

Checklist for the re-opening of Centre VRQ/NVQ (Hairdressing and Barbering)

Preparation for VRQ/NVQ

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 the hairdressing and barbering teaching, learning and assessment environment.

Preparation for VRQ/NVQ - Checklist	Completed ✓
Has a risk assessment regarding the prevention of infection, in preparation for the re-opening of the teaching, learning and assessment/salon environment, been completed?	
The centre has undertaken a deep clean of the teaching, learning and assessment/salon environment including high-touch areas such as: door handles, light switches, telephones, screens and keyboards areas; these must be cleaned and disinfected constantly.	
Have all learners undertaken the VTCT Level 2 Award in Infection Prevention (COVID-19) for Hairdressing and Barbering Services qualification?	
Have all centre staff and learners received training following Government guidelines on how to wash their hands correctly?	
Have all centre staff and learners received the appropriate training following COVID-19? <i>For example, the correct use and disposal of PPE.</i>	
Have storage facilities been made available to ensure that learners’ and clients’ belongings are stored individually? <i>For example, individual bags/boxes that are disinfected after each use.</i>	
The register must be completed by all participants entering and leaving the teaching, learning and assessment/salon environment. Salon sessions should contain client details.	
Is there sufficient stock of the appropriate Personal Protective Equipment (PPE) for all centre staff and learners?	
Has the teaching, learning and assessment 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, any staff areas and teaching.</i>	
Have floor markings been placed around the teaching, learning and assessment/salon environment to ensure that social distancing measures are adhered to?	
Have hand sanitisers/hand washing facilities been placed within the teaching, learning and assessment environment and within the washrooms?	

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Have tissues been placed at different places within the teaching, learning and assessment/salon environment?	
Is COVID-19 signage displayed throughout teaching, learning and assessment/salon environment?	
Have all magazines been removed from within the salon environment?	
Has the centre developed a no-touch greeting policy for centre staff, learners and have clients been made aware of this?	
Has the centre got enough client gowns available to allow one per client during a teaching and/or assessment environment? Disposable gowns can also be used.	
Are the appropriate sterilisation and sanitisation methods available for the learner's use throughout the practical teaching and assessment/salon environment?	
Have hand towels been replaced with paper towels within all of the washrooms?	
Are all waste bins covered and not open in the salon environment.	
Are contactless payments being used within the hairdressing and barbering salon environment?	
Have all centre staff and learners been informed that no food or drink is permitted within the exam environment? There is an exception for water in disposable cups.	

