

BUSINESS DETAILS

IN AN EMERGENCY CALL:

Salon/Spa Manager:
Business Contact Number:
Clients:

SERVICE DETAILS

Purpose:
Date:

Benefit: Builds client trust through visibly safe practices. | Creates a safe environment for clients and staff. | Encourages responsibility and staff awareness. | Promotes efficiency by maintaining organised spaces. | Reduces likelihood of accidents and liability claims. | Supports high hygiene and presentation standards.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Improper use of step stools and ladders	Falls, strains, head injury	Overhead storage and displays remain accessible without outsourcing tasks.	Provide wide-step stools with treads; forbid chairs as ladders; brief three-point contact; and store stools where needed so staff don't overreach. Replace worn feet and retire any wobbly unit immediately with a note in the maintenance log. (ALL)	Staff	Before Measure: High After Measure: Med
Laundry and waste in corridors	Trips, blocked exits, contamination	High laundry and waste volumes are managed without slowing bookings.	Use lidded, wheeled bins; set fixed pickup times; ban staging bags on floors; and route carts via the service corridor, not reception. If overflow hits, trigger the backup store and call-off before corridors narrow. (ALL)	Staff, cleaners	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Product spills of oils, wax or chemicals	Slips, falls, chemical burns	Rich finishing products and waxing can remain in daily use without halting work.	Keep spill kits at stations; stop service, cover with absorbent, lift, then detergent-clean to restore grip. Decant over trays, cap bottles between strokes, and bin saturated wipes immediately; record incidents and re-brief technique if repeats occur. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Stairs and changes in level	Falls, sprains, injury	Multi-level premises remain fully usable for treatments and retail.	Fit secure handrails, anti-slip nosings and contrasting edge strips; keep steps clear of bags and stock; spot-mop from top down; and mount a “one hand free” reminder for staff carrying light loads. Add weekly inspections with photo evidence. (ALL)	Staff, clients, visitors	Before Measure: High After Measure: Med
Storage at height and falling items	Head injury, cuts, stock damage	Vertical storage keeps floors clear so more chairs can operate at once.	Keep heavy stock at waist height; use step stools with handholds; never stack above the lip of shelves; and secure display heads. Add monthly “shake tests” to check for wobble and relocate surplus to back-of-house racks. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Uneven thresholds and floor transitions	Trips, falls, equipment damage	Multi-zone layouts are usable end-to-end without rerouting clients.	Highlight level changes with high-contrast tape; install low-profile ramps where feasible; secure metal strips; and keep thresholds dry. Log client feedback on snag points and schedule minor repairs before busy weekends or events. (ALL)	Staff, clients	Before Measure: High After Measure: Med
Weather ingress at entrances	Slips, falls, water damage	Walk-in traffic stays welcome during bad weather without slowing service.	Lay heavy-duty scraper mats outside and absorbent mats inside; rotate saturated mats promptly; fit umbrella stands; and spot-mop on arrival waves. Add a wet-weather checklist with extra matting and a runner that extends past reception queues. (ALL)	Staff, clients, visitors	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Cleaning in progress without controls	Slips, chemical exposure, obstruction	Constant housekeeping keeps the salon photo-ready while trading at pace.	Clean in sections, not whole corridors; post visible signs; use quick-dry agents; and roll mats back only as each area dries. Schedule deep cleans out of hours; track timings so wet zones don't coincide with client arrival peaks. (ALL)	Staff, clients	Before Measure: Med After Measure: Low
Curled mats and loose edges	Trips, slips, falls	Long chair sessions remain comfortable without tripping on fatigue mats.	Specify beveled-edge, anti-curl mats; replace at first lift; tape or tack edges on temporary runners; and ban stacked mats. Include edge checks on the hourly walk, and retire any mat that won't lie flat even after cleaning and warming. (ALL)	Staff, clients, visitors	Before Measure: High After Measure: Low
Glass and mirror collision points	Head injury, cuts, disorientation	Expansive, premium-looking spaces are usable without confusion.	Mark full-height glass with decals at eye and knee level; angle mirrors to reduce walk-through illusions; and place plants or stanchions to create natural standoff. Clean to avoid invisible panels and log any client near-miss in the day book. (ALL)	Clients, staff, visitors	Before Measure: Med After Measure: Low
Non-compliant footwear	Slips, trips, injuries	Staff can move quickly between zones, keeping chair time productive.	Set a closed-toe, non-slip footwear policy for staff; provide examples at induction; stock spare overshoes for visitors and contractors; and record non-compliance in briefings so patterns can be addressed before peak shifts. (ALL)	Staff, visitors	Before Measure: Med After Measure: Low
Open drawers, low stools and footrests	Trips, snagged clothing, injuries	Stations stay rapid-access without snagging garments or ankles.	Fit soft-close drawers; specify footrests that park flush; add a "tools down, drawers in" cue between clients; and keep low stools nested or hung. Include an hourly sweep for protrusions along the client path. (ALL)	Staff, clients	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Overflowing bins and misplaced recycling	Trips, cuts, contamination	High product use and retail unpacking continue without floor clutter.	Site lidded bins at stations with clear labels; add mid-shift bin runs; keep lids closed to stop protruding waste; and move cardboard to a back-room stack hourly. Record missed runs and adjust frequencies before busy days. (ALL)	Staff, cleaners	Before Measure: Med After Measure: Low
Overstacked or unstable retail displays	Falling stock, injury, blocked exits	Eye-catching merchandising boosts sales without narrowing aisles.	Limit stack height, use shelf guards, and anchor gondolas; face up with even rows, not pyramids; and clear damaged packaging daily. Add a retail reset on the housekeeping rota and record any near-miss topple for layout tweaks. (ALL)	Staff, clients	Before Measure: Med After Measure: Low
Poor lighting or blown bulbs	Trips, falls, poor visibility	Moodful, flattering spaces still function safely through long trading hours.	Use uniform, glare-controlled lighting; keep a spare-lamp kit; log bulb checks at open and close; and clean diffusers monthly. Where daylight shifts cause shadow, add task lights and re-aim to eliminate dark bands across walkways and stairs. (ALL)	Staff, clients, visitors	Before Measure: Med After Measure: Low
Tight chair spacing and queuing pinch points	Trips, collisions, blocked exits	More services run simultaneously without tripping over kit or people.	Keep a clear foot lane behind chairs; stagger start times to reduce crowding; park prams and bags in a set zone; and use a host to manage peaks. Re-plan layouts after new equipment to preserve turning circles at every station. (ALL)	Clients, staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be reported to the manager immediately and corrective action taken if required. (ALL)	All	N/A

NOTES

Extra notes & service evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date