

Beauty Therapy Brighton COVID-19 AREA RISK ASSESSMENT

ASSESSOR: Carly Davies

DATE OF ASSESSMENT: 14/07/2020

LOCATION: 544B Falmer Road, Brighton, BN2 6ND

PERSONS AT RISK

Staff

Clients

Visitors

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 is available to all persons inside the premises. • Display poster for 'correct hand washing' by all hand washing areas. • Hand sanitising facilities (alcohol based gel) 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' and 'avoid touching your face'. • 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. • Introduce social distancing measures where possible and close contact is not required. • Notify all clients/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

HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL
Virus Symptomatic Clients / Students / Visitors	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"> ● Pre-screen all clients/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 Via pre send consultation forms. 	All clients should be made aware of these measures before their appointment and all staff should take part in their enforcement.	Low
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. ● Reducing the number of employees working at any one time 	All staff	Low

HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL
<p>Virus Transmission – General</p>	<p>All persons risk being infected through close contact and exposure to potentially contaminated surfaces. [Medium]</p>	<ul style="list-style-type: none"> ● Perform virtual consultations wherever possible. ● Use paperless systems for signed documents and consenting where possible (Either with pre-sent consultation and consent forms or use of thoroughly clean iPad device used for paperless consent after each use with alcohol wipes). ● Advise clients to attend appointments unaccompanied and with minimal personal possessions. ● Drinks should only be served to clients in disposable cups via automated drinks dispenser, which is cleaned between each use. ● Keep windows open wherever possible to promote good ventilation and clean air. ● If possible, implement a clothes policy whereby all staff change into work uniform 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. ● longer times between each treatment to allow thorough room and equipment cleaning, and time for clean air to circulate from open windows. ● 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. 	<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
Virus Transmission – Reception & Waiting Areas Staff room	Reception areas are potential incubators for contamination and spreading infection without the necessary controls in place. [Medium]	<ul style="list-style-type: none"> ● Client to call salon on arrival and will admitted into the property by therapist ● No waiting area or reception. ● Remove all materials such as magazines or brochures from the reception area. Any required materials can be distributed to clients on their way out. ● 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. ● no reception cover. Therapists will take their client to till and put payment through and rebook themselves ● Regularly clean all reception equipment such as computer screens and keyboards etc. ● Voice message activated. Larger gaps between clients to respond to calls as well as for extra cleaning. ● Staggering break times – one therapist in staff room at a time and encourage therapists to stay on site during breaks (bring lunch with them when possible) ● Avoiding overrunning or overlapping appointments and contacting clients virtually to let them know when they are ready to be seen, where possible. – see entering premises ● seating and tables, such as in waiting areas, to optimise spacing and reduce face-to-face interactions 	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. ● Signs and posters to build awareness of good handwashing technique ● Provide only disposable paper towels in the bathroom, and a foot operated waste bin for contactless disposal. ● Clean the bathroom after each use. ● Designated separate bathrooms for staff and clients if possible. ● Put up a visible cleaning schedule and keep it up to date and visible 	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 – 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"> ● Thoroughly clean all surfaces (especially equipment and treatment beds) between clients. ● Remove any items from the room that are not required for the treatment (decorations or equipment not being used). 	All staff should take part in implementing and enforcing these measures to ensure adherence from any other persons in the premises.	Low
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 required for Laser and IPL treatments 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 skin to skin treatments where possible. ● For Laser and IPL treatments, the appropriate FFP2/N95 or FFP3/N99 respirator mask should be worn. FFP3/N99 masks should be worn for treatments above the clavicle. ● 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 should wear disposable aprons (over work clothes) where possible when performing treatments that can generate plume, such as Laser & IPL. ● For plume-generating treatments (Laser/IPL) sufficient air ventilation between 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

HAZARD	RISK & RISK LEVEL	CONTROLS	IMPLEMENTED BY	CONTROLLED RISK LEVEL
Workstations Handling goods, merchandise and other materials	Therapists risk being infected by close contact with clients and being in close range of respiratory contamination. [Medium]	<ul style="list-style-type: none"> ● Screen for nail bar ● Minimising how frequently equipment is shared between workers, frequently cleaning between use and assigning to an individual where possible ● Using disposable items where possible ● Implementing enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus ● Enforcing cleaning procedures for goods and merchandise entering the site ● Minimising person-to-person contact when accepting deliveries by creating pick-up and drop-off collection points for deliveries entering the premises. ● Minimising client contact with testers, for example, employees demonstrating testers from a distance or facilitating the use of testers 	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
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.

ASSESSMENT		
ASSESSOR: Carly Davies	CONTACT: 01273 958181	SIGNED:
DATE OF ASSESSMENT: 04/07/2020	DATE OF REVIEW: 04/08/2020	
ASSESSMENT HISTORY		
VERSION		OVERVIEW OF ALTERATIONS
1.0		ORIGINAL VERSION

