



Good Salon Guide - COVID-19 Risk Assessment for INANCH LONDON.

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff / clients and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both the premises and tasks undertaken by staff, clients and visitors.

All employees should be made aware of the COVID-19 Risk Assessment. Training will be required, before the salon opens, to make sure the recommendations in the risk assessment are met.

Type of Treatment

Is it important to consider how the treatment you are carrying out impacts on the potential risk. For example, treatments on or close to the mouth, nose or eyes are likely to have considerably greater risk. If you choose to carry out these treatments / services, then it is imperative you detail these individually on the risk assessment and consider in detail how you intend controlling the risk.

Name of Salon	INANCH LONDON	Name of Assessor	JOE EMIR
Date of Assessment	INITIAL: 1 ST JUNE 2020. UPDATED: 29 TH JUNE 2020.	Position of Assessor	MANAGING DIRECTOR

Before Reopening

What is the Risk	Who is at Risk	How great is the Risk (1 low, 5 high)	What action do you need to take
Damage / deterioration of premises	All who use the salon	1 – low risk	Thoroughly check the premises before reopening. Deep clean before reopening.
Faults in electrical appliances	All who use the salon	1 – low risk	Check all electrical appliances work and conform with relevant testing regimes .
ALL Staff	All who use the salon	2 – low risk	Go through Government Guidelines document and risk assessment. All staff to acknowledge new safety measures put in place by signing acknowledgement form.

Reception / General Salon / Workstations

What is the Risk	Who is at Risk	How great is the Risk (1 low, 5 high)	What action do you need to take
Staff contacting COVID-19 from a client / visitor	All staff	3 – medium risk	<ul style="list-style-type: none"> • Government guidance followed to prevent spread of virus whilst in salon. • Staff split in to 2 groups on different shifts. • Online consultations where possible. • Salon has furniture removed / screens installed to maintain social distancing as required by Government • COVID-19 symptoms questions asked as initial part of consultation. • Clients informed in advance of their appointment the changes that have been put in place (e.g. no waiting, no cash payments etc.) • Waiting area minimised. • Sanitisers at reception and every styling position. • Face masks provided for clients and visors for staff. • Signs displayed with relevant instructions. • Clear instructions for deliveries • Staff required to wear specified PPE where appropriate • Client required to wear specified PPE where appropriate • Enhanced cleaning of all areas between clients and at end of day • Toilets cleaned after every use / ever hour • No waiting in corridors / no meeting in corridors. • Salon deep cleaned every day.
Client / visitor contacting COVID-19 from a member of staff	All clients / visitors	3 – medium risk	<ul style="list-style-type: none"> • Government guidance followed to prevent spread of virus in the salon. • Staff split in to 2 groups working shifts. • Online consultations where possible. • Salon screens installed to maintain social distancing as required by Government.

			<ul style="list-style-type: none"> • Sneeze guard installed at reception. • Covid-19 symptoms questions asked as initial part of consultation. • Clients informed in advance of their appointment the changes that have been put in place (e.g. no waiting, no cash payments etc.) • Waiting area minimised. • Sanitisers at reception and styling stations. • Signs displayed with relevant instructions • Clear instructions for deliveries • Client required to wear specified PPE where appropriate and when requested to do so. Staff know who to go to if a client refuses to do so. • Staff required to wear specified PPE where appropriate • Enhanced cleaning of all areas between clients and at end of day • Toilets cleaned after every use / ever hour • Salon deep cleaned every day.
Staff pass COVID-19 to each other	All staff	3 – medium risk	<ul style="list-style-type: none"> • Social distancing is enforced – staff room only 2 people at any one time. • Government guidance followed. • Staff checked for Covid 19 symptoms at the start of every day • Staff required to wear specified PPE where appropriate • Waste that could be contaminated e.g. PPE disposed of in a bin bag which is securely tied • Salon deep cleaned every day.
Clients pass COVID-19 to each other	All clients	2 – low risk	<ul style="list-style-type: none"> • Social distancing is enforced. • Government guidance followed to restrict virus from spreading in the salon. • Staff trained to manage client 'traffic', so clients do not meet • Clients required to wear specified PPE where appropriate

			<ul style="list-style-type: none"> • Restricted refreshment menu using disposable cups • All styling stations disinfected after every use. • Toilets cleaned after every use / ever hour • No waiting in corridors / no meeting in corridors. • Salon deep cleaned every day.
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COVID-19 SAFETY MEASURES BRIEFED TO CLIENTS PRIOR TO REOPENING:

1. Our team will greet you without close contact - unfortunately no handshakes, hugs etc.
2. On arrival, you will be asked to wash your hands with soap and water or use our hand sanitisers available at reception.
3. You will be asked to wear a face mask (we will be providing) whilst in the salon. All our staff will also be wearing face masks or visors.
4. Please arrive to your appointment on time and on your own as we are required to keep salon capacity to a minimum.
5. Our team is following strict hygiene guidelines and we kindly ask you to do the same. Hand sanitisers will be provided on every styling station.
6. There will be no magazines or newspapers to share between clients until further notice.
7. Team members will be sanitising all stations, door handles and bathrooms regularly and will be washing their hands thoroughly between clients and appointments.
8. Refreshments will be served in disposable paper cups (coffee, tea), plastic bottles (still water) or glass bottles (sparkling water).
9. We ask you not to touch any of our retail products unless you are definitely purchasing the item.
10. Please pay with a debit/credit card where possible instead of cash.