



**108 Emersons Way
Emersons Green
Bristol
BS16 7AS**

Parks COVID-19 Risk Assessment 4th July 2020

Assessor: Jennifer Parker

Activity/Task	Hazard/Risk	People at Risk	Action Taken	Low Risk	Medium Risk	High Risk	Additional Action Needed
Reopening of the Salon	Deterioration of the premises during lockdown Lack of key staff	All employees Clients Contractors	<ul style="list-style-type: none"> • Reoccupation checklist completed before staff return • Key staff levels considered to ensure cover • Issues with the premises put right before opening • Training and information given to staff & clients to assure them that risks are being controlled • Shielded individuals not permitted into the salon • Person-to-person contact 		X		<ul style="list-style-type: none"> • Regular checks of the Public Health England & Gov.UK website • 'Action needed' list will be revise & updated regularly

			minimised when excepting deliveries				
Working on reception Working at dress-outs	Contact with persons suffering from coronavirus	Receptionist Stylist	<ul style="list-style-type: none"> • Telephone consultations given where possible • Clients told about safety measures • Sufficient time planned to allow the service to be completed • Social distancing to be maintained at all times, measures include: ~Removal of furniture to ensure two- metre distances ~Taking bookings only via phone/online ~Having meetings remotely • Signs displayed advising clients not to attend if they or someone they live with are displaying symptoms • Hand sanitiser provided and 		X		<ul style="list-style-type: none"> • Regular checks of the Public Health England & Gov.UK website • 'Action needed' list will be revise & updated • Perspex screens put at reception desk to protect receptionist & clients • Vulnerable clients offered early morning

			<ul style="list-style-type: none"> signage Unnecessary contact to be avoided such as handshakes & hugs 				
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Working within the salon	Staff spreading the virus to fellow employees and clients	Managers Stylists Receptionists Colourists Apprentice's Clients Contractors	<ul style="list-style-type: none"> Daily checks on staff & clients including their temperature Daily check list completed Basic infection controls to be followed <p>~Cover mouth & nose with tissue or sleeve when coughing or sneezing ~Put tissues in bin straight away ~Wash hand with soap & hot water often- use sanitiser</p>		X		<ul style="list-style-type: none"> Regular checks of the Public Health England & Gov.UK website 'Action needed' list will be revise & updated Perspex screens put at reception desk to protect receptionist & clients Vulnerable clients offered
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			<p>~try to avoid contact with people who are unwell</p> <p>~Do not touch eyes, nose or mouth if hands are not clean</p> <p>~Clean & disinfect frequently used objects & surfaces including equipment</p>				early morning
Services	Contact with persons suffering from coronavirus	<p>Manager</p> <p>Stylists</p> <p>Receptionists</p> <p>Colourists</p> <p>Apprentice's</p> <p>Clients</p>	<ul style="list-style-type: none"> Salon cleaning schedule will be completed before & after each client PPE to be worn, this includes <ul style="list-style-type: none"> ~Loop behind the ear masks ~disposable gloves gowns & towels ~Strict hygiene routines will ensure cotton towels & gowns are single use & when used stored well away from clean items ~Strict hygiene & cleansing routines will be followed for any 		X		<ul style="list-style-type: none"> Regular checks of the Public Health England & Gov.UK website 'Action needed' list will be revise & updated Perspex screens put at reception desk to protect receptionist & clients Vulnerable clients offered early morning

			<p>equipment used more than once – stylist to have their own tray</p> <p>~uniform to be worn only once</p> <ul style="list-style-type: none"> • Clients required to wear appropriate: <p>~Facemask/covering at all times</p> <p>~Disposable gowns& towels</p>				
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General salon work	Contact with contaminated materials	All employees Clients Contractors	<ul style="list-style-type: none"> • Clients have been asked not to bring coats with them & they must keep them on their person • The client to dispose of their own waste straight into bins • Post can be handled but 		X		<ul style="list-style-type: none"> • Regular checks of the Public Health England & Gov.UK website • 'Action needed' list will be revise & updated • Perspex screens put at reception
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			<p>hands must be washed immediately</p> <ul style="list-style-type: none"> • Unnecessary items such as magazines, toys & leaflets have been removed • A deep clean has been completed prior to opening & will be done regularly in the future • Contact points including telephone will be sanitised frequently • Tools will be thoroughly sanitised after each use • Stocks will be kept up for: <ul style="list-style-type: none"> ~Hand soap ~Hand sanitiser ~Disposable tissues ~Paper towels ~sterilising equipment & fluid • Measures are in 				<p>desk to protect receptionist & clients</p> <ul style="list-style-type: none"> • Vulnerable clients offered early morning
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			place to control exposure to cleaning chemicals <ul style="list-style-type: none"> All waste will be placed in a bin liner, tied and put in outdoor bin. Hands must be washed after handling waste 				

Signed by Assessor	<i>Jenny Parker</i>	Date	04/07/2020
Signed by Manager	<i>Emily Box</i>	Date	04/07/2020