

Covid 19- Risk Assessment

Organisation name: **Barber Streisand**

Area	What are the hazards?	Who might be harmed and how?	Mitigations	Additional Action Required	Level of Risk- Low/Med/High
External	People Gathering on bench outside	Customers waiting, general public, lack of social distancing and touching the bench	Remove bench to discourage people sitting and gathering	Enforcer role to disperse groups, manage waiting customers Liaise with Cafe Kick to prevent people gathering at front	Low
Entrance/Waiting Area	Touch points front door	Customers, Staff, deliveries multiple touching door	Door can be pushed open from outside without hands Door to be kept open as much as possible during opening hours Internal foot pull installed for hands free opening Hand sanitizer with signage near entrance		Med
	Waiting bench	Customers, Staff, lack of social distancing and touching the bench by multiple people	Customers will be asked to wait outside Staff to sit at individual stations if not working Only enforcer on the bench	Customer communications on website and booking confirmations/reminders	Med
	First chair exposed	Customers, Staff People passing within 2m of customer in first chair	A-Board placed in entrance to obstruct people walking in that direction, with directions written on		Low

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	Customer belongings hanging	Customers, transmission from customers belongings to surfaces and other belongings	Customers will be asked to bring minimal belongings Disposable paper bags provided for belongings	Customer communications on website and booking confirmations/reminders	Med
	Customer Magazines	Customers, transmission to multiple people from magazines	Magazines removed		Med
Cutting Stations	Touch points on chairs	Customers, staff Multiple people touching the chairs during services	Hand sanitizer for customers on entry Staff wash hands/ sanitize between every client Chairs to be cleaned with disinfectant spray between each client, with particular attention to armrests and headrests	Enforcer to ensure customers and staff handwashing/sanitizing Cleaning schedule and process implemented for barbers between every customer	Med
	Barbering tools touch points	Customers, staff Transmission from contaminated tools between customers	Customers required to wash hair before arrival Tools and equipment to be sterilized with spray after every customer and soaked regularly in barbicide Cleaning schedule and process implemented for barbers between every customer	Customer communications on website and booking confirmations/reminders	Med
	Products	Customers, transmission between customers from contaminated product	Customers required to wash hair before arrival Disposable spatulas to be used for getting product out of jar Shop floor products to be shared across 2 stations maximum		Low

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	Customer belongings on workstations e.g keys phones	Customers, staff, transmission from contaminated belongings onto surfaces	Customer to keep items in pockets or between legs on laps Disposable paper bags provided if needed		Med
	Transmission from station to station	Staff, transmission from changing stations and moving equipment and belongings between stations	Staff to be assigned one permanent station. Part time staff to share with one other if necessary and thoroughly clean station and remove equipment between shifts		Med
	Transmission across stations	Staff, customers, airborne transmission between staff and customers at adjacent stations	Protective pvc curtains installed to create a barrier between customers and between staff at each station Staff and customers mainly facing the same direction Staff visors		Med
	Transmission from barber to customer and vice versa haircuts	Staff, customer, transmission from touching customers hair, skin and clothing	Hand sanitizer for customers on entry Staff wash hands/ sanitize between every client Visors to be worn by staff Customers to wash hair before visit Barbers to wear daily disposable apron Customer provided with disposable gown	Enforcer to ensure customers and staff handwashing/sanitizing Customer communications on website and booking confirmations/reminders	Med
	Transmission from barber to customer and vice versa beard trims	Staff, customer, transmission from airborne particles face to face, transmission from customer saliva etc onto hands/tools	Visors to be worn by staff Face to face kept minimal and beard trims to be at a comfortable distance and less than 15 mins. Chairs not tilted to prevent aerosol falling on customers	Enforcer to ensure customers and staff handwashing/sanitizing	High

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	Transmission from cups and water bottles	Staff, leaving cups and waterbottles in communal areas	Cups and water bottles to be kept on stations and disposed of/ cleaned by person using		Med
Rear sink	Towel Touching taps Opening shampoo cupboard	Staff, customers, transmission from touching contaminated surfaces, airborne transmission from people moving around salon frequently	Disposable hand towels Taps and cupboard door can be operated with forearms Customers requested to come with clean hair and no product so washing unnecessary	Customer communications on website and booking confirmations/reminders	Low
Till Area	Cash payments and pin required on the card machine	Staff, customers, transmission via contaminated notes and coins, staff inputting values on pinpad, or where pin is required instead of contactless (every 5 transactions).	Online bookings with advance payment so card machine only required in exceptional circumstances Contactless payments enabled No cash payments for products allowed Cash tips to be given directly to barber and placed in jar on their station to avoid handling cash To be rung up by enforcer	Customer communications on website and booking confirmations/reminders	High
	Viewing/taking bookings on ipad	Staff, transmission from touching ipad screen	Ipad will be left on with bookings visible to avoid need to touch by staff Enforcer role with have separate tablet for bookings which only they will use when checking customers in Advance booking and payment online only so no need to add appointments or process POS on ipad		Med
	Telephone transmission	Staff, transmission from multiple staff picking up phone	Only enforcer + 1 each day to answer phone, phone to be wiped down between uses	Identify + 1 to answer phone each day	Med

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	Transmission from handling loyalty cards	Staff, customers, transmission from passing existing loyalty cards between staff and customers	New loyalty card issued with a stamp each time Barbers to issue cards from own stock at workstation Not accepting existing cards for stamping Loyalty cards redemption suspended to be honoured at a later date	Customer communications on website and booking confirmations/reminders	High
	Transmission from handling objects around the till	Staff, customers, transmission from handling pens, contact cards, clothes brushes etc around till area	All items removed from around the till including pens, clothes brushes, contact and review cards		Med
	Broom	Staff, transmission between staff from use by multiple people	Staff to use sanitizer before picking up broom, wiping broom part of standard clean-up process staff are following		High
	Till Drawer	Staff, transmission from multiple people opening and closing till drawer	No card payments or cash in store. Till drawer only necessary for petty cash receipts-Slide receipts into drawer		Low
Stairwell	Meeting someone on the stairwell	Customers, staff meeting face to face without distancing on the stair	Staff to remain at stations unless using toilet or on break Staff to have breaks staggered Enforcer to monitor access to stairwell to ensure one out one in	Enforcer to monitor access to stairwell	Low
	Touch points on bannister	Customers, staff transmission from touching bannisters	Hand sanitizer at top of stairs Frequently wipe down banister		Low

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Middle Room Basement	People congregating in middle room	Staff, transmission between people gathering or working in middle room	Staff to remain at stations unless using toilet or on break Staff to have breaks staggered Managers to use room separately Managers separate desks not facing each other or transit path Kitchen door removed for ventilation		Med
Back Room Basement-Gener al	People congregating in back room	Staff, transmission between people gathering downstairs, alck of ventilation and distancing	Staff to remain at stations unless using toilet or on break Staff to have breaks staggered Staff to wait at stations in the morning and take belongings downstairs and make morning drinks one at a time Windows to be kept open		Med
Back room	Staff belongings	Staff, transmission from staff belongings to surface or other belongings	Staff allocated individual lockers		Med
Kitchen Area	Transmission from cutlery/crockery and touching around sink and tea machine	Staff, transmission from contaminated surfaces	Hand sanitizer at door Staff stick with one cup and responsible for washing own dishes Sink for handwashing Staff to wipe down after using kitchen/ table area Disposable hand towels		Med
Eating area	Touching table, people accessing kitchen and toilet while staff are on lunch	Staff, transmission from contaminated surfaces, distancing from people using the kitchen/ toilet while eating	Staff encouraged to eat lunch in back garden weather permitting Staff lunchtimes staggered Windows kept open for ventilation Wipe clean tablecloth to be wiped down Staff eating facing away from kitchen		Med

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Toilet	Multiple touchpoints, door, towel	Staff, customers, transmission from contaminated surfaces	Foot pull on door Disposable hand towels Handwash and sink Regular cleaning schedule How to wash your hands signage		Med
Shop Floor General	Ventilation	Staff, customers, airborne transmission	All doors and large bi-fold windows to be kept open as much as possible Music low enough to not require shouting		Med
Staff General	Transmission from staff	Staff, customer, transmission from symptoms, lack of social distancing, poor hand hygiene, contamination from external environment	Clear guidelines & expectations communicated Standard clean up process between customers defined, communicate and signage at stations Visors issued Individual risk assessments completed Enforcer role to ensure guidelines followed Self-isolate if symptomatic Change clothes daily		

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Customer General	Transmission from customers	Staff, customer, transmission from symptoms, lack of social distancing, poor hand hygiene, contamination from external environment	Sanitizer on entry and exit Bookings only-keep customer details COVID 19 screening questions on confirmation email and website Hefty haircut option (45mins) to avoid overrunning & crowding No food to be brought in Clients to attend alone-no pets, friends or family Minimal belongings Clean Hair Wait outside	Customer communications on website and booking confirmations/reminders	
Cleaning general	Transmission from surfaces	Staff, customers touching contaminated areas that have not been properly cleaned	Standard cleaning process implemented for staff between each customer & training provided Online bookings allows time saving for payment processing can be used for additional cleaning Enhanced and more frequent cleaning agreed with shop cleaner with specific focus on high risk areas		