



COVID 19 Risk Assessment January 2022

COVID19 is an illness that effects the lungs and airways. It is caused by a virus called Coronavirus. COVID-19 can cause a wide range of symptoms ranging from mild to severe in nature. However, some people infected with COVID-19 do not experience symptoms.

The following risk assessment has been produced to highlight the risks presented by COVID19 and the process that have been in put in place by Elementary Skin & Body to reduce these risks.

Staff members have also been provided with a treatment menu risk assessment which looks at all treatments and breaks down the risks and measures put in place to reduce these risks.

What Is The Risk	Who is at Risk	Controls Required	Additional Controls	Action By Who?	Action by When?	Done
Spread of COVID19	<ul style="list-style-type: none"> - Staff - Clients - Anyone who comes into to physical contact with the business - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place, hand washing guidance in staff room. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available. Including at entry in reception area and available in every treatment room. • Staff provided with emollient to reduce the risk if dry, chapped skin. • Signage around the salon to remind clients and staff to wash their hands. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Comprehensive cleaning/disinfecting guidelines provided for staff. • 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. • Treatment rooms will be sanitised after every treatment using clear guidelines followed by all protocols supplied to all staff members. 	<p>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</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice.</p> <p>All staff have been provided with spa sanitation and hygiene standards document, detailing cleaning products their safety and correct use and detailing how to sanitise/disinfect correctly.</p> <p>We are still asking clients to bring their own refreshments however we are</p>	All high-lighted parties	ongoing	ongoing

		<ul style="list-style-type: none">• Areas have been "de-cluttered" and storage areas have been allocated for items such as pens, treatment disposables etc so that they can be taken out as needed to avoid cross contamination.• Reception Desk area to be sanitised after every client visit or every hour whichever is most frequent.• Guidelines provided to staff on disinfecting tools and equipment.• Guidelines provided on thermal disinfection of laundry. <p><u>Ventilation</u></p> <ul style="list-style-type: none">• Where possible keep windows open to allow for air to circulate. For beauty salons recommended air changes are between 6-10 changes per hour.• The fans are to be kept on at all times in the treatment rooms to aid ventilation.• Doors must be left open between treatments to allow air to circulate and all windows open, for example if Peony isn't being used that day open the windows and door and let it circulate through. <p><u>Social Distancing</u></p> <p><i>The latest government guidelines no longer require social distancing however we will be continuing to observe social distancing in the salon in the following ways.</i></p>	able to provide glasses of water and herbal teas.			
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		<ul style="list-style-type: none">• Reducing the number of persons in any work area.• Salon entrance to be monitored by staff to limit numbers.• We have asked clients not to arrive without an appointment or calling us first.• Where possible, staggering appointment times to ensure that the reception area does not become congested.• Asking clients to arrive at their appointment time and not early so that they can be taken straight into their treatment room.• The provision of iPads so that clients can be given the opportunity to rebook in the treatment room with their therapist.• Consultation forms to be completed online by the clients at home so the need for signing and paper consultation forms are removed.• Staff have been given locker style storage which can be easily sanitised and separates their belongings.• Offering telephone/virtual consultations to reduce need for clients to visit the salon.• We are encouraging clients to pay by card to reduce contact at payment.• Treatment menu has been reviewed and made available online.• Clients are advised prior to their appointment of what to expect & our hygiene procedures via email so that				
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they can follow these when they attend their appointment.

PPE

The Government guidance says:

“ Do not encourage the precautionary use of PPE to protect against COVID-19 unless you’re in a clinical setting or responding to a suspected or confirmed case of COVID-19.

Unless you’re in a situation where the risk of COVID-19 spreading is very high, your risk assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.

In close contact services, having considered the risk of COVID-19, you may decide that in your premises you’re going to ask clients or staff to wear a face covering, especially where practitioners are conducting treatments which require them to be in close proximity to a person’s face, mouth and nose.

When deciding whether you will ask workers or customers to wear a face covering, you would need to consider the reasonable adjustments needed for staff and clients with disabilities. You would also need to consider carefully how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.

Staff to be reminded that wearing gloves is no substitute for regularly washing hands.

PPE to be assessed at every use to make sure it has no damage/ wear and tear.

Ear Guards have been supplied for staff to try to minimise any discomfort from wearing a mask for long periods of time.

As always, gloves should be worn for any treatments that carry a risk of coming into contact with blood or body fluids.

Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances.

Staff to report any adverse effects from PPE to Lucie Fountain so that she

		<p><i>Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances.”</i></p> <p><i>With this in mind we are making face masks optional for clients in line with government guidance. The following considerations apply for us:</i></p> <ul style="list-style-type: none">• Face masks are optional for clients and we ask them to make their own decision and be respectful of others decisions.• Some of our staff members are exempt from wearing face masks due to medical conditions and this must be a consideration.• We will be asking clients via their consultation form if they would prefer their therapist to wear a face covering. This will either be a face mask or a visor.• We are recommending all therapists wear a Type II (3 ply) face mask or a visor when working in close contact with clients. In general this means working on or in close proximity of the clients face.• Face masks must be changed at least every 4 hours or as needed, if they become wet they should be disposed of immediately. Visors must be sanitised between treatments.	can make any necessary adaptations.			
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- Additionally therapists will continue to wear aprons. We have disposable aprons for close contact treatments and reusable for all other treatments.
- All team members have been provided with Type II face masks, full face shields / goggles & gloves are provided for all appropriate tasks.
- Therapists have additionally been provided with aprons that are to be changed if soiled. Plastic aprons are provided to change after treatments that include touching the face.
- Staff have been given training on how to put on and remove PPE.
- Staff have been given guidance on how to sanitise their PPE equipment.
- Receptionists must make their own decision as to wearing face coverings, down to their own personal preference.

Symptoms of Covid-19

Further information below.

Staff are required to screen for symptoms and possible contact with others displaying symptoms and alert Lucie Fountain immediately to any illnesses or possible exposure however tenuous.

If anyone becomes unwell with a new continuous cough or a high temperature in the

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.

		<p>workplace they must contact Lucie Fountain immediately, they will be sent home and advised to follow the stay at home guidance. Management will maintain regular contact with staff members during this time. (see information below)</p> <p>We may need to close the salon at this time depending on when the staff member was in work.</p> <p>All staff without symptoms will be asked to book a rapid flow test.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our 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.</p> <p><u>Mental Health</u> Staff wellbeing and mental health is a priority for Elementary Skin & Body and we have worked hard to create a comprehensive staff handbook to alleviate anxieties about returning to work. We are working to support staff in a holistic way to keep them feeling healthy and</p>	<p>Weekly Catch up via online medium to be sent to keep staff updated about salon news and monthly virtual staff meetings to be organised. Open door policy for all staff members to receive support.</p>			
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encourage them to keep in contact about any changes in circumstances or worries they may be experiencing.

Reference –

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

Test & Trace Requirements

Close contact services and betting shops are encouraged to display an official NHS QR code poster. Although it's not legally required to do so, this will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test.

All client visits and contact information is kept on the salon system so that clients can be traced if needed. We are also displaying the NHS Test & Trace QR poster for clients to scan in on their arrival at the salon.

The details from the government on test & trace are detailed below:

1. Ask 1 member of every party who visit your premises to provide their contact details to assist NHS Test and Trace.
2. You must have a system in place to ensure that you can collect that information from your customers and visitors, and provide this data to NHS Test and Trace, if it is requested.
3. Keep a record of all staff working on your premises and shift times on a given day and their contact details.

4. Display an official NHS QR code poster from 24 September 2020, so that customers and visitors can 'check-in' using this option as an alternative to providing their contact details.

Staff Testing

Anyone with coronavirus symptoms can [get a free NHS test here](#).

Further information on Lateral flow testing is available here: [Coronavirus \(COVID-19\) workplace testing: guidance for private-sector employers and third-party healthcare providers - GOV.UK \(www.gov.uk\)](#)

We have 2 options available to us:
1. community testing. Staff can book a test by visiting: <https://eservices.hertfordshire.gov.uk/services/hidden/lft-book-slot> and following the directions on there.

2. Staff are also able to order lateral flow tests to be delivered to their home here: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](#)

PLAN IN CASE OF COVID-19 OUTBREAK

<p>What do I do if an employee feels unwell or exhibit symptoms of COVID-19 at home.</p>	<ul style="list-style-type: none">• Do NOT come to work if you are feeling unwell or exhibit symptoms of COVID-19, including:<ul style="list-style-type: none">○ A persistent, dry cough○ Shortness of breath or difficulty breathing○ A high temperature○ Chills○ Muscle pain○ Sore throat○ New loss of taste or smell • Contact the single point of contact, Lucie Fountain. If you are unable to contact her you must get in touch with Lisa Burrows or in the event she is unavailable Amanda Hammond. Lucie Fountain will notify the local Public Health team.• The salon will begin to notify any close workplace contacts and ask them to self-isolate, taking in to account when the therapist was last working the incubation period etc.• The salon will work with PHE to identify the plan of action for the appropriate next steps for cleaning, possible closure etc.
<p>What do I do if an employee feels unwell or exhibits symptoms of COVID-19 while at work?</p>	<ul style="list-style-type: none">• If you are with a client or performing a treatment:<ul style="list-style-type: none">○ Stop treatment IMMEDIATELY○ As much as possible, refrain from touching surfaces or entering new areas of the salon○ Discreetly notify a colleague while maintaining a distance of at least six feet from other individuals, contact Lucie Fountain.○ Avoid touching people, surfaces and objects○ If possible, close off all areas used by the sick person○ If possible, open outside doors and windows to increase air circulation and wait up to 24 hours before you clean or disinfect (if 24 hours is not feasible, wait as long as possible)○ Clean and disinfect all areas used by the sick person, following the guidelines found in the salon sanitation handbook.○ Continue routine cleaning and disinfection ○ Cover mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag then throw the tissue in the bin.○ If they need to go to the bathroom, they should use a separate bathroom if available. ○ Go home immediately with as little contact as possible with other staff members/clients or equipment.

	<ul style="list-style-type: none"> ○ Take a PCR Test as soon as possible to confirm if the symptoms are COVID 19. <ul style="list-style-type: none"> ● If performing a treatment or with a client, reception should assist the client and recommend they self isolate until the therapist has been confirmed either way via a test. ● All staff members who have been in contact with the unwell employee must self-isolate and therefore any further clients that day must be rearranged. ● Lucie Fountain will notify the local Public Health team. ● Staff members who have been in close contact will need to self isolate until the unwell employee has had a confirmed positive test result. If the employee receives a negative test result then there is no need to self-isolate for other staff members and once the staff member feels well they can return to work. If the staff member receives a positive test result they and all of their close contacts must self isolate for 10 days. ● The salon will begin to notify any close workplace contacts and ask them to self-isolate, taking in to account when the therapist was last working the incubation period etc. <p>The salon will work with PHE to identify the plan of action for the appropriate next steps for cleaning, possible closure etc.</p>
<p>What procedure should I follow if a client exhibits clear symptoms of COVID-19?</p>	<ul style="list-style-type: none"> ○ Stop treatment IMMEDIATELY ○ As much as possible, try to minimize clients contact with surfaces or entering new areas of the salon. ○ Send the client home immediately and advise them to book a PCR test. ○ If possible, close off all areas used by the sick person ○ If possible, open outside doors and windows to increase air circulation and wait up to 24 hours before you clean or disinfect (if 24 hours is not feasible, wait as long as possible) ○ Clean and disinfect all areas used by the sick person, following the guidelines found in the salon sanitation handbook. ○ Continue routine cleaning and disinfection ○ Anyone in the salon who was a close contact of the client must immediately begin self-isolation until the results of their PCR test are known. This would mean therapists leave as soon as their client has left and so any future appointments must be cancelled. <ul style="list-style-type: none"> ● Lucie Fountain will notify the local Public Health team. ● Staff members who have been in close contact with the clietn will need to self isolate until the unwell client has had a confirmed positive test result. If the client receives a negative test result then there is no need to self-isolate for staff members. If the client receives a positive test result they and all of their close contacts must self isolate for 10 days.

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| | <ul style="list-style-type: none">• The salon will begin to notify any close workplace contacts and ask them to self-isolate, taking in to account when the therapist was last working the incubation period etc.• The salon will work with PHE to identify the plan of action for the appropriate next steps for cleaning, possible closure etc. |
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Sources

<https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services#retail-9-1>

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