



HSEQ RISK ASSESSMENT FORM

RA01 Version 1.1		Stark Salon - Control of COVID 19																									
Persons Exposed		Workforce, clients and visitors																									
Address	62 The Ridgeway, Westcliff-on-sea, Essex, SS0 8NU																										
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th colspan="3">POTENTIAL SEVERITY</th> </tr> <tr> <th>LIKELIHOOD OF OCCURRENCE</th> <th>Minor Injury / Incident</th> <th>Notifiable Occurrence</th> <th>Major Injury / Incident</th> </tr> </thead> <tbody> <tr> <td>Unlikely</td> <td style="background-color: #90EE90;">1</td> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">3</td> </tr> <tr> <td>Possible</td> <td style="background-color: #FFFF00;">2</td> <td style="background-color: #FFFF00;">4</td> <td style="background-color: #FFFF00;">6</td> </tr> <tr> <td>Likely</td> <td style="background-color: #FFFF00;">3</td> <td style="background-color: #FFFF00;">6</td> <td style="background-color: #FF0000;">9</td> </tr> </tbody> </table>			POTENTIAL SEVERITY			LIKELIHOOD OF OCCURRENCE	Minor Injury / Incident	Notifiable Occurrence	Major Injury / Incident	Unlikely	1	2	3	Possible	2	4	6	Likely	3	6	9	Created By	Graham Bayliss	Signed		Date	30/06/2020
			POTENTIAL SEVERITY																								
		LIKELIHOOD OF OCCURRENCE	Minor Injury / Incident	Notifiable Occurrence	Major Injury / Incident																						
		Unlikely	1	2	3																						
Possible	2	4	6																								
Likely	3	6	9																								
Guidance used	GOV.UK Close contact working																										
Notes: 1. After controls measures are in place and the risk (8) is greater than the number 3 for that hazard, then the risk assessment must be referred to the project manager to review the controls. Further controls will need to be put in place to reduce the risk (8).																											
2. Where the risk assessment is for CDM sites they must be reviewed as a minimum every three months. Where the risk assessment is to be used as a generic it must be reviewed within 3 years of being created.																											
3. Risk assessments must be followed and referred to when creating a safe system of work for that activity.																											

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Arriving at the salon (workers)	2	2	4	All workers arriving at the salon shall, where possible, use the rear entrance. Where possible workers shall limit the number of people in the staff room to abide by social distancing. When safe to do so and weather permitting the rear door/windows shall be left open to aid ventilation. Upon entering workers shall thoroughly wash their hands with warm water and soap and dry them with paper towels provided which shall be immediately placed into bin. Every time a worker enters or leaves the salon where possible it shall be via the rear door. Each time a worker returns to the salon they shall wash their hands thoroughly. As soon as is possible at the start of each shift, allowing for the weather and security, the front door shall be opened fully to aid ventilation.	1	2	2	Matt Stark

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
If a worker displays symptoms of COVID 19	3	3	9	If a worker displays symptoms of COVID 19, such as a temperature, persistent cough or loss/change of taste and smell then they shall self-isolate in line with government guidelines and phone 111 to book a test for COVID 19. Workers who are not able to attend work due to suspected COVID 19 shall contact Matt Stark to advise immediately, and shall not attend the salon until either a negative test has been confirmed or they have self-isolated following the government guidelines.	1	3	3	
Working in the salon	3	3	9	Workers will be split into two permanent teams. Each team will work different shifts to the other team to minimise the amount of staff within the salon and to aid social distancing. Each member of staff will only work within their team, unless covering for someone due to non-related COVID 19 illness or annual leave. Social distance shall be maintained in line with the government guidelines at all times. When social distancing cannot be maintained, interaction shall be kept to the least amount of people and for the shortest duration possible. Workers shall try to adopt working side to side or back to back. Where practicable to do so full-face visors are to be worn. Rest breaks shall be staggered and ideally taken outside. Music volume is to be kept low to reduce the need to shout or raise voices.	1	3	3	

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Transmission of COVID 19 from surfaces	3	3	9	<p>Before re-opening and on a regular basis the salon will be deep cleaned. All surfaces and touch points, such as door handles, within the salon shall be wiped clean on a frequent basis.</p> <p>Work stations are to be wiped clean at the start and end of every shift and after each client has finished their appointment.</p> <p>Outside seating area at front and back of salon are to be wiped clean on a frequent basis.</p> <p>Toilets will be cleaned on a frequent basis.</p> <p>Wipes are to be discarded in the bin immediately after use.</p>	1	3	3	
Transmission from tooling to worker or client	3	3	9	<p>At the start and end of each shift all tooling such as scissors and combs will be cleaned in Barbicide. This will also take place after each client's appointment has finished before using tooling on next client.</p> <p>Where possible tooling and equipment will not be shared. If tooling is to be shared then it will be wiped cleaned where possible before and after use.</p>	1	3	3	
Lack of ventilation/use of air conditioning	2	2	4	<p>In line with the health and safety executive's statement advice on air conditioning use during COVID 19 it is preferable to have the door open for ventilation.</p> <p>When this is not possible for security or allowing for weather then the air conditioning can be used as it does not recirculate air from room to room.</p>	1	2	2	

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Looking after our clients and workers	2	2	4	<p>Where possible clients are to be sent a reminder of their appointment which will ask if they have COVID 19 symptoms and to notify Stark salon via telephone if they do. Client will be advised to book a COVID 19 test by calling 111 and will be requested to reschedule their appointment in line with self-isolation guidelines from the GOV.UK website or confirmation of a negative COVID 19 test.</p> <p>Clients will be requested to arrive in salon as near to their appointment time as possible and where possible come to the salon on their own to reduce the number of people in the salon at any one time.</p> <p>Clients will be requested to use hand sanitiser at the reception desk upon arrival and when leaving.</p> <p>Where possible clients will be led to their appointment chair, which will have been wiped clean by a member of staff, to wait for their stylist.</p> <p>If a client is to wait and their appointment chair is not available, it will be preferable in favourable weather for them to use the outside seating area; if the internal sofa is to be used then at no time shall the middle seat be sat on.</p> <p>Clients will be offered face masks by Stark but is at their discretion if they choose to wear. Clients can at their discretion wears their own face masks. Masks for clients are NOT compulsory as per the GOV.UK guidance for close contact working.</p> <p>Clients will be kept to a minimum in the salon to aid social distancing.</p> <p>All client's bookings will be stored for a minimum of 21 days after their appointment in line with the government's guidance for close contact working.</p>	1	2	2	

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Washing/cutting/styling a client's hair	2	2	4	<p>Worker to wear their face visor when working on client in the salon and to use hand sanitiser in view of client before starting the client's appointment.</p> <p>All tooling to be used is to have been cleaned prior to use on each client.</p> <p>Worker is to provide client with a gown which will have been washed before use.</p> <p>Worker to minimise time spent working face to face on the client as much as is reasonably possible to do so.</p> <p>Once appointment is finished worker is to remove client's gown and remove it from the shop floor for washing.</p> <p>A gown shall only be used on one client before being washed and dried. Gowns shall not be shared/reused unless having been washed and dried.</p> <p>Towels will be washed after each use.</p>	1	2	2	
Spacing of workstations include screen for front desk	2	2	4	<p>All work stations will be 1.5 meters apart and side facing, if this is not possible, such as at the hair wash stations, fixed screens will be in place to protect clients.</p> <p>Workers shall wear a visor when washing hair and when within social distancing guidelines of a client.</p> <p>Front desk shall have a fixed screen, visor does not need to be worn when behind front desk screen.</p>	1	2	2	
Serving drinks	2	2	4	<p>Drinks can be served but only after worker making has washed their hands or used hand sanitiser. Empty cups to be transferred to sink to be washed once empty.</p>	1	2	2	

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Poor communication of information for controls of COVID 19 to workforce and clients	3	2	6	<p>Government guidance for close contact working shall be referenced at all times and followed so far as is reasonably practicable.</p> <p>This guidance shall be downloaded on Stark salon’s main computer in the salon and referenced at all times, if there is any uncertainty in what is to be done to effectively follow the controls for COVID 19.</p> <p>One to one meeting to be held with Stark’s health and safety consultant and Matt Stark to go over guidance and to ensure guidance is clear and able to be carried out within the salon to protect workers and clients from COVID 19.</p> <p>Zoom meeting to be held to explain to workforce the GOV.UK close contact working guidelines and where to find and reference. This meeting will be led by Stark’s health and safety consultant to explain guidelines and consult with all staff members on their concerns, questions and ideas for their return to work and the control of COVID 19.</p> <p>Regular reminders of the way in which Stark salon to operate for the control of COVID 19 is to be sent out to all staff. Staff to be able to contact health and safety consultant to raise their concerns and also speak with Matt Stark.</p> <p>Signage to be displayed in salon to remind of hand washing and COVID 19 risk assessment carried out.</p> <p>Stark COVID 19 risk assessment shall be reviewed on a regular basis and changes communicated to all workers and clients. Risk assessment for COVID 19 to be available on Stark website. Changes to risk assessment will be communicated to workforce immediately.</p>	1	2	2	

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Deliveries	2	2	4	<p>Deliveries are to be kept to a minimum, personal deliveries will not be allowed to the salon.</p> <p>Deliveries will be dropped to a safe location by the delivery driver and then collected by a member of Stark once the delivery driver has left, to maintain social distancing.</p> <p>Delivery driver to have access to hand sanitiser at the main desk before leaving the store.</p> <p>Worker collecting delivery to wash hands or use hand sanitiser afterwards.</p>	1	2	2	
Use of training centre	2	3	6	<p>Before any member of Stark is to attend a training centre or college, the health and safety consultant will request the training centre's COVID 19 policy to validate. Only if approved shall the training centre be used and the COVID 19 policy communicated to the person(s) attending.</p>	1	2	2	
Poor housekeeping	3	3	6	<p>The salon shall be kept to essential items only in order to make cleaning easier and reduce the number of surfaces in the salon. Magazines shall not be allowed.</p> <p>Bins shall be emptied on a frequent basis.</p> <p>Towels and client gowns shall be removed from front of salon and washed once used.</p>	1	3	3	

HSEQ RISK ASSESSMENT FORM

1	2	3	4	5	6	7	8	9
Hazards	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Risk	Monitored By:
Poor personal hygiene	3	3	9	Workers are to wash their hands when arriving at the salon, during regular intervals at work and before leaving the salon, using warm running water and soap and drying with paper towels, which are to be discarded immediately into a bin. If this is not available then hand sanitiser shall be used. Coughing or sneezing shall be directed into the crook of the elbow or a tissue which shall be immediately disposed of. Avoid touching eyes, inside nose, and mouth. Face visors shall be cleaned before each use. Face visors shall not be shared. Tissues for workers and clients shall be located at workstations and clients.	1	3	3	
Lack of personal protective equipment and cleaning products/wipes	2	3	6	Regular stock takes to be done to ensure supplies are maintained with the salon. A number of spare visors will be kept in the salon in case of damage or loss.	1	3	3	
Vulnerable workers	3	3	9	The government guidelines for vulnerable workers shall be referenced and followed at all times. Vulnerable workers or workers with concerns shall speak directly to Matt Stark about their concerns.	1	3	3	