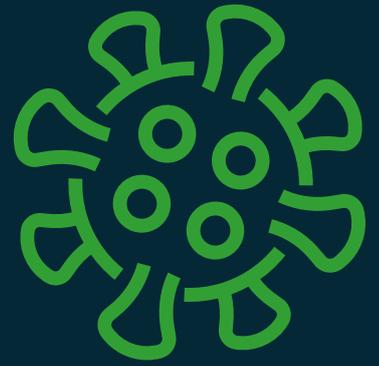# CHECKLIST FOR HAIRDRESSERS AND BARBERS

updated April 2021

European Union
European Regional
Development Fund

HM Government

Wiltshire Council

This helpful checklist can help you prepare your business to be COVID-19 secure.

CHECKLIST	☑	☒
Has a COVID-19 risk assessment been completed?		
Has the COVID-19 risk assessment been shared with employees?		
Is the COVID-19 notice on display in a prominent place?		
Have you registered to order coronavirus rapid lateral flow tests for all staff? The deadline to register is 11.59pm on 12 April 2021. If your business is closed or you cannot provide tests now, you should still register so that you can order tests in the future. You can register here: **www.gov.uk/get-workplace-coronavirus-tests**		
Have you displayed an official NHS QR code poster so that all customers and visitors can 'check in' using the NHS Test and Trace app as a preference to providing their contact details?		
Is a temporary record of visitors and customers not using the NHS Test and Trace app being maintained for 21 days?		
You must take reasonable steps to refuse entry to anyone who does not check in via the Test and Trace app or refuses to give their details.		
Are clients and visitors encouraged to use hand sanitiser on entering the business?		
Has the maximum occupancy levels for the venue been calculated?		
Has the client been asked to attend on their own and not bring children to appointments if possible?		
Has the client been informed of any arrangements prior to visit, for example wear a face covering, come alone (phone, email or web)?		
Have clients been asked screening questions ahead of appointment?		
Is an appointment only system in operation?		
Are queues being effectively managed, including use of outdoor spaces? Has a reasonable adjustment been made for disabled clients?		
Is social distancing in waiting areas being maintained, if a one-in one-out policy is not being used?		
Have practices and services been reviewed to minimise length of contact with client (no braiding etc)?		
Are there signs in toilets to encourage handwashing?		
Has the frequency of cleaning toilets increased and is there a visible cleaning schedule?		
Is a visible cleaning checklist displayed in toilets and is it up to date?		

Are screens being used to separate clients from one another?

Are staff working back-to-back and side-to-side where possible?

Practitioners must wear a visor/goggles and a Type II face mask: a medical face mask made up of a protective three-ply.

Are non-disposable tools being cleaned between clients, for example scissors and chairs?

Does spacing of appointments allow disinfection of equipment between clients?

Is there frequent cleaning of touchpoints and frequently handled equipment?

No food or drink being supplied to clients other than water in disposable cups

Is a secure area provided to client during a treatment, for example colour development time?

No magazines provided to client

Are disposable gowns being provided for clients or a clean gown and towel per client?

Are staff encouraged to change into work uniforms on arrival at work?

Is good ventilation maintained by keeping windows/doors open?

Stagger break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.

Use of social distance markings for other common areas such as toilets, staff rooms and in any other areas used by staff.

Encourage staff to remain on-site for their shift.

Encourage staff to bring their own food and drinks and do not provide food to be consumed in the salon by clients.

Is background music low enough to allow normal conversation and to avoid shouting?

USEFUL LINKS AND INFORMATION

To ensure your business premises is prepared you may wish to consider the following information and guidance.

Government guidance for employers and businesses during COVID-19:
www.gov.uk/coronavirus

Support for businesses and employers during COVID-19:
www.gov.uk/coronavirus/business-support

Support and advice for employers and businesses from Wiltshire Council:
www.wiltshire.gov.uk/business-advice-support-covid19

COVID-19 information and advice from the Health and Safety Executive:
www.hse.gov.uk

Food Standards Agency guidance for food businesses affected by COVID-19:
www.food.gov.uk

Potential PPE suppliers. If your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

To help businesses prepare for re-opening, we are providing an updated list of suppliers who have approached the council offering PPE supplies.
www.wiltshire.gov.uk/business-advice-support-covid19

Our business toolkit contains a range of floor signs and posters for you to use.
www.wiltshire.gov.uk/business-advice-support-covid19