

COVID-19 Risk Assessment for élégant nails (Southsea)

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| Date: | 14/08/2020 |
| Assessors Name: | Kelly Wilkinson (MGNT) |
| Position: | Technician/Business Owner |
| Version Number: | V1.1 |
| Location Details: | Godwit Road, Southsea, Hampshire, PO4 8XR |

| Risk Matrix | IMPACT | | | | | |
|-------------|---------------|------------|------------|-------------|-------------|-------------|
| | Negligible | Minor | Moderate | Significant | Severe | |
| LIKELIHOOD | 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 | Surface contamination | Contamination of home salon and technician/client/family and further spread of the virus | Any person (technician, client, family member etc.) may contract and/or spread the virus from making contact with a contaminated surface. | <ul style="list-style-type: none"> Hand washing facilities with soap, hot water and disposable towels are available inside the downstairs toilet; Sign on display for 'correct hand washing' in the downstairs toilet directly above the sink; Hand sanitising facilities (alcohol based gel) is available at the entrance/exit and in the treatment room; Sign on display in the treatment room to 'wash your hands' and 'avoid touching your face'; Technician to regularly and thoroughly clean all surfaces using an appropriate disinfectant or alcohol wipes of 70%+ isopropyl alcohol and complete the Hygiene Checklist. | Low/Medium | | | | | |
| 2 | Respiratory Contamination | Contamination of home salon, technician/family and further spread of the virus | Sneezing, coughing or talking have the potential to spread the virus through airborne contamination of the environment. | <ul style="list-style-type: none"> Technician to provide tissues and foot operated waste bins for contactless disposal; Technician to wear the appropriate face visor/face covering for the level of protection required for each task/treatment/environment; Technician to introduce social distancing measures where possible and when close contact is not required. Technician to notify all clients/visitors pre-appointment that they will be encouraged to wear a face covering and follow social distancing measures throughout their visit. | Low/Medium | | | | | |
| 3 | Virus Symptomatic Clients / Visitors | Contamination of home salon and technician/family and further spread of the virus | Any persons displaying symptoms typical of COVID-19 infection may have the virus and spread it through contaminating the premises and infecting other people. | <ul style="list-style-type: none"> Technician to pre-screen all clients before their appointment for high temperature; new and persistent cough; loss or change to sense of smell or taste; or close contact with someone recently diagnosed with COVID-19; Technician to refuse treatment if pre-screening questionnaire has not been completed, or client on attendance is displaying COVID-19 symptoms. If the client or any of the people they live with feel ill or display any symptoms of COVID-19, they are required to advise the Technician as soon as possible and DO NOT ATTEND THEIR APPOINTMENT; Technician to amend the booking terms and conditions so the client will not be charged a late cancellation fee for any appointments which you miss due to COVID related illness; Technician may rebook the clients treatment from D+15 from the date of COVID-19 symptom notification. | Low/Medium | | | | | |
| 4 | Virus Symptomatic Technician | Contamination of home salon and technician/family and further spread of the virus | Any persons displaying symptoms typical of COVID-19 infection may have the virus and spread it through contaminating the premises and infecting other people. | <ul style="list-style-type: none"> If the Technician falls ill or has symptoms of COVID-19, self-isolation will be immediate and no appointments will be carried out; Technician to cancel appointments with clients for the 14 days isolation period and to offer clients to re-book again in 14 days' time or ask for a full refund if any booking fee has been paid; Before returning to work, Technician must confirm that they do not have a high temperature; new and persistent cough; loss or change to sense of smell or taste; or have not had close contact with someone recently diagnosed with COVID-19 to clients. | Low/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 |
|-----------|--|---|--|--|------------|-------------------------|--|---|------------|-----------------|
| 5 | Virus Transmission – General | Contamination of home salon and technician/family and further spread of the virus | All persons risk being infected through close contact and exposure to potentially contaminated surfaces. | <ul style="list-style-type: none"> •Technician to perform virtual consultations wherever possible and to make all consultation forms available on the website to be completed prior to appointment/treatment; •Technician to advise clients to attend appointments unaccompanied and with minimal personal possessions; •Drinks should only be served to clients in disposable cups. Ideally this should be done from an automated drinks dispenser, which is cleaned between each use. •Keep windows open wherever possible to promote good ventilation and clean air. •Technician to wash work clothes daily at 60°C. •Technician to introduce longer times between each treatment to allow thorough room and equipment cleaning, and time for clean air to circulate from open windows. •All PPE should be CE marked to ensure the correct level of protection. •Bins should be lined with bin bags and should be disposed of to an outside bin when the bin becomes full and at the end of each day. | Low/Medium | | | | | |
| 6 | Virus Transmission – Bathrooms | Contamination of home salon and technician/family and further spread of the virus | Bathroom areas are potential incubators for contamination and spreading infection without the necessary controls in place. | <ul style="list-style-type: none"> •Provide only disposable paper towels in the bathroom, and a foot operated waste bin for contactless disposal; •Clean the client's bathroom inbetween treatments; •Designated separate bathrooms for Technician (+household members) and clients.. | Low/Medium | | | | | |
| 7 | Virus Transmission – Treatment Room | Contamination of home salon and technician/family and further spread of the virus | Technician risk being infected by close contact with clients and being in close range of respiratory contamination. | <ul style="list-style-type: none"> •Technician to thoroughly clean all surfaces (especially equipment and treatment beds/chairs) between clients; •Technician to provide hand sanitiser in the Treatment Room and at entry/exit to the premise.. | Low/Medium | | | | | |
| 8 | Virus Transmission – During Treatment | Contamination of home salon and technician/family and further spread of the virus | Performing treatments puts the Technician at risk of contracting the virus through direct touch contact with clients and in very close range of respiratory contamination. | <ul style="list-style-type: none"> •For all treatments, single-use nitrile gloves (or similar) must be worn by the Technician; •All treatment PPE should be kept in a clean cupboard of the treatment room so that it can be put on before starting the treatment. •Technician to wear a PPE visor while performing treatments that require close contact.. Reusable visors should be cleaned after each use; •Technician to wear disposable gowns (over work clothes) where possible when performing treatments that can generate plume, such as using the e-file; •For plume-generating treatments sufficient dust extraction is required. Ideally, any system should have a ULPA filter; •Technician to ensure all single-use PPE is correctly disposed of after use into a foot operated waste bin and hands are washed immediately afterwards; | 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 |

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| NOTIFICATIONS: | | | | | | | | | | |
| FOR CLIENTS: | | <p>Technician to inform all clients of the COVID-19 policy prior to their appointment. This should include details of:</p> <ul style="list-style-type: none"> •Familiarising themselves with the Coronavirus (COVID-19) Infection Prevention & Control Policy; •Hand washing on arrival; •Washing hands on arrival; •Not to touch personal belongings (bag, coat, mobile phone etc), •Face coverings are encouraged; •Water can be served during treatments in a disposable cup; •Card payments are preferable; •Social distancing measures. | | | | | | | | |

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| EMERGENCY ACTION: | | | | | | | | | | |
| Technician suffering typical COVID-19 symptoms. | | Technician will immediately working and self-isolate at home. All staff recently in contact with potentially infected member of staff should be extra-vigilant of themselves displaying any symptoms and immediately stop coming to work if symptoms do appear. | | | | | | | | |
| Multiple clients report suffering typical COVID-19 symptoms within 14 days of attending their | | The business should be temporarily closed while a thorough deep clean is completed. All COVID-19 protocols should be reviewed to identify and correct any areas where protocols do not offer sufficient protection against contamination. | | | | | | | | |
| A person enters the premises without knowledge of 'élegant nails' COVID-19 procedures. | | The person should be politely asked to leave while maintaining social distancing. Any rooms entered by the person should be allowed to ventilate for as long as possible before a thorough clean of the area and anything that the person came into contact with. | | | | | | | | |

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| Signature: | Date: |
|  | 14/08/2020 |