

Supported by:

**COVID R.E.A.D.Y Risk Assessment
Developed in association with Primary Authority**

 .
\*\* Subject to Guidance Update & Change. [Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

|  |  |
| --- | --- |
| **Hospitality Sector:** | Hair Salons and Barbershops |

|  |
| --- |
| **Assessment Details** |
|  |
| **Membership Organisation:** | Click here to enter text. | **Date:** | Click here to enter text. |
| **Business Name:** | Click here to enter text. | **Address:** | Click here to enter text. |
| Click here to enter text. |  |  |
|  | **Post Code:** | Click here to enter text. |
|  |
| **Insurance Certificate:** |[ ]  **Gas Safety Certificate:** |[ ]  **Fire Risk Assessment:** |[ ]  **CO Detectors:** |[ ]
|  |
| **Completion Guide:** |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**. Score each job hazard rather than each control measure. |
|  |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major  | **3** Lost Time Injury | **2** Minor | **1** Delay |
| Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen |

 |
|  |
| The figures will give a risk score between **0** and **36**:**0-10** low risk (Green)**11-20** medium risk (Amber)**21-36** high risk (Red) | **0-10** | **Green****Low Risk** | **11-20** | **Amber****Medium Risk** | **21-36** | **Red****High Risk** |
| Focus should be placed on any high-risk areas and where risk can be mitigated. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
| **EXAMPLE****Person to person contact while ordering / collecting / delivering food / drinks during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | Encouraging all services to be booked by phone or online | Card payment only | **4** | **2** | **8** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
|  |
| **Reopening of the salon/ barbershop** | Deterioration of your premises during lockdown Lack of key staff | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | • Reoccupation checklist completed before staff return. • This checklist will also ensure the safety of the building. * Fit for work questionnaires completed by staff

• Training and information given to staff to assure them that the risks are being controlled,  | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Working on reception** **Working at stations** | Contact with persons suffering from coronavirus | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | • Online consultations to be given prior to the service/ treatment. • Clients to be told during the consultation about safety measures to protect them and the team. • Sufficient time planned to allow the service/ treatment to be completed • Social distancing to be always maintained, measures include: - Removal of furniture to ensure one metre plus distances. - Two metre markings for queuing areas. - Taking bookings only via phone/online. • Signs displayed on the front door advising clients not to attend if they have symptoms or live with someone who has symptoms. • Hand sanitiser provided at all entry points. • Hand washing to be promoted as best practice.• One-way system within the salon/barbershop introduced to reduce congestion. | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Working within the salon/ barbershop** | Staff spreading the virus to fellow employees and clients | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | • Daily checks of staff to be completed to ask if they have any coronavirus symptoms and temperature taken on arrival• Basic infection controls will be followed as recommended by government guidance:  - Clean and disinfect frequently touched objects and surfaces (including equipment).  | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **Services/treatments** | Contact with persons suffering from coronavirus | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | • The salon cleaning schedule will be completed before and after each client. • PPE to be worn by staff and clients as advised in government guidelines | Click here to enter no. | Click here to enter no. | Click here to enter no. |
| **General salon work** | Contact with contaminated materials | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | • Water will only be served in disposable cups or disposable bottles. Food or other refreshments will not be served. • The client will dispose of their own waste straight into unlidded bins. • Unnecessary items such as magazines, children’s toys and testers have been removed. • A deep clean has been completed prior to opening. Document and retain records• Contact points will be cleaned frequently. • Tools will be thoroughly sanitised after each use. • Contractor materials will be appropriately disposed of by the contractor. • Waste will be placed in a foot operated lidded bin or an open bin and contents will be disposed of responsibly. | Click here to enter no. | Click here to enter no. | Click here to enter no. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
|  |
| **Deliveries In/Out**  | Risk of infection of COVID 19 and further spread of infection. | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | * Check with all your external delivery companies what their updated social distancing procedures are and how does that affect your business.
* Trained staff only to receive goods in, in appropriate PPE
* Less deliveries/ different time of deliveries.
 | Click here to enter no. | Click here to enter no. | Click here to enter no. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
|  |
| **Infectious outbreak on the property** | Becoming infected with COVID 19 and further spread of infection | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. | * Offer assistance with calling local doctors, 111 or the ambulance.
* Inform all staff that the property is in quarantine and do not enter.
* Account for, if the situation becomes worse (reporting purposes for the EHO).
* Minimise contact with client/staff member
 | Click here to enter no. | Click here to enter no. | Click here to enter no. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
|  |
|  |  | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. |  | Click here to enter no. | Click here to enter no. | Click here to enter no. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
|  |
|  |  | Click or tap here to enter text. | Click or tap here to enter text. | Click here to enter no. |   | Click here to enter no. | Click here to enter no. | Click here to enter no. |

COVID READY is part funded by the European Regional Development Fund via the Reopening High Streets Safely Fund

