

## **Bentley Photographic**

### **Covid Specific Procedures for Portraits from 1st September 2020**

#### **Health General**

Photographers will take their temperatures daily and record the readings and have been advised to self isolate if feeling unwell, no matter how slight the symptoms.

All staff staff to self isolate if feeling unwell

Advised not to use public transport

Not to share cars

Not to visit our office or other colleagues when not necessary

Ensure they follow normal Covid-19 precautions, ie regularly washing hands with alcohol gel, wearing face masks, ensuring 2m separation with other people where possible

Clean their photographic equipment with disinfectant wipes regularly

New uniform each day

We do not allow visitors into our office

#### **On arrival at School**

Arrive wearing appropriate PPE

Keep safe distance when speaking to school staff to make arrangements to access the site

When access has been agreed, follow any addition guidance from school, where practical to do so

#### **Setting Up Equipment**

Mobile studio will be set up in such a way, that students can queue, have their photograph taken and exit in a one way system to ensure students / staff are key in their bubbles

Preferably a hall to be used, or large area with good circulation. We cannot take portraits outside.

Use all our own equipment, which is regularly sanitised.

#### **Taking the photographs**

All students will be issued with a ticket produced from data supplied previously by your school.

The tickets are printed on a thermal printer and handled in a controlled environment in our office, sealed in a delivery bag and sent by courier in advance. Tickets are printed and bundled in classes for the class teacher to hand out.

Students scan the tickets themselves and have their photographs taken. The ticket must be kept by the student and taken home as this is the only way they will be able to access their images.

No proof cards will be sent to the school for distribution.

However we will send a link that is specific for your school to be sent to all your parents to sign up to our portal, this way if the tickets do not make it home then your parents who have signed up will receive notification that there are images available. This will happen during the academic year with class / teams and whole school photographs as well. Thus removing the need for proof cards.

### **Family Groups / Siblings**

These will need to be taken at the start or end of the session. Each family group will be in their own bubble, so it will be necessary for them to queue at safe distances while waiting for their turn. The procedure to photograph them is the same as for the portraits.

### **After the event**

The photographer will clean all the equipment with alcohol wipes to reduce the risk of the covid virus being on the equipment.

### **Ordering of photographs**

All orders must be placed online. We will no longer offer the option to return the order to the school office, or for us to process the order, therefore removing the need to handle order forms or payment.

We will allow free delivery to school, once. To save your parents the cost of the postage. All orders are printed on photographic printers which have a thermal process which will eliminate any virus's on the paper. The orders are packed in a controlled area, and left in sealed boxes for two days before being dispatched to your school for collection.

All orders delivered to home, where the postage has been paid for are packed and kept for a day, before being sent to your parents home address.

### **Database Images**

All images for your schools database will be supplied electronically, you will receive an email with the link and password to download the images shortly after the photographer(s) have completed the assignment.

### **Staff Photographs**

We aim to provide everything electronically. Staff images will be available online and you will receive a link by email along with a passcode to download the images.

Hard copies of staff photographs can still be provided, if required.

### **Helpful Instructional video**

<https://youtu.be/iQPbC9xda1k>

**Bentley Photographic**

New Hall Barn, Clacton Road, Horsley Cross, Manningtree, CO1 1 2NU

**Location: Various Locations in UK**

<b>Title :</b> Covid-19 - Portrait Photography	<b>Date of Assessment :</b> 31/08/2020	<b>Risk Assessor :</b> Andrew Ralph
<b>Risk Assessment Reference :</b> AR-Sept 2020	<b>People involved in making this assessment :</b> Andrew Ralph, --Select Option-- (Bentley Photographic, Photographers)	
<b>Task/ Process :</b> Covid-19 specific working practices required	<b>People at Risk :</b> Employees, Members of the Public, Children & Young Persons	

**Hazard : Transmission of Virus** Transmission of Covid-19 virus from contact with people or items from work location and paperwork / products supplied by the company

**Control Measures:**

1. Ensure they follow normal Covid-19 precautions, ie regularly washing hands with alcohol gel, wearing face masks, ensuring 2m separation with other people where possible Clean their photographic equipment with disinfectant wipes regularly Good personal hygiene, new uniform each day
2. On arrival at School Arrive wearing appropriate PPE Keep safe distance when speaking to school staff to make arrangements to access the site When access has been agreed, follow any addition guidance from school, where practical to do so
3. Mobile studio will be set up in such a way, that students can queue, have their photograph taken and exit in a one way system to ensure students / staff are key in their bubbles Preferably a hall to be used, or large area with good circulation Use all our own equipment, which is regularly sanitised.
4. The tickets are printed on a thermal printer and handled in a controlled environment in our office, sealed in a delivery bag and sent by courier in advance. Tickets are printed and bundled in classes for the class teacher to hand out.
5. Students scan the tickets themselves and have their photographs taken. The ticket must be kept by the student and taken home as this is the only way they will be able to access their images.
6. No proof cards will be sent to the school for distribution.
7. A link that is specific for your school to be sent to you to forward to all your parents to sign up to our portal. Parents who have signed up will receive notification that there are images available. This will happen during the academic year with class / teams and whole school photographs as well.
8. The photographer will clean all the equipment with alcohol wipes to reduce the risk of the covid virus being on the equipment.
9. All orders must be placed online. We will no longer offer the option to return the order to the school office, or for us to process the order, therefore removing the need to handle order forms or payment.
10. All orders are printed on photographic printers which have a thermal process which will eliminate any virus's on the paper. The orders are packed in a controlled area, and left in sealed boxes for two days before being dispatched to your school for collection.
11. All orders delivered to home, where the postage has been paid for are packed and kept for a day, before being sent to your parents home address.
12. All images for your schools database will be supplied electronically, you will receive an email with the link and password to download the images shortly after the photographer(s) have completed the assignment.
13. Staff Photographs We aim to provide everything electronically. Staff images will be available online and you will receive a link by email along with a passcode to download the images. Physical staff photographs can still be provided, if required.

**Documents Associated with this Risk Assessment:**

**Review Date :** 31/10/2020

**Reviewer :** Andrew Ralph

## GENERAL RISK ASSESSMENT

### Bentley Photographic

New Hall Barn, Clacton Road, Horsley Cross, Manningtree, CO1 1 2NU

Location: Various Locations

<b>Title :</b> Risk Assessment - Portraits	<b>Date of Assessment :</b> 11/02/2019	<b>Risk Assessor :</b> Ian Blackiston
<b>Risk Assessment Reference :</b> RA_01	<b>People involved in making this assessment :</b> Ian Blackiston	
<b>Task/ Process :</b> Photography - Portraits	<b>People at Risk :</b> Employees, Members of the Public, Children & Young Persons, Customers	

**Hazard :** Electrical Electric shock/burns/fire from faulty/damaged electrical equipment

**Control Measures:**

1. Children will be supervised to ensure that they do not touch or play with electrical equipment.
2. Regular PAT testing is carried out regularly.
3. Staff have been instructed to check for any signs of damage before used and report any faulty equipment. Any damaged equipment will not be used.
4. Bentley Photographic employees are allowed to use and set up their electrical equipment.

**Hazard :** Manual handling Sprains and strains from unsafe handling of heavy/awkward loads

**Control Measures:**

1. All staff briefed on safe manual handling techniques.
2. Training is provided in the form of a tool box talk and manual handling poster which is made available to them.
3. All staff instructed not to lift or carry loads that are beyond their personal capability. Large loads to be split into manageable smaller loads or moved by more than one person as appropriate.
4. Staff are instructed to report any medical conditions that will affect their ability to lift or carry loads.
5. Employees will ensure that the environment is free of obstruction and are planning the task. Will consider the load and how easy is to grip, also will need to ensure that no children or other people will be at risk.

**Hazard :** Uneven, Wet or Slippery Floors Slips, trips or falls caused by uneven or slippery floors.

**Control Measures:**

1. Employees are instructed to ensure that slips and trips are minimised by routing cables safely or using cable mats.
2. Any spillages will be cleaned straight away. If they notice a spill then either they will clean it if safe to do so or will inform the client.
3. The condition of the floor is to be checked by employees when setting up equipment and employees are to be aware of their environment.

**Hazard :** Stress (Work Related) ill health caused by stress work related.

<b>Control Measures:</b>
1. Generally the relationships are positive.
2. Job roles are made clear on induction and sufficient training is provided to ensure that they can undertake their tasks.
3. Regular contact with the office and support is offered from the management.
4. Employees have access to the Employee Assistance Programme.

<b>Hazard : Building Staging</b>
<b>Control Measures:</b>
1. Floor kept dry and well maintained.
2. Materials available to clean up spills immediately.
3. All employees trained to keep walkways clear and to ensure that no fire exits or emergency routes are blocked.
4. All cables are run in positions that do not interfere with walkways and any that cross walkways are taped down during laying.
5. Employees have been trained on how to build up stages, how to secure them, and to inspect them before others are allowed on stage. Advice from manufacturers is followed: If in doubt, employees have been instructed to stop work and call the Head Office for advice.
6. Weather condition is considered and monitored. No work is allowed in strong winds.
7. Normally there are two people carrying up and building the stage.
8. All work at height conducted with a sterile area beneath it, either with barriers or a person supervising operation below.
9. All stages and structures designed for the purpose for which they are intended and are not overloaded

<b>Hazard : Driving</b>
<b>Control Measures:</b>
1. Floor and traffic routes suitable for the vehicles using them.
2. Vehicle movements and reversing overseen by a banksman
3. Adequate lighting to exterior area
4. Outside area gritted when frosty and snow cleared - this is managed by clients. Any issues are reported to them.
5. No vehicle movements on site when public present.
6. All personal vehicles used for work to be maintained and serviced in line with manufacturers recommendations and subject to MOT testing as required.
7. All employees required to verify that they have a current, clean driving licence. This will be reviewed on an annual basis.
8. All employees using personal vehicles for work must ensure that they have business use cover on their insurance and provide evidence of this.

**Hazard : Loading and Unloading Stage Equipment**

**Control Measures:**

1. All persons unloading to be made aware of risk to pedestrians and to stop work when pedestrians are present
2. Stage parts are carried down steps in a controlled manner and not 'bombed'
3. Loads are secured to prevent collapse.

**Hazard : Fire Injury or death caused by fire.**

**Control Measures:**

1. Employees are to familiarise themselves with the premises and to be aware of their emergency evacuation routes.
2. Assembly point is made known to our staff.
3. Site contact will ensure the safety of our staff.
4. Employees will be informed of the fire procedures and actions to be taken in the event of a fire.

**Hazard : Working with Children**

**Control Measures:**

1. Children are always supervised by our clients.
2. Member of staff always walk in front of children on stairs or parents carry the child
3. Staff who work with children on own are DBS checked

**Hazard : Working Alone**

**Control Measures:**

1. Mobile telephones are to be carried at all times.
2. Always sign in and out of the sites that are being attended.
3. Diaries are planned. Employees advise head office if they do not follow the allotted appointments in diaries

**Documents Associated with this Risk Assessment:**

**Review Date :**

**Reviewer :**