

[and so beautiful... Beauty and Holistic Therapy] COVID-19 AREA RISK ASSESSMENT					
ASSESSOR: [RS]		DATE OF ASSESSMENT: JUL 2020		LOCATION: 36, Cherry Orton Road, Orton Waterville, Peterborough, PE2 5EQ	
PERSONS AT RISK		Staff <input checked="" type="checkbox"/>	Clients <input checked="" type="checkbox"/>	Students <input type="checkbox"/>	Cleaners <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/>
RISKS & CONTROL MEASURES					
HAZARD	RISK & RISK LEVEL	CONTROLS		IMPLEMENTED BY	CONTROLLED RISK LEVEL
Surface contamination	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"> Hand washing facilities with soap and hot water should be available to all persons inside the premises. Display guides for 'correct hand washing' by all hand washing areas. Hand sanitising facilities (alcohol based gel) should be available in the reception area, all rooms, and at the premises entrance. Display signs on entry and in each room as a reminder to 'wash your hands'. Regularly and thoroughly clean all surfaces using an appropriate disinfectant or alcohol wipes of 70%+ isopropyl alcohol. 		All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low
Respiratory Contamination	Sneezing, coughing or talking have the potential to spread the virus through airborne contamination of the environment. [High]	<ul style="list-style-type: none"> Provide tissues and foot operated waste bins for contactless disposal. All staff must wear the appropriate face mask for the level of protection required for each task/treatment/environment. Provide surgical masks for staff/clients/students/visitors/cleaners that may have forgotten to bring their own. Introduce social distancing measures where possible and close contact is not required. Notify all clients/students/visitors pre-appointment that they will be required to wear suitable PPE and follow social distancing measures throughout their visit. 		All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low
Virus Symptomatic Clients / Students / Visitors	Any persons displaying symptoms typical of COVID-19 infection may have the virus and spread	<ul style="list-style-type: none"> 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. 		All clients should be made aware of these measures before their appointment and all	Low

	it through contaminating the premises and infecting other people. [High]	<ul style="list-style-type: none"> • Check the temperature (contactless) of any person before entering the premises (make clients/students/visitors aware of this prior to appointment) 	staff should take part in their enforcement.	
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Virus Symptomatic Staff	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"> • 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. • All staff are responsible for notifying their manager if any of the above changes and immediately stop going to work to self-isolate for 7 days. • All staff to have their temperature checked and recorded each day upon arriving at and before entering the work premises. 	All staff	Low
Virus Transmission – General	All persons risk being infected through close contact and exposure to potentially contaminated surfaces. [Medium]	<ul style="list-style-type: none"> • Perform virtual consultations wherever possible. • 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). • Advise clients to attend appointments unaccompanied and with minimal personal possessions. • Advise clients that there will be no refreshments available, and to bring along their own drink (water only) should they wish to. • Keep windows open wherever possible to promote good ventilation and clean air. Keep salon door open where possible to avoid door handles being touched. • If possible, implement a clothes policy whereby all staff change into work clothes 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 at 60 degrees or above. • If possible, provide a lockable clean place for personal items (bag, phone etc) for staff members. 	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low

		<ul style="list-style-type: none"> • 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. • All PPE should be CE marked to ensure the correct level of protection. • 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. All rubbish should be enclosed in a bin bag. 		
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Virus Transmission – Reception & Waiting Areas	Reception areas are potential incubators for contamination and spreading infection without the necessary controls in place. [Medium]	<ul style="list-style-type: none"> • Implement an outside waiting area wherever possible and inform clients of this before their appointment. Clients are then sheltered and will wait to be asked to enter as and when the Therapist is ready. • Reorganise large reception areas to restrict numbers and promote social distancing through appropriately spaced seating areas. • Remove all materials such as magazines or brochures from the reception area. Any required materials, such as treatment menus can be distributed to clients on their way out. • Implement a cashless / card-only payment system where possible and clean the card reader after each use. (notify clients of this ahead of their appointment). • Regularly clean all reception equipment such as computer screens and keyboards etc. 	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low
Virus Transmission – Bathrooms	Bathroom areas are potential incubators for contamination and spreading infection without the necessary controls in place. [Medium]	<ul style="list-style-type: none"> • Discourage the use of bathroom facilities by visitors. • Encourage clients to go to the toilet before their visit. Include this request in any pre-appointment notification. • Provide only disposable paper towels in the bathroom, and a foot operated waste bin for contactless disposal. • Disconnect any air hand dryers. • Clean the bathroom after each use, whether used by staff or clients. • Designated separate bathrooms for staff and clients if possible. 	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low

Virus Transmission – Treatment Room	Therapists risk being infected by close contact with clients and being in close range of respiratory contamination. [Medium]	<ul style="list-style-type: none"> • Disable air conditioning that recirculates air into other rooms in the premises. • Thoroughly clean all surfaces (especially equipment and treatment beds) between clients. • If there is no hand wash basin in the treatment room, provide hand sanitiser. • Remove as many items as possible from the room that are not required for the treatment. 	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low
HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL
Virus Transmission – During Treatment	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]	<ul style="list-style-type: none"> • Protective eyewear / visor required for treatments from the clavicle upwards, and IPL, must be thoroughly cleaned with anti-viral alcohol wipes between each use. • For all treatments, single-use nitrile gloves (or similar) must be worn by the Therapist. • For treatments from the clavicle downwards, an appropriate protection must be worn. And for treatments from the clavicle upwards, a FP3/N99 respirator mask could be worn. FFP3/N99 masks are the most protective, so Therapists may choose to wear these for all treatments. • 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. • Therapists must also wear a PPE visor while performing all treatments. Reusable visors should be cleaned after each use. • Therapists may choose to wear disposable gowns (over work clothes) where possible when performing treatments that can generate plume, such as IPL and microdermabrasion. • Cold air blowers should not be used for skin cooling for any treatments. • Ensure all single-use PPE is correctly disposed of after use into a foot operated waste bin and hands are washed immediately afterwards. 	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low

NOTIFICATIONS	
WHAT TO TELL STAFF	WHAT TO TELL CLIENTS / STUDENTS / VISITORS
<ul style="list-style-type: none"> • Provide all staff with a copy of your COVID-19 risk assessment and any additional protocols that you decide to implement. • 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. • Train staff in any procedures required to implement the controls, such as correctly hosting clients while maintaining social distancing where possible. • All staff should be informed of where hand washing/sanitising stations are and how they should correctly wash their hands. 	<ul style="list-style-type: none"> • Inform all clients of your COVID-19 policy prior to their appointment. This should include details of: <ul style="list-style-type: none"> ○ Wearing of PPE and face masks ○ Cashless / card-only payments ○ Temperature checks upon arrival ○ Waiting area changes and restrictions ○ Hand washing / sanitising on arrival ○ Restrictions on bathroom use ○ Social distancing measures
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.