



What are the hazards?	Hair or Beauty	Who might be harmed and how?	What we are already doing	What further action is necessary?	Action by whom?	Action by when?	Done
Wet hand work e.g. washing hair, working with wet hair	Both	Staff may suffer from Dermatitis, increased sensitivity, severely dry skin	<ul style="list-style-type: none"> Staff use non-latex gloves if they want them Staff are trained to dry their hands thoroughly and moisturise between wet jobs. 	<ul style="list-style-type: none"> Staff will wear gloves for all wet work Staff to remove hand jewellery at beginning of shift Owner will look at www.hse.gov.uk/hairstyling and www.habia.org 	Staff Staff Owner	Ongoing Ongoing	Done
Hairdressing products and chemicals All products, e.g. bleaches, colours, perm solutions, keratin solution, sterilising liquid, cleaning chemicals (see below for additional precautions)	Hair	Staff and customers may get eye or skin irritation	<ul style="list-style-type: none"> Staff check and follow instructions on supplier information sheets Staff wear non-latex gloves when mixing and using product , and when washing up bowls etc. Salon well ventilated Clients must be well protected with single use towels 	<ul style="list-style-type: none"> Owner to buy eye baths in case of splashing incidents Staff always to check with customers for discomfort 	Owner Staff	July 2020 Ongoing	
Lightening (bleach) product		Staff and customers may get eye, skin or breathing irritation or allergy	<ul style="list-style-type: none"> Only purchase non-dusty bleaches 	<ul style="list-style-type: none"> Owner will check with staff for skin/allergy problems every 3 months 	Owner	Ongoing	
Hydrogen peroxide (developer/neutraliser) Updated May 2020		Staff and customers may get eye or skin irritation	<ul style="list-style-type: none"> Staff trained to use recommended concentrations. Stored away from light, heat and other products. 	<ul style="list-style-type: none"> None 	Owner and staff		

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<p>Oxidative colourants</p>		<p>Staff and customers may get eye or skin irritation. Low likelihood of serious allergic reaction</p>	<ul style="list-style-type: none"> • Staff check with customers for history of allergy to colour and any damage to scalp. If yes, hair is not coloured unless the client has got GP advice. • Staff perform skin allergy test as per manufacturers; instructions 48 hours before treatment. Record on client profile. 	<p>None</p>	<p>Owner and staff</p>		
<p>Keratin straightening product</p>		<p>Staff and customers may get eye, skin or breathing irritation or allergy</p>	<ul style="list-style-type: none"> • Staff check with customers for history of allergy to colour and any damage to scalp. If yes, hair is not coloured unless the client has got GP advice. • Staff perform skin allergy test as per manufacturers; instructions 48 hours before treatment. Record on client profile. • Staff and client to wear face mask to reduce 	<p>None</p>	<p>Owner and staff</p> <p>Staff</p> <p>Staff</p>		

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			intake of smoke fumes				
Beauty products and treatments	Beauty						
Waxing		Burns/scalds, grazing, pass on of infection, skin allergy	<ul style="list-style-type: none"> • Ensure the wax pot is maintained and checked regularly. • Test temperature of wax on therapist skin before application on client • Check for any previous skin reaction to wax or pre/post wax products • Disinfect equipment after each client • Staff to wear non latex gloves during treatment. 	None		Staff	
Eyelash extensions, lash lift, lash/brow tint/ Henna		Injury, allergic reaction, pass on of infection	<ul style="list-style-type: none"> • Test patch done 48hrs before treatment • Disinfect equipment after each client 	None		Staff	
Massage		Injury, skin allergy, pass on infection	<ul style="list-style-type: none"> • Take medical history and note any existing injuries • Patch test aromatherapy oil 48hrs before treatment • Ensure massage table is in good working order • Clean towels for every 	None		Staff	

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<p>Facial/ Microdermabrasion</p>		<p>Injury/allergic reaction</p>	<p>client</p> <ul style="list-style-type: none"> • Take medical history and note any existing injuries • Patch test Microderm crystals before treatment • Clean towels for every client 	<p>None</p>	<p>Staff</p>		
<p>Nails</p>		<p>Cuts/ pass of infection</p>	<ul style="list-style-type: none"> • Maintain equipment • Sterilise all equipment and nail table between clients • Staff to wear non-latex gloves • Dust extractors on nail desks to reduce nail dust 	<ul style="list-style-type: none"> • Staff to wear face masks and safety goggles whilst using e-files 	<p>Staff</p>		
<p>Aesthetics</p>					<p>Owner and aesthetic nurse</p>		
<p>Slips and trips</p>	<p>Both</p>	<p>Staff and clients may be injured if they trip over objects or trailing wires or slip on hair/spillages/wet floors</p>	<ul style="list-style-type: none"> • Salon kept tidy • Cut hair swept up promptly and placed into bin • Any water/products spilt cleaned up immediately • Matting provided for use 	<ul style="list-style-type: none"> • Staff reminded to check routinely for spills, and to use paper towels/cloths to clean up, not a wet mop. • Check floor surface remains in good condition. 	<p>Owner and staff</p> <p>Owner</p>	<p>Ongoing</p> <p>Ongoing</p>	

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			<p>at shop entrance</p> <ul style="list-style-type: none"> No trailing cables Staff wear appropriate shoes 				
Electricity	Both	Staff could get electrical shock or burns , and there is a fire hazard from using wet or faulty electrical equipment	<ul style="list-style-type: none"> Staff report to owner ad damaged plugs or cable. Hairdryer and other electrical equipment stored and used away from water and only with dry hands. Electrical equipment bought only form reliable source. 	<ul style="list-style-type: none"> Owner to do visual check of plugs, sockets and cables every six months. Show staff where fuse box is and how to turn the electricity off in emergencies. All shop electrics to be checked by an electrician every five years. 	<p>Owner</p> <p>Owner/staf fs</p> <p>Owner</p>	<p>Ongoing</p> <p>July 2020</p> <p>Ongoing</p>	<p>Done</p>
Poor posture when working/ Standing for long periods	Both	Staff may suffer musculoskeletal injuries, e.g. back pain or discomfort in feet and legs.	<ul style="list-style-type: none"> Client chairs are fully adjustable Wheeled stools provided for staff to use while cutting Adjustable seats for nail techs Adjustable beauty couches Staff educated in maintaining a good working posture 	<ul style="list-style-type: none"> Staff to ensure they take regular breaks Owner to check conditions suitable to individual circumstances, e.g. pregnant workers, and adjust to suit person. 	<p>Staff</p> <p>Owner</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
Fire	Both	If trapped in salon or other areas, staff and clients could suffer from smoke inhalation and burns	<ul style="list-style-type: none"> Fire risk assessment done, as per guidance at www.communities.gov.uk/fire and necessary action taken. 	<ul style="list-style-type: none"> No aerosols or flammable products will be displayed in window 	<p>Owner</p>	<p>Ongoing</p>	

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<p>Blades and sharp instruments</p>	<p>Both</p>	<p>Cuts and grazes to staff and clients. Possible blood transmission from one person to another; risk of blood borne infection.</p>	<ul style="list-style-type: none"> • All sharp implements cleaned with sterilising liquid after each use. • Sterilising liquid changed daily and follow manufacturer’s dilution instructions. • Disposable blades used wherever possible and disposed of immediately in sharps box. • First-aid box kept stocked 	<ul style="list-style-type: none"> • Owner to ensure staff are following sterilising procedures (including spraying clipper heads) • Staff will wear gloves if dealing with nicks or cuts. 	<p>Owner</p> <p>Owner</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Moving furniture, heavy lifting</p>	<p>Both</p>	<p>Staff may suffer musculoskeletal injuries</p>	<ul style="list-style-type: none"> • Staff know not to lift unless necessary and to test weights with foot before lifting 	<p>None</p>	<p>Staff</p>		
<p>Lone working</p>	<p>Both</p>	<p>Staff alone in salon may suffer verbal or physical assault</p>	<ul style="list-style-type: none"> • Staff know to lock up when working alone 	<p>Owner to install a door bell, for clients to use when door is locked</p> <p>Owner to investigate installing CCTV system.</p>	<p>Owner</p> <p>Owner</p>	<p>July 2020</p>	<p>Done</p>
<p>Contagious and viral infections Including but not limited to: COVID-19, Seasonal cold/flu, Influenza, SARS, Swine Flu</p>	<p>Both</p>	<p>Spread of viral infections between staff and clients causing illness</p>	<ul style="list-style-type: none"> • Asking clients to reschedule their appointment if they are unwell • Staff rescheduling appointments if they are unwell • Ensuring equipment and client touch areas are cleaned regularly. 	<ul style="list-style-type: none"> • All staff to ensure clients have completed the online CONVID-19 form prior to each treatment • Staff to wear government advised level of PPE at all times • Clients to wash hands and use antibac hand solution when arriving at the salon • Clients requested to wear face 	<p>Owner and staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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				<p>masks (where treatment allows)</p> <ul style="list-style-type: none"> • Owners to install paper hand towel dispensers in toilet facilities • All staff to follow the enhanced daily cleaning schedule • Review and enforce the government's social distancing requirements between work stations. • Place protective screens between wash basins and stations • Remove waiting areas. Clients to wait in cars until staff member collects them. • Beauty clients to enter/leave using rear door • Stagger clients entering/leaving the salon to ensure no crossing paths in confined areas. • Extra time allocated between clients to allow for full clean of work space. • 1 staff to 1 client at all times • No walk in customers • No laptop on reception area. Staff to use own devices to book 	<p>Owner</p> <p>Owner and Staff</p> <p>Owner</p> <p>Owner</p> <p>Owner</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Owner</p>	<p>July 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p></p> <p></p> <p>Done</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
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				<p>appointments.</p> <ul style="list-style-type: none"> • No cash payments. Encourage pre-payment of appointments or contactless payments. Staff to disinfect card terminal after each use. • Clients to provide own drinks and to take them away with them. No drinks for beauty clients. • Staff not to use phones while working with client • No appointment cards • Salon phone to be answered (where possible) by a designated team member each day (hair & beauty), periodically checking for answer phone messages throughout the day. • Client to notify staff after use of w/c facilities so the area can be cleaned. • Staff to change into and out of uniform/shoes when arriving/leaving work each day. Uniform washed every day. 	<p>Owner/Staff</p> <p>Owner</p> <p>Staff</p> <p>Staff</p> <p>Owner/staffs</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Owners: Victoria Clark (Hair) Carrie Healey (Beauty)

Staff: All staff are self-employed on a rent a space agreement and have rental contracts in place.