

Checklist for the re-opening of Hairdressing salons and Barbershops for End-point Assessments

Preparation for the End-point Assessment

Following the Government guidelines ‘**Keeping workers and clients safe during COVID-19 in close contact services**’ released on 23 June 2020, the aim of this checklist is to support centres, employers and training providers to prepare for the re-opening of hairdressing salons and barbershops in readiness for End-point Assessments.

Preparation for the End-point Assessment - Checklist	Completed ✓
Has a risk assessment regarding the prevention of infection been completed in preparation for the re-opening of the hairdressing salon/barbershop following COVID-19?	
Has a deep clean of the exam environment been conducted prior to the End-point Assessments?	
Have all apprentices undertaken the VTCT Level 2 Award in Infection Prevention (COVID-19) for Hairdressing and Barbering Services qualification?	
Have all apprentices received training following Government guidelines on how to wash their hands correctly?	
Have all staff received the appropriate training following COVID-19? For example, the correct use and disposal of PPE.	
Have storage facilities been made available to ensure that client belongings are stored individually? <i>For example, individual bags/boxes that are disinfected after each use.</i>	
Have registers been devised for tracking purposes? The register will need to be completed by all participants on entering and leaving the exam environment during an End-point Assessment and should contain client details.	
Is there sufficient stock of the appropriate Personal Protective Equipment (PPE) for all apprentices and Exam Assistants?	
Has the exam environment been rearranged to ensure that the workstations are 2 metres apart/1 metre plus with risk mitigation? Risk mitigation may be a barrier between the workstations.	
Have all communal areas been arranged to align with social distancing measures? <i>For example, the reception areas and any staff areas.</i>	
Have floor markings been used around the exam environment to ensure that social distancing measures are adhered to?	
Have hand sanitisers/hand washing facilities been placed within the exam environment and within the washrooms?	

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Have tissues been placed at different places within the exam environment?	
Is COVID-19 signage displayed within the exam environment to instruct clients and staff about the requirements throughout an End-point Assessment?	
Have all magazines been removed from within the exam environment?	
Has a no-touch greeting policy been developed and have all staff been made aware of this?	
Have VTCT's Health Declaration Forms been prepared in readiness for an End-point Assessment? These forms will be required for the client, the apprentice and the Exam Assistant.	
Are there enough client gowns available to allow one per client during an End-point Assessment? Disposable gowns can also be used.	
Are the appropriate sterilisation and sanitisation methods available for the apprentice's use throughout an End-point Assessment?	
Have hand towels been replaced with paper towels within all of the washrooms?	
Are all waste bins covered and not open?	
Are contactless payments being used within the hairdressing salon or Barbershop?	
Have all clients, staff and apprentices been informed that no food or drink are permitted within the exam environment? There is an exception for water in disposable cups.	
Have contingency plans been put in place for clients used during an End-point Assessment?	
Have the apprentices undertaken a mock End-point Assessment?	

