed to clients on their way out.</li> <li>• Implement a cashless / card-only payment system if possible and clean the card reader after each use. (notify clients of this ahead of their appointment.</li> <li>• Regularly clean all reception equipment such as computer screens and keyboards etc.</li> </ul>	<p>All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.</p>	<p>Low</p>
<p><b>Virus Transmission – Bathrooms</b></p>	<p>Bathroom areas are potential incubators for contamination and spreading infection without the necessary controls in place. [Medium]</p>	<ul style="list-style-type: none"> <li>• Discourage the use of bathroom facilities by visitors.</li> <li>• Encourage clients to go to the toilet before their visit. Include this request in any pre-appointment notification.</li> <li>• Provide only disposable paper towels in the bathroom, and a foot operated waste bin for contactless disposal.</li> <li>• Disconnect any air hand dryers.</li> <li>• Clean the bathroom after each use.</li> <li>• Designated separate bathrooms for staff and clients if possible.</li> </ul>	<p>All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.</p>	<p>Low</p>
<p><b>Virus Transmission – Treatment Room</b></p>	<p>Therapists risk being infected by close contact with clients and being in close range of respiratory contamination. [Medium]</p>	<ul style="list-style-type: none"> <li>• Disable air conditioning that recirculates air into other rooms in the premises.</li> <li>• Thoroughly clean all surfaces (especially equipment and treatment beds) between clients.</li> <li>• If there is no hand wash basin in the treatment room, provide hand sanitiser.</li> <li>• Remove any items from the room that are not required for the treatment (decorations or equipment not being used).</li> </ul>	<p>All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.</p>	<p>Low</p>
<p><b>HAZARD</b></p>	<p><b>RISK &amp; RISK LEVEL</b></p>	<p><b>CONTROLS</b></p>	<p><b>IMPLEMENTED BY</b></p>	<p><b>CONTROLLED RISK LEVEL</b></p>

<p><b>Virus Transmission – During Treatment</b></p>	<p>Performing treatments puts therapists at risk of contracting the virus through direct touch contact with clients and in very close range of respiratory contamination. [High]</p>	<ul style="list-style-type: none"> <li>• Protective eyewear required for Laser and IPL treatments must be thoroughly cleaned with anti-viral alcohol wipes between each use.</li> <li>• For all treatments, single-use nitrile gloves (or similar) must be worn by the therapist.</li> <li>• All treatment PPE should be kept in a clean cupboard of the treatment room so that it can be put on before starting the treatment.</li> <li>• Therapists should wear a PPE visor while performing treatments that require close contact, such as Laser and IPL. Reusable visors should be cleaned after each use.</li> <li>• Therapists should wear disposable gowns (over work clothes) where possible when performing treatments that can generate plume, such as Laser &amp; IPL.</li> <li>• For plume-generating treatments (Laser/IPL) sufficient air ventilation and/or filtration is required. Ideally, any system should have a ULPA filter.</li> <li>• Cold air blowers should not be used for skin cooling for any treatments.</li> <li>• Ensure all single-use PPE is correctly disposed of after use into a foot operated waste bin and hands are washed immediately afterwards.</li> </ul>	<p>All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.</p>	<p>Low</p>
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NOTIFICATIONS	
WHAT TO TELL STAFF	WHAT TO TELL CLIENTS / STUDENTS / VISITORS
<ul style="list-style-type: none"> <li>• Provide all staff with a copy of your COVID-19 risk assessment and any additional protocols that you decide to implement.</li> <li>• Request that all staff sign a copy of each risk assessment and protocol document to confirm that they have read, fully understood and agree to implement the controls outlined.</li> <li>• Train staff in any procedures required to implement the controls, such as correctly hosting clients while maintaining social distancing where possible.</li> <li>• All staff should be informed of where hand washing/sanitising stations are and how they should correctly wash their hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform all clients of your COVID-19 policy prior to their appointment. This should include details of:               <ul style="list-style-type: none"> <li>◦ Wearing of PPE and face masks</li> <li>◦ Cashless / card-only payments</li> <li>◦ Waiting area changes and restrictions</li> <li>◦ Hand washing on arrival</li> <li>◦ Restrictions on bathroom use</li> <li>◦ Social distancing measures</li> </ul> </li> </ul>
EMERGENCY ACTIONS	
EVENT	ACTION
Staff member reports suffering typical COVID-19 symptoms.	Symptomatic staff member should immediately stop coming to work and self-isolate at home. All staff recently in contact with potentially infected member of staff should be extra-vigilant of themselves displaying any symptoms and immediately stop coming to work if symptoms do appear.
Multiple clients report suffering typical COVID-19 symptoms soon after attending their appointment.	The business should be temporarily closed while a thorough deep clean is completed. Staff should not return to work for at least one week in case a staff member is carrying the virus without appearing symptomatic. All COVID-19 protocols should be reviewed to identify and correct any areas where protocols do not offer sufficient protection against contamination.
A person enters the premises without PPE or knowledge of COVID-19 protocols.	The person should be politely asked to leave while maintaining social distancing. Any rooms entered by the person should be allowed to ventilate for as long as possible before a thorough clean of the area and anything that the person came into contact with.

**ASSESSMENT COVID-19**

<b>ASSESSOR:</b> Roslyn Docherty		<b>CONTACT:</b> 01418851166	<b>SIGNED:</b>
<b>DATE OF ASSESSMENT:</b> 0107/2020		<b>DATE OF REVIEW:</b> / /	
<b>ASSESSMENT HISTORY</b>			
<b>VERSION</b>	<b>ASSESSMENT DATE</b>	<b>ASSESSOR</b>	<b>OVERVIEW OF ALTERATIONS</b>
1.0	/ /2020		ORIGINAL VERSION