



RISK ASSESSMENT - THE DANDY GENT: COVID-19 RETURN TO WORK 4TH JULY 2020

The following Risk Assessment document applies to all three branches of The Dandy Gent barbershops (Derby, Nuns Street, Derby, Irongate & Nottingham - located inside Hopkinson Vintage Centre)

Risks apply to all shops - with additional risks/controls detailed at the Nottingham shop due to its location

ALL STAFF AT ALL THREE SHOPS MUST SIGN TO SAY READ AND UNDERSTOOD BEFORE RE-COMMENCING WORK FROM 4/7/2020

Risk/Hazard	Who's Affected	How Affected	Controls	Done Y/N	Further action required	Action by	Done
ENTRY							
Bringing in infection	All other clients, staff	Spread the infection throughout shop and all customers and staff.	Signage on entrance stating - no entry if you have symptoms. (Verbally confirmed on arrival by all barbers with customers.). MASKS MUST BE WORN BY CLIENTS AT ALL TIMES. Unless there are medical risks in doing so.	Y	N		
Transmission of the virus through coughing, sneezing	All other clients, staff	Spread the infection throughout shop and all customers and staff.	Tissues provided for staff and visitors to be used, followed by sanitiser use. Sanitiser is readily available in the shop. Bins are readily available for immediate disposal of tissues.	Y	N		
Transmission by touching objects whilst in shop	All other clients, staff	Spread the infection throughout shop and all customers and staff.	Customers are verbally requested not to touch any items and informed that staff will pass anything to you.		ongoing verbal		

Transmission through belongings	All other clients, staff	Spread the infection	Customers are verbally requested to keep possessions on them (i.e. no keys and phones on stations) throughout their visit. Larger items can be placed on the floor next to their chair.	Y	ongoing verbal reminders.		
Transmission due to congestion arrival	All other clients, staff	Spread the infection	Waiting space has been limited to enable 2M social distancing at all times. Clients have been asked to arrive on time, bring nobody unless essential, wait outside if early, and wait outside if waiting area means a MINIMUM OF 1.5M Social distancing is not possible. Social distancing notices and guidance are available and in place. Anyone continually flouting this will be asked to leave. Entrance will be kept clear at all times and anyone chatting outside the door will be asked to move a little to clear a	Y	If required 2M markers will be taped on floor for those queing outside the shop boundary/entrance door.		
Safety of vulnerable clients	vulnerable client	There is an added risk to this category of client picking up infection.	Vulnerable clients will be identified where possible - verbally on entry. They are asked if they need any additional support and extra vigilance will be given on all equipment that they come into contact with.	Y	ongoing verbal reminders questioning and increased level of cleaning as a matter of course.		
<u>Nottingham shop only</u> - potentially busy entrance through Hops Coffee Shop/Bar and up a flight of stairs	clients and staff	Risk to Nottingham visitors of transmission on walk through Hopkinson Vintage Centre	Hopkinson Vintage Centre and Hops Coffee Shop have put in place floor markings and signs to direct visitors throughout their visit to the 3 storey building. Clients and staff will be encouraged to follow their signage wherever possible.	Y	ongoing verbal reminders	Hopkinson - ensure they remain COVID-19 Compliant.	

<u>Nottingham shop only -</u> Potential congestion due to public toilets queuing outside our entrance	clients and staff	Risk of transmission due to congested entrance.	Hopkinson Vintage Centre staff are forming a queue system further back from the Nottingham entrance to avoid congestion for clients.	Y		Hopkinson to set up clear markers for the socially distanced queue. DG staff will assist policing of this where	
WAITING							
Transmission due to congestion waiting	All other clients, staff	transmission through airborne particles	Seating has been arranged to allow 1.5-2M and limited number of clients in the shop. Notices and instruction are in place.	Y	ongoing verbal reminders		
Transmission due to spread via reading material	all clients, staff	transmission through touch	All reading material - including flyers have been removed temporarily.	Y	N		
Transmission due to food and drink spillage and contamination	all clients, staff	spread through touching remnants, spills and wrappers.	Food is not allowed to be consumed on the shop floor unless individually wrapped items handled only with gloves. Drinks can be self-served or served in gloves. Cups are disposable and not filled to the top.	Y	N		
Transmission due to children wandering and touching fixtures, fittings etc.	all clients, staff	spread through touching, coughing, sneezing and other bodily fluids	Parents are requested to keep their child seated and not touch anything. Cleaning material and paper towels are readily available, as are bins for the disposal of any clean up material	Y	N		
VENTILATION							
Increased risk of transmission due to stagnant air	all visitors	Stagnant air increases the risk of transmission	Doors and windows will be open wherever possible, and ceiling and desk fans used (as permitted in the Government's COVID-19 Secure Guidance 23 June 2020).	Y	N		

SERVICE							
Transmission during services	all clients	Risk of infection due to close working proximity	Barbers will wear a face covering and a visor during all services. Government requires a minimum of a face visor, so the mask is an option we are imposing wherever possible.	Y	N		
Transmission during services	staff	Risk of infection due to close proximity to barbers	Clients will be asked to wear a face mask/covering for the increased protection of our barbers and other clients in close proximity. Masks will be removed over the ears to keep mouth and nose covered up where required for haircutting. Beard trims - exclude the use of masks as advised by the hair professional governing body The NHF.	Y	N		
Face covering/visor failure	staff and clients	Risk of infection due to infected face coverings and visors	Face coverings and visors are washed daily to ensure they remain infection-free.	Y	N		
Lack of understanding regarding face covering/mask use	staff and clients	Risk of infection if not used effectively or the necessity not communicated clearly.	Staff will ensure that every client fits their mask properly before their service and understands how to effectively remove over ear as required at relevant points of the hair cut.		ongoing verbal reminders		
Infection due to cleanliness of barber hands	staff and clients	Risk of transmission through hands touching multiple clients during the day.	Barbers will WASH THEIR HANDS for 20 seconds and sanitise between every client and sanitise after handling products, money, drinks or belongings - and touching their own face or hair during service.	Y	N		
Infection due to unclean staff overalls	clients	Risk of transmission via unclean overall	Barbers will wear a freshly cleaned overall daily	Y	N		
Infection due to unclean gown	clients	Risk of transmission via gowns worn during service	GOWNS WILL BE SINGLE USE. Either disposable or washed/quarantined in batches daily.	Y	N		

Infection via equipment	clients	Risk of infection via scissors, clippers, combs etc.	All used equipment is disinfected between client. Barbicide and anti-bacterial spray is used. Chairs - in particular chair-arms and back/headrests are washed down with antibacterial spray between all clients. Any surfaces touched by clients will be wiped down. BARBICIDE WILL BE CHANGED DAILY	Y	N		
Congestion of staff	clients and staff	Increased risk of contamination due to high level of staff and staff visitors	Staff numbers will be kept as manageable by staggering shifts where possible, and including the reduction in capacity for apprentices or staff visitors in the shop.	Y	N		
DRINKS							
Contamination due to spillages	staff and clients	Risk of infection due to spillages on surfaces and resulting transmission risks	Staff will be vigilant and watching for spills. Cleaning materials including paper towels will be available and then disposed of immediately. Gloves will be provided for cleaning and extra bin/s will be available close-by for quick deposit of used towels and cups.	Y	N		
Contamination through sharing of cups and drink making equipment.	clients	Risk of transmission of virus through shared cups, spoons etc.	Paper cups will be in use by clients. Spoons will be available, with sanitiser readily available within drink preparation area for use before and after touching facilities. Staff may serve drinks if a client is happy with that, but must wear single-use gloves throughout - and dispose of immediately between drinks.	Y	N		

TOILET							
Contamination due to cleanliness of users and facilities.	clients	Risk of transmission through unhygienic facilities and poor cleaning	Toilets will only be available to the public in shops with the capacity to keep cleanliness levels to an 'above optimum' standard. Toilets will be closed if regular monitoring and cleaning is not possible due to increased work levels. All users will be told (using signs) that they must wash hands for 20 seconds before and after use and leave the facilities in a clean 'as new' condition. Soap, sanitizer and hand towels are readily available at all times when open.	Y		Signs in toilets at Irongate, Nuns St and Nottm - if open to staff AND/OR public.	
Contamination due to of users and facilities.	staff	Risk of transmission through unhygienic facilities and poor cleaning	All staff will wash hands for 20 seconds before and after use and leave the facilities in a clean 'as new' condition.	Y	N		
<u>Nottingham shop only:</u> Contamination due to cleanliness of users and facilities	staff and clients	Risk of transmission through unhygienic facilities and poor cleaning	Toilets are the responsibility of others as The Dandy Gent is situated within 3rd party premises. Customers will be notified that this is the case. Users do so at their own risk. Our staff will participate in cleaning and remind Hopkinson of its responsibility daily.	Y		Hopkinson - ensure they remain COVID-19 Compliant. And will close	
BEHAVIOUR							
Spread of virus due to speaking loudly and spreading breath and nose particles.	staff and clients	When speaking loudly and enthusiastically to be heard in a busy environment there is an increased chance of spreading the virus through particles.	All clients and barbers will wear masks throughout their time on the shop floor.	Y	N		

PRODUCT HANDLING							
Transmission of the virus through handling of products and testers.	staff and clients	Particles may be left on a product by an person which will then be transferred if handled up to 48 hours later without cleansing.	Gloves will be worn when handling products. Or barbers to dispense testers for clients followed by strict cleansing procedures. IF ANY PRODUCTS ARE HANDLED AND NOT PURCHASED BY THE CLIENT, THE PRODUCT MUST BE SET ASIDE FOR 48 HOURS QUARANTINE before returning back on display/to stock	Y	ongoing verbal reminders		
PAYMENT							
Transmission through handling cash and manual card machines.	staff and clients	The virus can spread using paper money and coins.	Contactless payments are encouraged. Where not possible, card machine must be wiped down before and after every transaction (keypad) and gloves must be worn when handling cash.	Y	ongoing verbal reminders		
STAFF BREAKS							
Contamination during staff breaks	staff	The risk due to congestion in break areas	Break times are staggered where possible to enable social distancing in staff areas. Shop equipment stored in staff area to be kept clear of staff belongings.	Y	N		
Contamination due to transmission via cups, plates cutlery.	staff	Risk due to sharing facilities	Staff will use their own cup, crockery and cutlery. The staff area to be kept clean and tidy and clear of obstacles. Reminder notices in place in staff break areas.	Y	ongoing verbal reminder by shop manager and staff to each other.		

DELIVERIES TO SHOP							
Deliveries may bring infected products/goods into the shop - on goods or delivery person/s	staff	Transmission through handling of goods	Deliveries are requested for 'out of hours' slots where possible. A 'drop off area' is assigned in shop or back area where deliverer can drop and go without causing congestion or restricting client/staff movement. Deliveries/stock will be handled with gloves by staff at all times.	Y	N		

