

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff/Therapists</p> <p>Clients/Visitors to premises</p> <p>Delivery Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with staff in relation to the business</p>	<p><b>Hand Washing</b> Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Hand Gel Sanitiser Dispensers at entrances and all staff and visitors encouraged to use them upon entering the premises.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Posters, leaflets and other materials will be displayed.</p>	All Staff and Visitors to the premises	Ongoing	

		<p><b><u>Cleaning</u></b>  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Frequent cleaning of all items staff share with other members of the team, for example tills and card machines. It will be essential for these to be cleaned thoroughly at the start and end of all shifts and hourly throughout the day.</p> <p>Where possible, staff will be given their own equipment to use that will not be allowed to be shared among the team. IE lash equipment, waxing pots.</p> <p>All salon towels, uniforms and other laundry will be washed at 60 degrees C.</p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	All Staff	Ongoing	
--	--	--	--	-----------	---------	--

		<p><b>Social Distancing</b>  Social Distancing-  Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of therapists on site at any one time.</p> <p>Operating a one in, one out client appointment system to reduce contact with others.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.</p>	<p>All Staff and Clients/Visitors to the Salon</p>	<p>Ongoing</p>	
--	--	---	---	--	----------------	--

		<p>for staff.</p> <p>Social distancing also to be adhered to in break area and smoking area.</p> <p>Social Distancing Signs/Posters on entrances reminding visitors not to enter if they feel unwell and of the social distancing measures in place.</p> <p>2m stand here sign in front of the counter to ensure clients wait to be called to the counters.</p> <p>No minimum spend on card has been introduced. Clients will be encouraged to pay contactless or card to reduce contact with cash.</p>				
--	--	---	--	--	--	--

		<p><b><u>Wearing of Gloves</u></b>  A pair of gloves will be provided to staff if they choose to wear them.. Staff will be instructed on how to remove gloves carefully to reduce contamination. However staff will be encouraged to not wear them and to continue to wash hands regularly.</p> <p><b><u>PPE</u></b>  Staff will be issued face coverings can be worn during all treatments.</p> <p>Face shields MUST be worn at all times, especially during close treatments such as lash treatments.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
--	--	---	---	-----------------------------------	-------------------------------	--

		<p><b><u>Symptoms of Covid-19</u></b>  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Clients will be asked not to enter the salon/turn up for their appointment if they feel unwell.</u></p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	All Staff	Ongoing	
--	--	---	--	-----------	---------	--

		<p><b><u>Drivers</u></b>  Procedures in place for Delivery Drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Mental Health Champions will be on hand during working hours.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Delivery Drivers</p> <p>Management</p>	<p>Ongoing</p> <p>Ongoing</p>	
--	--	--	--	---	-------------------------------	--

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**