



Beauty & Hair Return to work Risk Assessment Notes and Template

There are five steps to assessing risk.

- step 1 - identifying hazards and those at risk - what has the potential to cause injury or ill-health
- step 2 - decide who might be harmed and how
- step 3 - evaluate the risks and decide on precautions
- step 4 - record your findings and implement them
- step 5 - review your risk assessment and update if necessary

If you have five or more employees then by law you must record the results of the risk assessment, however we would still strongly advise all our members to keep copies for your own records at this time. Completing a risk assessment will provide good evidence that you are a responsible employer and have carefully considered the risks to your employees and clients/visitors and applied appropriate control measures to negate or minimise them where possible. Failing to carry out and implement a Risk Assessment may also impact the payment of a future claim for negligence. Given the fluidity of the current situation and government's changing guidance we recommend you review your assessments frequently to start with (weekly or biweekly) and adjust it in accordance with any new information or advice that is published.

IMPORTANT NOTE: Each companies Risk Assessment will differ depending on your business's own unique requirements and challenges. The responsibility to identify risks your business faces along with the controls you implement to manage those risks lies with you. Recording a comprehensive risk assessments requires careful consideration with regard to all tasks/actions and the level of risk associated with each action. This may mean difficult decisions need to be made where evidence may show that the risk remains very high. For example – when considering which treatments you can perform you must take into consideration if that treatment is performed in the 'Breathing Zone' (Highest Risk Zone). If it is then you need to be sure you can evidence sufficient controls have been implemented to minimise the risk as far as possible. If you are unable to do that then that treatment should not be performed until such time as it can be. Highest Risk Zones include any treatment performed in close proximity to the eye, nose and mouth or close contact with bodily fluids.

Many of you may have done risk assessments as part of your training curriculum and may therefore already have your own one completed. Alternatively below is a **blank template** which you can use to document your own risk assessment on, or you may prefer to download another template (there are plenty of free options available on the internet) or even design your own. Government have stated in their guidelines that there is no specified length or template you must use. The most important thing is to have completed one to ensure as safe a working environment as you can. HSE also have their own example version which can be downloaded [here](#)

BEAUTY/HAIR SALON BACK TO WORK RISK ASSESSMENT TEMPLATE

Company Name	Elysium		
Assessor		Date	13/07/20
Type		Next review due	13/07/21

AREA/TASK	HAZARD/RISK	LEVEL OF RISK	WHO MIGHT BE HARMED	CONTROLS IN PLACE	ADDITIONAL CONTROLS REQUIRED	RESPONSIBLE	CONTROLS COMPLETE
Reception	Cross contamination	H	Staff and clients	One person in at a time, therapist to collect from reception and move straight into treatment room, hand sanitiser, therapist to wear visor, clients to wear masks. Clients shown BABTAC salon safety poster or emailed on arrival or booking	Collect main party name and contact	All	✓
	Delivery of goods	M	Staff and delivery person	Leave on doorstep	None	Reception	✓
Bathrooms	Cross contamination	M	Clients	Reception to clean regularly and record on timetable. Sanitation of all surfaces	None	Reception and clients	✓
Corridors	Social distance	M	Clients and Therapists	Therapist to collect client and take to room, only one therapist/client to move between treatment and reception at one time	Book according, no walk ins only booked clients	All	✓

Treatment room	Cross contamination	H	Clients and Therapists	Sanitised between clients fully, all linen to be changed every client , surfaces to be wiped, client cards kept in therapists own folder with own pen, hand sanitiser in every room, wash basin in every room, visors to be worn at all times, clients to wear masks where appropriate. Social distancing maintained where possible, only non restricted treatments to be carried out, bins to be emptied every client	Staff meetings regularly to update guidelines and procedures	All	√
Courtyard	Social distancing	M	Clients	Tables and seating spaced apart and cleaned regularly, waitress to table serve and wear mask.	Coffee shop staff to oversee social distancing rules	Staff and Clients	√
Staff room	Cross contamination	M	Staff	Staff to clear up after use, clear away plates and food, sanitise table and area	Observe hygiene standards	staff	√

Assessor Signature	
Manager/Owner Signature	Justina Howard-Bearder/ Julianne Sparrow