

COVID-19 RISK ASSESSMENT FOR THE BEAUTY ACADEMY LTD							
May-20							
The Hazard	Locations	Severity	Persons Affected	Controls Required	Risk	Additional Measures	
Spread of coronavirus	All training centres	High	Tutors	Tutors, staff, students and all visitors to ensure they are not showing symptoms before travelling to centre or head office	High	Text message to advise students to click on link to our website re specific Covid 19 measures	
	Head Office	High	Students	Tutors, staff, students and all visitors must not travel to centre or head office if a member of their household has symptoms	High	Text message to advise students to click on link to our website re specific Covid 19 measures	
			HO Staff	Tutors, staff, students and all visitors must consider vulnerable or shielded persons at their home before leaving home	High	Text message to advise students to click on link to our website re specific Covid 19 measures	
			Other tenants	Tutors, staff, students and all visitors to consider type of transport used going to and from centres and reminded to travel safely	High	Text message to advise students to click on link to our website re specific Covid 19 measures	
			Delivery drivers	Tutors must be trained in Coronavirus, prevention within the centres, for their own and all students safety	High	All tutors must complete - 'Covid 19 preventing Infection and Hygiene' course	
			Contractors	Tutors travelling on public transport are at danger of their uniforms becoming infected	High	All tutors commuting on public transport should do so in their own day clothes	
			Cleaners	<b>During The Course</b>			
			Visitors	Anyone arriving at centre showing symptoms must be politely and sympathetically refused entry	High	Tutors to carry this out and remind affected person regarding 'stay at home guidance'	
				Hand sanitiser and warning sign to use regularly by main entrance	High	Head Office must be informed immediately.	
				Hand sanitiser top up product kept nearby	High	Must be available for use at any time during course and before leaving for home	
				Warning sign clearly displayed regarding social distancing, using hand sanitiser and hand washing	High	Tutors to ensure that the dispenser is kept topped up	
				Social distancing measures of 2m must be followed wherever possible	High	As close to main entry as possible	
					High	Tutor to manage social distancing measures at all times and for all areas.	
						However students can work side by side or back to back.	
				All staff and visitors to be aware of any special measures regarding use of toilets	High	Clean toilet areas to be maintained by staff, tutors and/or landlord	
				Remind tutors and students and visitors to cough/sneeze into tissues or sleeves. Tissues to be disposed of safely	High	Extra boxes of tissues available at all centres	
				Use of disposable gloves to prevent infection spread	High	Disposable gloves will be provided at all centres for tutors and students use	
				Washing hands for 20 seconds as often as possible	High	Importance of proper drying of hands as well	
				Students will be given an anti-bac spray and couch roll	High	Students to clean own area at start and end of course day. Wipes will be provided for when they need to use toilet facilities. These wipes must be placed into nappy-bags and brought back to the training room for safe disposal.	
				Students to be encouraged to bring own pens, notebook, drink, lunch and to wear face mask whilst travelling on public transport	High	Students free to wear own mask during course. Spare supplies kept in training centre	
				Regular cleaning by tutors of equipment, work surfaces and reception area	High	Clean touchable surfaces including door handles, light switches etc	
						Tutor to monitor cleaning equipment stock and advise Head Office accordingly.	
				Student and/or tutor shows signs of becoming ill during course	High	Student must be immediately isolated, then leave the centre go straight home and self isolate.	
						All their equipment and working area must be thoroughly cleaned.	
						All other students also sent home and advised to self isolate.	
						Head Office must be informed immediately, the centre must be cleaned and then closed.	
						If tutor becomes ill they must telephone Head Office immediately to be advised.	
				Training via artificial hands and mannequin heads	High	Avoid student to student direct personal contact whenever possible	
				Use of kitchen and communal facilities	High	Tutor must control and restrict student access to these areas to maintain social distancing and cleanliness of areas.	
				Masks and visors available for tutors and students to use by whoever requires one	Low	Not mandatory in an educational environment but stocks held in case they are required.	
				<b>After the Course</b>			
				All work areas, communal areas and equipment must be cleaned down	High	Tutor and students to use the anti-bac sprays and couch rolls.	
				Managed departures	High	Social distancing and staggered departures to ensure safe exit from the centres.	