



**Business
Support**
COVID-19

COVID-19

BEAUTY SALON CHECKLIST

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**Armagh City
Banbridge
& Craigavon**
Borough Council

BEAUTY SALON CHECKLIST

This checklist is a quick guide to support Beauty Salons reopening during Covid- 19. There may be other controls necessary for you to implement in your business so it is important that you prepare a COVID-19 risk assessment to help you decide which actions you need to take just as you would for other health and safety matters. You should involve your staff in the risk assessment and ensure it is specific to your premises.

Physical Distancing/Movement of your Customers

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| Maintain a 2m (or 1m with risk mitigation where 2m is not viable, is acceptable) distance from customer to customer, between customer and staff and between staff to other staff. You should consider and set out the mitigations you will introduce in your risk assessments. | |
| Social distancing should be maintained in waiting areas. When waiting areas can no longer maintain social distancing, consider moving to a 'one-in-one-out' policy. Also consider social distancing in corridors and staircases. | |
| Discard magazines, toys and other non-essential items in the waiting areas. | |
| Stagger or extend opening and appointment times so that waiting areas have minimal congestion and to enable adequate distancing between workstations. This allows time to properly clean and disinfect between customer visits. | |
| Encourage customers to attend their appointments alone. | |
| Close contact businesses must operate on an appointment only basis. No walk- ins are currently permitted. | |
| Where the social distancing guidelines cannot be followed in full, in relation to a particular treatment, businesses should consider whether that treatment needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. | |
| Keep the activity time involved as short as possible. | |
| Use screens or barriers to separate clients from one another e.g. - at nail stations. If the practitioner is wearing a visor and a Type II face mask, screens will not provide additional protection between the practitioner and the individual. Everyone working in close proximity for an extended period of time must wear a visor and a Type II face mask. A screen will not be required between the practitioner and client when the practitioner is wearing a visor a Type II face mask. | |
| Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. | |
| Use a consistent pairing system, defined as fixing which workers work together, if workers have to be in close proximity. | |
| If people must work face-to-face for a sustained period of time with more than a small group of fixed partners, you need to assess whether the activity can safely go ahead. | |
| Services which require workers to be within the 'highest zone of risk' of clients (defined as the area in front of the face where splashes and droplets from the nose and mouth, that may not be visible, can be present and pose a hazard from the client to the practitioner and vice versa), for the entire duration or the majority of the time the service is being provided, should not be resumed unless mitigating actions can be introduced in line with the guidance (for example, by moving out of the highest risk zone and wearing a clear visor or goggles and a Type II Face Mask). | |
| Please use the following link for further guidance on keeping safe during COVID 19 in close contact services: www.economy-ni.gov.uk/sites/default/files/publications/economy/keeping-workers-clients-safe-during-covid-19-close-contact-services.pdf | |

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| Hygiene | |
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| Employees must wash their hands thoroughly before and after each customer service, in addition to other general hand washing duties/times. In addition, hand sanitiser should be available. Place a hand sanitiser at the entrance for clients to use when entering and exiting the salon. | |
| Sanitise any reusable equipment including client chairs, treatment beds, and equipment, such as nails lamps, used after each appointment, and at the start and end of shifts. | |
| Increased cleaning of high frequency contact surfaces such as handles, handrails, light switches, tables, and computers. | |
| Laundry such as towels and blankets should be washed on a hot temperature following each usage. If using washable blankets, they should only be used once, with disposable couch roll over the top of the blankets. The use of disposable towels should be considered. | |
| Remove miscellaneous items from the treatment room that is not required for the treatment. This will make the regular cleaning much easier and quicker. | |
| Encourage the use of contactless payment rather than cash. | |
| Encourage the use of disposable equipment where possible e.g. - disposable nail files, disposable wands. Avoid double dipping into wax pot. | |
| Equipment that is not disposable should be sanitised in between each client and at the start and end of shifts. | |
| Ensure equipment that is non-autoclavable (e.g. electrolysis & semi-permanent make up machine) are disinfected between uses. Refer to manufacturer's instructions for disinfectant contact times. | |
| Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19. | |

| Other methods of reducing transmission | |
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| Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas of the facility wherever possible. This may include keeping windows and doors open. | |
| In areas where a 2m distance cannot be maintained, use screens to create a physical barrier between people, for example at till points and in between each workstation. There may be certain treatments where you can use a moveable screen to create a barrier to the facial area e.g. lower body treatments or nails. | |
| <p>COVID-19 related screening questions should be asked of clients ahead of their appointment, including;</p> <ul style="list-style-type: none"> • Have you had the recent onset of a new continuous cough? • Do you have a high temperature? • Have you noticed a loss of, or change in, normal sense of taste or smell? <p>The client should be advised that if they have any of these symptoms, however mild, they should stay at home and reschedule their appointment.</p> | |

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Customer and Staff support

Display COVID signage in the salon to inform staff and customers of the salons practices for preventing the transmission of Covid 19.

Provide additional training for employees on your Covid 19 control measures.

Maintain details of customers each day for test and trace purposes.

Give your customers reassurance, acknowledge and be aware of customer's apprehension.

Freelancer/ Mobile Beauty Therapist

When visiting a client in their own home, the same rigorous hygiene regime applies with regards to personal hygiene, equipment, towels, and gowns.

Contact the client prior to the appointment to ensure that they or anybody else in their household has been ill or exhibiting signs/symptoms.

Request that during your visit, there are no other members of the family, children or animals in the same room as you and your client whilst carrying out the service.

For mobile operators, in the absence of handwashing facilities, you must use hand sanitiser.

Consider taking payment in advance of the appointment.

Health and Safety

Carry out a risk assessment of the risks posed by COVID-19 in your workplace.

Check that everything in your salon is in good working order, including:

- Water systems ([find out about legionella risks in the workplace](#))
- Heating and ventilation systems
- Electricity and gas supplies

Note

At the time of the issue of this re-opening checklist, the guidance on Social Distancing remains at 2 metres, however this may be subject to potential change in Government regulation.

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Useful Links

Keeping workers and clients safe during COVID 19 in close contact services- Keeping workers and clients safe during COVID 19 in close contact services:

www.economy-ni.gov.uk/sites/default/files/publications/economy/keeping-workers-clients-safe-during-covid-19-close-contact-services.pdf

Help with signage can be downloaded from

www.armaghbanbridgecraigavon.gov.uk/business-information-advice-faqs/#healthprotectionsafetyadvice

A template risk assessment for COVID-19 available from the HSENI website

www.hseni.gov.uk/publications/example-covid-19-risk-assessment-template

It is advised to regularly check NI Business info website, for the latest information

www.nibusinessinfo.co.uk