

Cardwell and Simons LTD Covid-19 Risk Assessment - Photography Staff

REF: C&S - C-19

Persons at Risk:

Staff (Photographers & Office based staff), School Staff, Visitors, Delivery Drivers, those with underlying health conditions, and those who are pregnant. This isn't limited to those listed but anyone person you come into contact with during the course of business.

Controls required:

Hand washing and sanitising

Hand washing facilities, with soap and water, are in place in the office/lab. Hand drying using paper towels is the preferred method during the Covid-19 Pandemic. Photographers will be supplied with hand sanitiser.

One of the most effective ways of controlling the spread of Covid-19 is to ensure hands are clean and germ free. Staff will be encouraged to visit the NHS website as detailed below to familiarise themselves with best hand washing techniques:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Photographers are encouraged to use the hand sanitiser regularly (particularly after moving through the school building and returning to your equipment) as well as hand washing facilities in schools (where available).

In all instances please inform the appropriate person if you see supplies of soap/ hand sanitiser/ paper towels etc are running low. In the lab this will be Qaren, John, Lou, or Aviv and Photographers can also inform Matthew if they need more hand sanitiser.

Company Vehicle Drivers

You must ensure that your company vehicle is kept clean and tidy, particularly on the inside. Travel alone unless travelling with family members from your household.

It is recommended that you wipe your steering wheel, gearstick, door handles and other controls regularly with antibacterial wipes (at least daily). Wear gloves when refuelling to reduce risk of infection from the fuel pump.

Working In Schools

Alongside our own policies it's important to follow the school's Covid-19 guidelines - remembering that these may vary from school to school. We will aim to supply you with each school's policy with your job sheet (where possible). If whilst at a school you see practises that fall short of our guidelines it is imperative that you make your own health and safety the priority.

As well as good hygiene, social distancing is crucial to keep yourself and others safe. You will be required to stick to the government's most recent guidelines on social distancing ensuring you keep the minimal distance away from others at all times (we will update you when the government updates its social distancing policies).

Photographers will take their temperature each morning. If they have a temperature of 37.5 or higher they will contact the School and Cardwell and Simons to postpone the shoot. The photographer should then visit www.nhs.uk to book a Coronavirus test and self isolate in accordance with government guidelines.

On arrival at Schools, aim to speak with your contact and discuss arrangements for the day. Confirm with the school at this point that only one bubble will be present in your workspace at a time. Planning at this point will reduce the need to visit the school office throughout the day.

Suggest using the telephone when you need to speak to the office. This will reduce your need to move around the school building. Once you are set up, aim to stay in the one location where possible. When moving around the school building wearing a mask would be advisable.

Each time you leave your shooting location, please use hand sanitiser on your return as well as in between 'bubbles' of children. Equipment should also be spray cleaned in between 'bubbles.

When you arrive in the area where you are to set up open as many windows as possible to ensure working space is well ventilated.

When shooting it unavoidable for your hands to be near your face and your face will touch the button etc on the back of the camera. Regular use of hand sanitiser and wiping the camera with antibacterial wipes will reduce the risk of infection. Please do not share your camera with other photographers whilst on a job. If your camera needs to go to another photographer, it will need to be fully cleaned with antibacterial wipes (including barrel of lens). This is also the case for other pieces of your equipment. It would be good practice to wipe over your stands, tripod, stool etc when packing away.

When photographing the use of masks will make the task very difficult. If you feel vulnerable and wish to wear a mask while shooting this is fine. The distance from the subject should be in line with Government guidelines. Please refrain from blowing raspberries as a technique to get smiles.

Photographers will need to pose their subjects using verbal instructions only.

Aim to photograph the pupils standing up. If this is not possible get the subject to sit down without touching the stool where

possible. Cleaning of the stool with antibacterial wipes will be necessary in between subjects if they have touched the stool with their hands. Material stool coverings can be sprayed with an antibacterial spray but it would be advisable to use a stool with a solid top for ease of cleaning.

Only rubber and plastic toys that can be easily wiped may be taken into school.

Id-Link barcodes should be held by the photographer and not distributed to pupils and ask the school to line the pupils in alphabetical order.

Paperwork can be done via email at the end of a job.

PPE

Various items of PPE are available if required.

It is important to understand that face coverings are not a replacement for other more effective measures of managing the risk of Covid-19 such as social distancing and frequent hand and surface washing or cleaning. The wearing of face coverings in Schools is optional unless otherwise stated by the school's guidelines. This will be checked when the office communicate with the schools prior to the job. Cardwell and Simons will need to make the school aware that masks are not practical for use during photography and get confirmation from the school that this is acceptable.

Face masks provided by the company should be worn once only.

Symptoms of Covid-19

If you become unwell with symptoms of Covid-19, it is crucial you do not go to work and follow the Government's stay at home guidance. If we are advised that a member of staff has developed Covid-19 symptoms, their work station and places they have spent time should be thoroughly cleaned. It is not necessary to clean areas where they may have walked.

Please inform Aviv, Matthew or Lou immediately if you become unwell with symptoms of Covid-19.

Communication by line managers to staff of any such incident will be deemed of paramount importance and any necessary precautions to be taken will be advised.

We will ensure that adequate cleaning procedures are in place.

Mental Health

Management will promote mental health and wellbeing awareness to staff during the Covid-19 outbreak and offer whatever support they can. Worthwhile reference sites are www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ and www.hse.gov.uk/stress

We will provide regular communication of mental health information and an open door policy for those who need additional support.

***This risk assessment is subject to change in line with government guidelines.**