

ABSOLUTELY FLAWLESS

CORONAVIRUS RISK ASSESSMENT

UPDATED:

12/10/2020

LOCALITY: Zoom meeting (update)

DATE: 12.10.20

NAME OF CHAIR: Joanne Pearson

ROLE OF MEETING: To discuss Health and Safety and PPE going back to work

ATTENDEES

Alex

Holly

Maisie

Sara

Chloe

Lauren

Nimra

Sam

Emma

Leanne

Oksana

Tallulah

Eve

Lisa

Rachael

Zoom meeting held with freelancers to discuss current status of the Coronavirus outbreak and how we tackle going back in to the working environment safely for freelancer and client.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

AGENDA ITEMS

- Freelancer Safety
- Client Safety
- Area Management
- Infection Control
- Cleaning Procedures
- Products to purchase

Title	Agreed action to be taken	Person responsible	Date to be completed
Training	<ul style="list-style-type: none"> All freelancers to receive safe handwashing training https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Everyone to do Barbicide Covid compliant course https://barbicide.com/certification/ 	Freelancers to view video and complete course	All completed as of 04.07.20
Track & Trace	<ul style="list-style-type: none"> Freelancers to have track and trace app on their phones when available 	Freelancer to confirm	Available now
Email	<ul style="list-style-type: none"> Detailed email to client letting them know what to expect at the treatment and what they will need to do to comply. 	AF	Available now
PPE cleaning products stock levels	<ul style="list-style-type: none"> Hold a good stock of cleaning product supplies, and re-stock in plenty of time. Items to include: <ul style="list-style-type: none"> - Barbicide / Clippercide (hair stylists) - IPA 70% & Washing up liquid (makeup artists) - Dettol spray wipes (both) 	Freelancer	To be purchased by freelancer as soon as possible

Title	Agreed action to be taken	Person responsible	Date to be completed
PPE	<p>The following PPE items will be provided by AF for your own protection:</p> <ul style="list-style-type: none"> • Disposable Gloves / Re-useable masks / Disposable masks / Re-useable Visor / Couch roll <p>These will be allocated based on the number of jobs you have with AF</p>	Purchased by AF , allocated based on number of jobs. Freelancer will contribute 50% cost of items received	ongoing
PPE Stock control	<ul style="list-style-type: none"> • Team should keep an update of the PPE stock they receive on Google spread sheet, and adjust weekly to let AF know when stock is getting low. 	Freelancer	Ongoing, to have 1 week before work
Thermometer	<ul style="list-style-type: none"> • To check your own and your clients temperatures 	Freelancer	Purchase now
Disclosure form	<ul style="list-style-type: none"> • To cover you to ensure all clients are fit and well enough to proceed 	Freelancer (To be provided by AF)	Available now

Title	Agreed action to be taken	Person responsible	Date to be completed
Traffic Light Safety Guide Red/Amber/Green	<ul style="list-style-type: none">• A measurable risk assessment of the room/area allocated for work on the day. The ability to leave a treatment at any point where the working environment poses a significant health risk to the freelancer, when preparations for a safe workspace have previously been assured by the client.	AF to supply Freelancer to implement if needed	ongoing
Toilet procedure	<ul style="list-style-type: none">• Put couch roll on toilet seat• Wash hands thoroughly using training guide• Use own hand wash• Dry with couch roll• Put couch roll in zip bag• Clean hands with sanitiser on returning to client if door handles or surfaces have been touched en-route	Freelancer	ongoing

CLIENT SAFETY

Title	Agreed action to be taken	Person responsible	Date to be completed
Disclosure form	<ul style="list-style-type: none"> Client and Freelancer to complete a COVID19 checklist before entering the building using the disclosure form provided. This is to be signed by the client/bride and photographed as evidence. <p>Disclosure form will cover all AF clients and the freelancer to check if there are any symptoms including:</p> <ul style="list-style-type: none"> - New continuous cough / A new high temperature - Loss of taste and/or sense of smell 	Freelancer	On day of trial and wedding
AF policy	<ul style="list-style-type: none"> If the client or bridal party present with ANY symptoms you 'CANNOT' carry out the service and our Coronavirus Cancellation Terms will come into effect. <p>If the freelancer presents with any symptoms AF will try and find a replacement or give a refund in line with our T&Cs.</p>	AF	ongoing
14 days before	<ul style="list-style-type: none"> Freelancer to phone and email 14 days before the trial and wedding to confirm both parties are well. If either party becomes unwell after this time, they should call to confirm they are getting a Coronavirus test done to ensure they are well enough before any treatment. (emailed confirmation required) 	Freelancer	14 days before trial / wedding

Title	Agreed action to be taken	Person responsible	Date to be completed
14 days before (cont...)	<ul style="list-style-type: none"> During the same call make sure they have read our email about what is expected of them and that they have put the relevant things in place. (if they haven't speak to Jo) 	Freelancer	14 days before trial / wedding
1 day before	<ul style="list-style-type: none"> Phone and email the day before the trial and wedding day to confirm whether bride/bridal party or freelancer have symptoms or been in contact with anyone with symptoms in the last 14 days. (emailed confirmation required) 	Freelancer	1 day before trial / wedding
Wear PPE	<ul style="list-style-type: none"> Wear all your PPE when carrying out the service. Reusable visor / Type II masks / disposable mask for client (if they haven't provided their own) costs £1.00. Gowns to be disinfected between clients 	Freelancer	On the day
Clean surfaces	<ul style="list-style-type: none"> Clean surfaces before putting down kit using Dettol wipes / spray Put kit on couch roll. 	Freelancer	On the day

Title	Agreed action to be taken	Person responsible	Date to be completed
Safety Prodedures	<ul style="list-style-type: none">Wash your hands on:<ul style="list-style-type: none">- entering the building- before & after each client- before & after using the toilet- after leaving the buildingFor the trial: No one should be in the room but the client and freelancer. The only exception is where another artist is needed, they can be in same room but must be on other side of room with at least 2 metres distance. If that is not possible another room must be provided.For the wedding: No one should be in the room but the client and freelancer. The only exception is where another artist is needed, they can be in same room but must be on other side of room with at least 2 metres distance. If that is not possible another room must be provided. <p>Photographers are permitted in the room on the wedding day in the understanding that they wear a mask and keep 2 metres away at all times and for short periods.</p>	Freelancer to enforce with help of official AF statements	On the day

AREA MANAGEMENT

Title	Agreed action to be taken	Person responsible	Date to be completed
<p>Management plan to keep each area free from infection</p>	<ul style="list-style-type: none"> • Clean area and equipment before and after each client, use couch roll to put equipment on. • To sanitise hands up to sleeve when entering the building, between each client, after eating or drinking, after toilet visits and when leaving building. • To stand when doing consultation, or sanitise chair. • Only let the client view moodboards on their own phone. Send a link prior to trial to our Pinterest boards. • Take your own food and drinks. Do not use clients cups, plates or cutlery, and change your Type II mask each time you eat or drink. • If signatures are required ask them to use their own pen and not to touch the consultation form (use a clip board) • Clean equipment after each client, then deep clean at the end of day. 	<p>Freelancer</p>	<p>On the day / ongoing</p> <p>On the day / ongoing</p> <p>Ongoing</p> <p>Sent on email</p> <p>Ongoing</p> <p>On the day</p> <p>On the day / ongoing</p>

Title	Agreed action to be taken	Person responsible	Date to be completed
Management plan to keep each area free from infection	<ul style="list-style-type: none"> PPE to be worn 	Freelancer	On the day
	<ul style="list-style-type: none"> Use social distancing (1 client and 1 artist in the room), if there are 2 artists and 2 clients then there needs to be 2 metres between you. No one else must enter room. 	Freelancer	On the day
	<ul style="list-style-type: none"> Possible door hanger to say please do not enter treatment in progress. still TBC 	AF to provide	On the day
	<ul style="list-style-type: none"> Ask photographers to wait outside whilst carrying out the treatment and if they need to enter they MUST be 2 metres away from artist and client. 	Freelancer	On the day
	<ul style="list-style-type: none"> Check layout/room before entering to ensure it is an acceptable working space, large enough and is sanitary. Use 'Traffic Light' guide with quote statement given by AF if unacceptable. 	Freelancer	At start of treatment
	<ul style="list-style-type: none"> Doors and windows to be left open. 	Client	Client
	<ul style="list-style-type: none"> 10 minute break to be decided by freelancer when needed 	Freelancer	Freelancer

INFECTION CONTROL

Title	Agreed action to be taken	Person responsible	Date to be completed
Hand washing procedures	<p>There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:</p> <ul style="list-style-type: none">• Washing your hands often - with soap and water, or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available• Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See It, Catch It, Bin It, Kill It• Avoid touching your eyes, nose, and mouth with unwashed hands <p>Freelancers should wash their hands:</p> <ul style="list-style-type: none">• When entering building at the client location• After using the toilet• Between each client• Before and after eating any food, including snacks• When leaving the building	Freelancer	

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Staff Training	<p>Team to watch video link sent by Infection Control team</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	Freelancer	1 week before work
Use of mini hand sanitisers	<ul style="list-style-type: none"> To purchase stock for all localities Staff to carry hand sanitisers and hand wash and use in between clients 	Freelancer	1 week before work
Freelancers to have specific sanitising products for equipment	<ul style="list-style-type: none"> Confirm freelancers have this <ul style="list-style-type: none"> - IPA 70% & Washing up liquid (makeup artists) - Barbicide / Clippercide (hairstylists) - Dettol wipes / couch roll (both) 	Freelancer	1 week before work
Email instructions to clients to explain what to expect at treatment and what they need to provide	<ul style="list-style-type: none"> Emailed by freelancer and to get confirmation back that each bride has read and understood the instructions and happy to carry out their responsibilities 	Freelancer	Sent when official guidelines have been announced. Confirm with call 1 week before trial and/or wedding

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Client call / symptom check	<ul style="list-style-type: none"> • Call to client 7 days before trial and/or wedding to confirm whether client/freelancer has had COVID19 symptoms in the previous 14 days or have been around anyone with symptoms • Confirmation again before entering building on trial and wedding day using disclosure form. • Temperature check to be done from both parties and disclosure form filled out. • Review of location to ensure it is an acceptable working environment, if not you must not enter until it is safe to do so. • Sign on door to say 'keep out treatment in progress' 	<p>Freelancer</p> <p>AF</p>	<p>On the day</p> <p>1 week before work</p>
PPE	<ul style="list-style-type: none"> • To ensure that we have and use all PPE, including: Visors / disposable masks / Reusable masks / Couch roll / Hand sanitiser / Hand wash / Hair bobble / Clip board / Pen / Isopropyl alcohol IPA 70% / Barbicide / Clippercide / Dettol spray / Wipes. 	Freelancer	1 week before work

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Freelancer training - Accessing WHO video on Coronavirus	<ul style="list-style-type: none"> The World Health Organisation has posted an online video please see link below Staff to view online: https://openwho.org/courses/introduction-to-ncov 	All Freelancers	1 week before work
Barbicide training course/ certificate to be COVID19 compliant	<ul style="list-style-type: none"> To be carried out by all freelancers and to be shown to all clients on entering the premises. 	All Freelancers	1 week before work
Cleaning / PPE stock control	<ul style="list-style-type: none"> To order sufficient stock, PPE and sanitising products, update PPE spreadsheet and let AF know when its getting low 	AF and Freelancer	When guidelines agreed
Equipment required	<ul style="list-style-type: none"> Thermometers. Confirm to AF that you have one with plenty of spare replacement ear pieces 	Freelancer	1 week before work

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
To keep all areas clean with the correct cleaning chemicals	<ul style="list-style-type: none">• Clean all surface areas you are working in, clean your equipment in between clients, sanitise/wash hands on entering the building, before each client and on leaving the building.	Freelancer	On the day
Safe working practices	<ul style="list-style-type: none">• Arrive 10-15 minutes early to set up equipment, review area and sanitise.• Put clothes on for work just before you leave house.• Area to be well ventilated with windows and doors open• Wear Type II face masks, visor, when dealing with clients	Freelancer Freelancer Client Freelancer	On the day On the day On the day On the day

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Safe working practices (cont...)	<ul style="list-style-type: none"> • Ask client to wear their face mask when doing hair, then when doing eye makeup for makeup service. If they have not got one you can provide them with one. (charged at £1.00) 	Client	On the day
	<ul style="list-style-type: none"> • Wear short sleeve tops and wash up to the start of the top. 	Freelancer	On the day
	<ul style="list-style-type: none"> • Tie hair back off the face & neck and limit jewellery if possible or sanitise jewellery when home. 	Freelancer	On the day
	<ul style="list-style-type: none"> • Wear figure hugging clothing that will not brush against the client or furniture 	Freelancer	On the day
	<ul style="list-style-type: none"> • Remove clothes as soon as you are home at the door and put in bin bag then straight in the washing machine. 	Freelancer	After work
	<ul style="list-style-type: none"> • If a freelancer feels unwell even just before carrying out a treatment she should cancel the treatment. We will endeavour to find a replacement or freelancer to refund client. 	Freelancer	On the day

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Safe working practices (cont...)	<ul style="list-style-type: none"> If client feels unwell just before the treatment they are to tell us and the treatment would be cancelled for refunds refer to Coronavirus T&C's. 	Client	On the day
	<ul style="list-style-type: none"> Deep clean equipment after each days treatments. 	Freelancer	After days work
	<ul style="list-style-type: none"> Clean re-usable PPE after each day 	Freelancer	On the day
	<ul style="list-style-type: none"> Limit amount of people in the area to [1 artist and 1 client] in the room if possible, if there are 2 artists and 2 clients there needs to be at least a 2 metre distance between them. 	Freelancer	On the day
	<ul style="list-style-type: none"> Take a break for fresh air when needed 	Freelancer	On the day
	<ul style="list-style-type: none"> Name and mobile numbers of all bridal party members to be taken for NHS 'track and trace' Details to be kept secure for 21 days then shredded or permanently deleted if digital. 	Freelancer	At trial stage

CLEANING PROCEDURES

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Cleaning procedures	<p>You should make sure processes are in place ready to return to the work place keeping yourself and the public safe :</p> <ul style="list-style-type: none">• Clean and disinfect areas and equipment between each client, on entering the location and after each service i.e. 1 hair or makeup, then once you have left the building.• Ensure you have a wipeable surface to put your kit on and put a piece of couch roll under it also.• Use cleaning and disinfection products that are suitable for the job and follow the manufacturer's instructions. We have agreed:<ul style="list-style-type: none">- Barbicide or Clippicide for hairdressers- Isopropyl alcohol IPA 70% for makeup artists- Dettol 99.9% spray/wipes to clean surfaces before putting down bags, for cleaning chairs and your carry cases. Gowns must be worn by the client and Dettol sprayed after each client	Freelancer	On the day and after that days work

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
Cleaning procedures	<ul style="list-style-type: none"> Disinfection products should meet the BS EN standards. Check product labels for either of these codes: BS EN 1276 or BS EN 13697. 	Freelancer	1 week before work
	<ul style="list-style-type: none"> Use a cleaning schedule to make sure that surfaces and equipment are cleaned when they need to be. This is in between each client and when you get home to do a deep clean of all your equipment. 	Freelancer	On the day / after that days work
	<ul style="list-style-type: none"> Adjust timings to make time for cleaning and to have a break so you get fresh clean air in to your lungs. <i>We agreed to get there 15 minutes early however to give time for a break this could be 30 minutes.</i> 	Freelancer	On the day / confirm in email to client before hand
	<ul style="list-style-type: none"> Washing hands when you enter the building then before and after each client then when you leave. 	Freelancer	On the day
	<ul style="list-style-type: none"> Client to wash hands before treatment in case they touch their face or hair 	Client	On the day
	<ul style="list-style-type: none"> Put items of equipment that needs cleaning in a zip bag if possible and not too large. 	Freelancer	On the day

PRODUCT PURCHASE

Title/Actions	Agreed action to be taken	Person responsible	Date to be completed
PPE Kit items needed	<p>PPE what to purchase and how to use:</p> <ul style="list-style-type: none">• Type II masks to be worn at all times unless going outside for a break and to be swapped when drinking or eating and for each new client• Disposable masks for clients to purchase if they don't have their own face covering (£1.00)• Visor to be worn from entering the building till you leave the building, to be washed and reused for each wedding.• Couch roll to put your equipment or bag on also for when you use the toilet to cover the toilet seat and to dry hands then to be dispose in the zip lock bag.	<p>AF to purchase</p> <p>We will buy based on the number of weddings you have and distribute them accordingly.</p> <p>You will then pay us 50% of the amount distributed</p>	<p>1 week before wedding</p>