

Risk assessment COVID-19

Company name: The Retreat

Assessment carried out by: Gavin Knights

Date of next review: 27 July 2020

Date assessment was carried out: 27 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVI19 - Waiting area	Clients must be 2m apart. Danger of employees and clients contracting COVID19	Waiting area to be separated so that clients are kept more than 2m apart whilst waiting	Additional outdoor seating area to be provided	Gavin Knights	Opening date- Awaiting government approval	27 June 2020
COVI19 - Too many clients in salon	Clients need to be kept 2m apart. Danger of employees and clients contracting COVID19	Front door is to be kept open to increase airflow. Security belt to be placed across door and client asks to queue outside	Signs to be placed on the floor 2 apart in the salon. Sign to be placed at the door to advise clients to wait	Gavin Knights	Opening date- Awaiting government approval	27 June 2020
COVI19 - Cleaning rota introduced	Danger of employees and	Increased cleaning to take place. All		Gavin Knights	Opening date- Awaiting	27 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	clients contracting COVID19	areas to be cleaned in between treatments. Toilets to be cleaned regularly			government approval	
COVI19 - Toilet Area	Danger of employees and clients contracting COVID19	Towel removed. Papers towels introduced and new soap dispenser	Cleaning rota introduced for toilet area	Gavin Knights	Opening date- Awaiting government approval	27 June 2020
COVI19 - Treatments	Danger of employees and clients contracting COVID19	All clients are to be asked to sanitise their hands on arrival and wear a mask during their treatments. Clients will also be asked to complete a health questionnaire and cancel their appointment if they have any symptoms	Health questionnaire to be sent out via email	Gavin Knights	Opening date- Awaiting government approval	27 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVI19 - Treatments	Danger of employees and clients contracting COVID19	Perspex screens introduced on manicure stations. Staff required to wear disposable apron and visor when it is not possible to carry out treatment behind screen	Staff to be advised of new procedures	Gavin Knights	Opening date- Awaiting government approval	27 June 2020
COVI19 - Treatments	Danger of employees and clients contracting COVID19	Staff required to sanitise all equipment in between each treatment and to wash hands in-between each new client	Staff to be advised of rules	Gavin Knights to send instructions to staff	Opening date- Awaiting government approval	27 June 2020
COVI19 - Treatments	Where possible, doors and windows should be left open to aid in circulation of air	Treatments will be arranged so that no more than one client is in a treatment	Staff to be advised of rules	Gavin Knights to send instructions to staff	Opening date- Awaiting government approval	27 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		room at any one time.				
COVID19 – Reception Area	Danger of employees contracting COVID19	Only receptionist should be behind the reception desk and should be operating laptops. Laptops, seat and all equipment should be cleaned before taking a break and then again when returning.	Staff to be advised of rules	Gavin Knights to send instructions to staff	Opening date- Awaiting government approval	27 June 2020

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/