

Covid-19 Risk Assessment

For photography at Matt James Photography during Covid-19 Pandemic

Activity / Process / Operation:

Taking photographs of people and product in the studio during COVID-19 pandemic, in light of the increased risk to persons visiting the studio.

Identify the hazards (anything that can cause harm):

1. Person to person contact
2. Person to object/material contact (e.g. touching door handles, computers, chairs, cups etc)

Who might be harmed and how?

1. Member of public/client or employee of Matt James Photography could be at an increased risk of contracting COVID-19, putting them at risk of serious illness.

Estimate Risk Level (H/M/L) before measures

M

What measures are in place to reduce the risk?

1. Photographer has referred closely to government guidance including but not exhaustively:
 - New National Restrictions from 5 November (Updated 3 November 2020)
 - Closing certain businesses and venues in England (Updated 5 November 2020)
 - Working safely during coronavirus (Covid-19) (Updated 4 November 2020)
 - Working safely during coronavirus (Covid-19) – Shops and Branches (Updated 4 November 2020)
 - Managing risks and risk assessment at work
2. Photographer to maintain high levels of hygiene in the studio. This includes daily cleaning of areas that are receiving high traffic usage/ contact.
 - Wiping down of door handles
 - Wiping down chairs and surfaces used by clients
 - Photographer to wash hand frequently following government guidelines
 - No handshaking on entry to the studio
 - Providing hand washing facilities for clients with adequate soap and warm water
 - Hand sanitiser provided for use by client
 - Tissues available in the studio
3. Photographer to maintain high levels of personal hygiene, including hand washing, at all times and to be alert of possible hygiene issues.
4. Ensure maximum number of persons in the studio at one time. One photographer/ one client or more than one client only if social distancing can be maintained and/or the clients are from the same family group. Make use of break-out space in green room in order to support distancing.

5. Photographer and client to maintain social distancing in line with government guidance. Photographer to achieve this by stepping back when the client enters the studio and directing them to position. Photographer and client to be alert to social distancing guidance and take personal responsibility for maintaining their own distance.

6. Client to maintain personal responsibility for their own hygiene practices in line with government 'stay alert' guidance:

- Washing hands/using hand sanitizer on entry to the building (hand washing facilities are available)
- Avoiding touching their face
- Washing hands on leaving the studio/ as soon as practicably possible afterwards

7. Photographer to ensure a clear pathway from the door to the shooting area to ensure that client can move freely without make unnecessary or excessive contact with furniture/ objects in the room.

8. Contactless card payment including card payments and bank transfer wherever possible.

Estimate Risk Level (H/M/L) after measures

L

What further action is needed to reduce the risk? (State actions)

Please note that although the photographer has put in place safeguards to minimize the risk of a client contracting COVID-19, it is not possible to eradicate the risk completely. Therefore, the client takes responsibility for their own personal health and safety and must make a personal risk assessment in order to identify whether they deem the residual risk to be too high.

In this risk assessment, the client should take in to account their own individual vulnerabilities, including whether they are within one of the 'at risk' categories as identified in government guidance.

Risk Assessment Weddings

COVID-19 Health & Safety

As the world comes to terms with an unprecedented health risk in COVID-19 (Corona virus), I would like to reach out to all my clients. There is understandably heightened concern everywhere, and I would like to assure you that I will continue to work in a safe manner, in line with government advice.

Understandably, as events unfold, schedules are changing, therefore I'm being as flexible as possible with bookings.

- Client meetings by video/telephone only
- Adhere to Government advice on safe working
- Keep a safe distance of 2 metres and 1+ metres only if 2m is not viable
- On arrival and departure at a location, wash hands or use sanitiser gel
- No hand shaking and to avoid all personal contact
- I ask people not to touch the camera, or any of the equipment
- Avoid touching surfaces or any items, unless absolutely necessary
- Use PPE when required to do so
- Wear mask on shoots with people indoors
- Stop work and self-isolate immediately if any symptom appear
- Adhere to the site Health & Safety Policy
- Report Covid-19 incidents to HSE via RIDDOR
- Make people involved in the shoot aware of all the above

Updated as [UK Government guidance](#) changes