**Hairline - Risk assessment at Hairline regarding Covid-19**

**Covid 19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a **Risk Assessment** for dealing with the current Covid-19 situation at Hairline. It is not likely to cover all scenarios and each employer should consider their own unique circumstances.

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| Spread of Covid-19 Coronavirus | * **Staff** * **Customers** * **Cleaners** * **Contractors** * **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions** * **Anyone else who physically comes in contact with us in relation to our business** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance on the government website. * Drying of hands with disposable paper towels. * Staff encouraged to protect the skin by applying emollient cream regularly * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  **Ventilation**  To improve air quality and get fresh air, the front door, side door and back door will be constantly opened. If it is necessary, the work will be paused while the premises gets enough fresh air.  **Washing**  Washing towels and gowns after each customers to stop the spread COVID -19  **Sterlising**  Frequently sterilising hairdressing tools under UV light steriliser.  **Social Distancing**  Social Distancing - Reducing the number of persons in any work area to comply with the 1-metre plus gap recommended by the Public Health Agency  Taking steps to review work schedules including start & finish times/shift patterns to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Ensuring sufficient rest breaks for staff.  **Wearing of Gloves**  Wearing of gloves where Risk Assessment identifies as a requirement of the job. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **PPE**  *Use of PPE (personal protective equipment)*  Masks or visors or both for staff and masks for customers including any visitors at the premises.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems to line managers.  Rigorous checks will be carried out by all staff to ensure that the necessary procedures are being followed.  No airconditioner at this premises  Staff to be reminded on a daily basis of the importance of cleaning the work space, sterilising tools and social distancing both in the workplace and outside of it.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  To minimise the risk of transmission of COVID-19, staff will sterilise the visor constantly, will reduce face to face conversation with customers.    Internal communication on risk assessment will be carried out regularly to reassure and support employees in a fast changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Line managers will keep customers’ records for more than 21 days. |  |  |  |

Last update 1 July 2019.