

Risk Assessment for élégant nails (Southsea)

Date:	14/08/2020
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Position:	Technician/Business Owner
Version Number:	V1.1
Location Details:	Godwit Road, Southsea, Hampshire, PO4 8XR

Risk Matrix	IMPACT				
	Negligible	Minor	Moderate	Significant	Severe
Very likely	Low/Medium	Medium	Medium/High	High	High
Likely	Low	Low/Medium	Medium	Medium/High	High
Possible	Low	Low/Medium	Medium	Medium/High	Medium/High
Unlikely	Low	Low/Medium	Low/Medium	Medium	Medium/High
Very Unlikely	Low	Low	Low/Medium	Medium	Medium

Risk Ref.	Activity & Risk (What can cause harm?)	Potential Effect(s) of Risk	Potential Cause(s) of Risk	Current Controls	Risk Level	Status (Open/Closed/NA)	Recommended Actions	Actions Taken	Risk Level	Completion Date
1	Coronavirus (specifically COVID-19) - cold, flu	Contamination of home salon and technician/family and further spread of the virus	<ul style="list-style-type: none"> •Symptomatic client/Technician •Asymptomatic client/Technician •Not following Government guidelines to control the spread of the virus 	<ul style="list-style-type: none"> •Clients to complete the COVID-19 Pre-Screen Questionnaire before arriving for appointment. Accessed on the website or to be emailed D-1 by the Technician; •All Client Consultation Forms available on the website to be completed before an appointment to minimise the time Clients spent within the home salon; •Coronavirus (COVID19) Salon Policy available for Clients to view and/or download; •Risk Assessment available for clients to view and/or download on the website; •Infographic material made available to Clients to simplify the changes implemented due to COVID-19 and available on the website to view and/or download; •Public transport should be avoided where possible and MUST wear face masks if its a necessary mode of travel; •Technician to provide clients with information on how the Home Salon is COVID-Secure, the Home Salon responsibilities and the client's responsibilities (available on the company website); •Treatment by appointment only, booked in advance; •Technician to temporarily remove treatments on or near the face from the treatment menu to avoid the 'highest risk zone'. These treatments will continue to be reviewed every 2 weeks to determine the current risk level; •Clients to text/call on arrival and wait for confirmation before entering the premises; •Regular hand washing by Technician in between clients; •Clients to clean hands on arrival using alcohol-based hand gel or soap and water; •Paper towels have been made available after hand w •Sanitising of clients hands/feet before starting treatment(s); •Sanitising, disinfecting and sterilising of work areas and tools in between clients; •Food and drink is not able to be consumed during the treatment with the exception of water in disposable cups or bottled water. •Technician to wear PPE for close contact treatments included but not limited to - face visor/shield, face mask, nitrile gloves, disposable apron, and foot covers. 	Low/Medium	Closed	Updated government guidelines state that a Type II Face Mask must be worn for all close contact services along with a Face Shield/Visor.	Type II Face Masks already in situ and will be worn for every treatment	Low/Medium	14/08/2020
2	Blades and sharp instruments	Possible blood transmission from one person to another; risk of blood-borne infection.	Cuts and grazes to Technician and clients.	<ul style="list-style-type: none"> •Client to receive their own porous tools (nail file, buffing block). All porous washable tools cleaned/sanitised with soap and water and then disinfected with Barbicide spray, after each use and stored in a cotton pouch with the customer's name ready for their next treatment; •UVC Steriliser to sterilise non-porous and porous tools after sanitising and disinfecting. •All non-porous tools/implements Sanitised (cleaned), disinfected (with Barbicide and/or Navy Hygiene), after each use; •Barbicide (disinfectant) changed daily following COSHH assessment and manufacturers dilution instructions. •Technician trained and qualified in using the equipment. •Clients verbally advised to remain still whilst treatment is conducted where sharp implements are used on/near the skin; •In the event of a cut, area is sanitised, disinfected and first aid treatment applied using disposable nitrile gloves; •All accidents recorded in the Accident/Incident Book by the Technician and signed by the Client; •Monitoring by the Technician that all hygiene measures are executed using the Daily Checklist. 	Low	Closed	<ul style="list-style-type: none"> • Provide customers with the option to safely store their Nail Prep Pack or to dispose of items after each use. 	<ul style="list-style-type: none"> •Purchase necessary equipment to provide both options for porous items (Nail Prep Pack) used during treatment(s). 	Low	29/06/2020

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3	Broken Glass	Cuts, and puncture wounds	(Mirrors/containers)	<ul style="list-style-type: none"> Affected area cleared of people; Cut resistant gloves to be worn; Broken glass to be swept into a dustpan and brush; Broken glass not to be picked up with bare hands; Wrap broken glass in a newspaper and/or place in a cardboard box marked Broken Glass to reduce risk to others; Do not place broken glass in general waste. 	Low	N/A			Low	
4	Burns/Scalding	Burns/scalding	Hot water, electrical appliances	<ul style="list-style-type: none"> Hot and cold water taps provided and labelled; Boiler thermostat set at recommended temperature as per manufacturers instructions; Boiler serviced annually. Electric appliances kept away from client area; Hot beverages served in an appropriate cup/holder. 	Low	N/A			Low	
5	Dermatitis	Prolonged redness of the skin (erythema), swelling, itching, raised blisters, sensitivity, burning or stinging.	Frequent contact with acrylates (HEMA, De-HEMA, L&P, acetone, lash bond, lash lift solution, tint and cleaning products	<ul style="list-style-type: none"> Soft cotton or paper towels provided for drying hands; Non-perfumed moisturiser provided. Technician to apply cuticle oil and moisturiser at the start and end of the day after washing hands; Information on Contra-Indications, including dermatitis in training completed by Technician; Technician to regularly check skin for early signs of dermatitis. 	Low/Medium	Open	<ul style="list-style-type: none"> PPE to be purchased - Single use, powder free, nitrile gloves, in Medium size. Technician to wear these gloves routinely for nail treatments and for cleaning. Single use disposable gloves changed between clients. Technician informed and instructed how to safely remove gloves to prevent contamination (HSE poster correct removal of gloves to be provided) 	<ul style="list-style-type: none"> Nitrile Gloves acquired; HSE poster acquired. 	Low	29/06/2020
6	Dust particles from efile	Breathing difficulty, cough, headache, nasal congestion	Removal/refining enhanced nail (product)	<ul style="list-style-type: none"> Use efile Carbide or ceramic nail bits to reduce fine dust particles in the air; Place paper towel underneath efile to dispose of dust after enhancement removal/refinement; Dispose of dust collection in a lidded bin. 	Medium/High	Closed	<ul style="list-style-type: none"> Purchase appropriate dust collecting system suitable for home salon/mobile use with medical grade filters to minimise dust and pathogen travel during enhancement removal/refinement; Dispose of dust residue and medical grade filter in a lidded bin. 	Zephyros Nail Dust Collector purchased with Medical Grade Filters. On table type for use at Home Salon or Mobile Nail appointments.	Low/Medium	08/06/2020
7	Electricity – electrical shocks, fire, burns.	Risk of an electric shock should a fault occur.	Electrical appliances subjected to considerable wear and tear, continually used throughout the day at different locations.	<ul style="list-style-type: none"> Fixed electrical installation inspected every five years by contractor. Remedial work completed as required and paperwork held by Technician; All hot and cold water pipes are suitably bonded and earthed; Portable appliances PAT Tested on an annual basis by a competent PAT Tester or replaced with new, by the Technician; Visual inspection completed of equipment before use. Defective cables and plugs taken out of use immediately and tagged 'Do Not Use'; Electrical equipment is used as per the safety instructions i.e. not near water; Technician trained to use the equipment correctly and safely; Electrical equipment mountings provided at workstations; Sufficient sockets provided to reduce the use of extension leads; Where extension leads are used, they are not overloaded and not plugged into another extension lead; Technician knows the location of the fuse box and how to turn off the electricity in an emergency. 	Low	N/A				
8	Fire smoke inhalation, burns, death			<ul style="list-style-type: none"> Daily visual checks that the escape routes are kept clear and free from obstructions by the Technician; Fire exits kept clear; Monthly inspection by the Technician; Defects acted on immediately by the Technician; Smoke and heat detectors and fire extinguisher maintained by Technician; Flammable products stored away from heat source. 	Low	N/A				
9	First Aid			<ul style="list-style-type: none"> First aid box provided. Contents as per the treatment guidance; Technician to take control in an emergency and check first aid box is fully stocked and replenish the first aid box on a regular basis; Accident book available; First aider (Technician) and injured person to complete the accident book for insurance purposes. 	Low	N/A				
10	Gas	Exposure to carbon monoxide, fire explosion		<ul style="list-style-type: none"> Annual service by Gas Safe engineer; Carbon monoxide detectors installed near boiler; Carbon monoxide detector tested regularly and batteries replaced annually or when the low battery alarm sounds. 	Low/Medium	N/A				

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11	Hygiene (Home Salon) - Also see RISK 1 controls	Exposure to bacteria, viruses and pathogens	Inappropriate infection control within the Home Salon and carrying out treatments	<ul style="list-style-type: none"> •Technician to wash hands before and after treating each client; •Technician and client to sanitise hands prior to treatment with gel hand sanitiser; •For pedicure treatment, Technician to disinfect the clients feet with hygiene spray before commencing treatment; •All sharp, non-porous tools cleaned/sanitised with soap and water and then disinfected in Barbicide, after each use; •All porous washable tools cleaned/sanitised with soap and water and then disinfected with Barbicide spray, after each use; •Barbicide changed daily following COSHH assessment and manufacturers dilution instructions; •All work surfaces cleaned with soap and water, then disinfected before and after each client •Clean, laundered salon towels provided for each client. •Dirty towels placed in laundry bin (with lid) and washed at 60°C with hypoallergenic non-bio laundry liquid. •Salon Uniform is washed daily at 60°C 	Low/Medium	N/A				
12	Hygiene (Mobile Salon) - Also see RISK 1 controls	Exposure to bacteria, viruses and pathogens	Inappropriate infection control within Clients home and carrying out mobile treatments	<ul style="list-style-type: none"> •Technician to wash hands before and after treating the client; •Technician and client to sanitise hands prior to treatment with gel hand sanitiser; •For pedicure treatment, Technician to disinfect the clients feet with hygiene spray before commencing treatment; •All sharp, non-porous tools placed in a sealed plastic box to be cleaned/sanitised with soap and water and then disinfected in Barbicide, when at the Home Salon; •All porous washable tools placed in a sealed plastic box to be cleaned/sanitised with soap and water and then disinfected with Barbicide spray, after each use; •Barbicide changed daily following COSHH assessment and manufacturers dilution instructions; •All touched surfaces cleaned with soap and water, then disinfected after use by the Technician; •Clean, laundered salon towels provided for each client. •Dirty towels placed in a sealed bag to be transported to the home salon and washed at 60°C with hypoallergenic non-bio laundry liquid. •Salon Uniform is washed daily at 60°C 	Medium/High	Closed	<ul style="list-style-type: none"> •Boot/shoe covers to be worn when entering the client's premise; •Vehicle to be cleaned and disinfected in between travel (car door handles, steering wheel, gear stick, handbrake, boot lever seatbelt); •Vehicle cleaning pack to be stored in the boot and readily available; •Client to ensure 2m distance is observed by other members of their household. 	<ul style="list-style-type: none"> •Temporarily stop mobile appointments due to COVID-19 school opening restrictions. Review changes when updates are provided from the government. 	Medium/High	24/06/2020
13	Manual handling	leading to back injuries, strains, fractures etc	Lifting and moving stock	<ul style="list-style-type: none"> •Manual handling technique training received by Technician; •Large boxes of deliveries split down into smaller lighter boxes. Decant items in a safe area away from people, walkways and escape routes; •Suitable footwear worn; •Look for the weight of the box contents; •Check walkways are clear before moving boxes, stock, and promotional material; •Storage area arranged to provide easy access to stock on shelving i.e. so no constraints on posture when lifting and carrying stock; •Heavy items stored at the bottom, light items at the top, every day items in the middle. No overloading of shelves; •Stock stored clear of smoke detectors and lights approx. 50cm; •No stock/materials to be stored in high risk rooms; (near boiler, fuse box); •Manual Handling assessments for high risk activities; •Defects to shelving units must be replaced by Technician; •Good Housekeeping – monitored by the Technician. 	Low	N/A			Low	

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15	Nail, Lash, Brow Chemicals and Cleaning Products	Nail, Lash and Brow preparations and products used contain harmful substances which can cause both skin and respiratory problems. Products used for cleaning can also be hazardous if used and stored incorrectly	Nail, Lash and Brow preparations and products used contain harmful substances which can cause both skin and respiratory problems. Products used for cleaning can also be hazardous if used and stored incorrectly	<ul style="list-style-type: none"> •Inventory of hazardous products used in the salon; •Up to date material safety data sheets (MSDS) or equivalent obtained from the manufacturer; •COSHH assessments completed before the product is used and made available to all employees; •Employees informed, trained and instructed on the safe working method of each product used; •Store products as per the COSHH assessment and SDS; •Containers labelled with contents; •Salon and stock room well ventilated; •Solutions prepared in accordance with manufacturers instructions to ensure correct consistency; •Materials mixed and stored away from the client in the separate room/area using designated mixing applicators, bowls and serving dispensers; •Products not mixed unless recommended by the manufacturer; •Solutions only applied for time specified by the manufacturer; •Appropriate PPE provided (i.e. nitrile gloves) and worn, as per the COSHH assessment; when mixing, using the product and washing up the dispenser; •Clients protected with single use towels; •Employees check with client for discomfort; •Washing facilities and first aid kits provided; •Skin patch tests completed on clients as per manufacturers instructions, 48 hours before treatment; •Technician check with customers for history of allergy to nail products, tints, lash lift and lash bonding products; •Good hygienic house rules, involving: washing hands, using paper towels, changing towels and after each client, thoroughly cleaning equipment such as files, buffers, cuticle pusher, nippers after use. 	Low/Medium	N/A			Low/Medium	
16	Poor posture when working/receiving treatment	May suffer musculoskeletal injuries, e.g. back pain, neck or shoulder injuries, wrist pain and pain or discomfort in feet and leg(s)	Incorrect beauty bed/chair height	<ul style="list-style-type: none"> •Height-adjustable beauty bed to adjust to the appropriate height depending on lash or brow treatment provided; •Using good, solid shoes without heels, to enable a good working posture, prevent aching legs and keeping knees lower than hips whilst seated; •Work schedule arranged to allow short breaks to be provided throughout the day; •Training and educating undertaken by the technician in the application of risk reduction measures, e.g. using the available means to optimise the working posture, improving the working posture (keeping the elbows low), taking sufficient breaks, etc; •A reasonable working temperature is maintained. 	Low/Medium	Closed	<ul style="list-style-type: none"> •Stable padded client chair at appropriate table height; •Height-adjustable technician saddle chair; •Wrist rest with appropriate height for client and technician. 	Client chair, technician chair and wrist rest in place.	Low	04/07/2020
17	Slips, trips and falls	Slip/trip over objects or trailing wires.	Trailing electrical wires, wet floors, items in walkways.	<ul style="list-style-type: none"> •Good Housekeeping ensuring the home salon is kept tidy and clean; •Regular visual inspections of the floors to see that they are free from products, nail debris and remain in a good condition; •Cleaning up any spillages, chemicals or water immediately with paper towels; •Floor cleaned at the end of the working day; •Walkways, workstations and stairs kept clear; •Rubbish removed (boxes, packaging etc.) from walkways to waste areas; •Products stored correctly in designated storage areas; •Cables and leads stored securely; •Adequate sockets provided to reduce trailing cables; •Wax heater, nail lamp, efile, ultrasonic cleaner unplugged when not in use; •Adequate lighting; •Technician to wear appropriate footwear; •Defects replaced; •Technician to complete monthly home salon inspections. 	Low	Closed	<ul style="list-style-type: none"> •Floor cleaned between clients (carpet area vacuumed, hard floor area mopped with disinfect. 	•Floor cleaning added to the COVID Hygiene Daily Checklist	Low	17/06/2020
18	Temperature/Ventilation			<ul style="list-style-type: none"> •Central Heating provided which is maintained and serviced annually; •Fresh air supply (natural ventilation – windows/open door); •Fan/cooling unit provided in warm weather; •Smart Thermometers provided – reasonable temperature maintained; •Welfare checks with client. 	Low	N/A				
19	Waste incl. flammable waste.			<ul style="list-style-type: none"> •Waste removed on a regular basis throughout the day to designated waste area; •Internal waste areas – good housekeeping, waste bagged, removed daily for weekly collection; •Acetone wipes to be stored in a lidded container before disposal. 	Low	N/A				
20	Welfare provision			<ul style="list-style-type: none"> •Access to toilets and washing facilities, which are clean and maintained daily; •Toilets to be lockable and provided with toilet paper; •Hot and cold running water, soap and drying facilities provided; •Technician to take regular breaks. 	Low	Closed	<ul style="list-style-type: none"> •Access to toilets and washing facilities, which are clean and maintained and recorded on the COVID-19 Hygiene Daily Checklist; 	•Toilet cleaning added to the COVID Hygiene Daily Checklist.	Low	17/06/2020

Signature:	Date:
	14/08/2020