

COVID-19 RISK ASSESSMENT

CLAIRE CAMPBELL PHOTOGRAPHY

02.10.2020

Studio Session Conditions of Service:

1. Studio sessions will only take place with agreement of the client to all the below conditions.
2. All studio sessions are by appointment only.
3. Clients must confirm that they are located within a single household.
4. Clients must disclose the number and names of their party; these will be held for 21 days in accordance with NHS track and trace and General Data Protection Regulations.
5. Clients may check in with the NHS QR code poster on display.
6. Clients are required to disclose if any of their party; or any other that have been in contact with are:
 - a. Displaying any of the symptoms of Covid-19 as indicated in the latest government advice; currently including such as fever, coughs, sickness, loss of smell or taste,
 - b. Awaiting a Covid-19 test result.
7. Clients are required to review the risk assessment below and the control measures within.
8. All members of the Client party shall remain within the Studio for the duration of the session.
9. All members of the Client party aged 11 and over are required to wear face masks in all areas. Individuals being photographed can remove their mask.
10. Please note that although the Photographer has placed safeguards to minimise the risk of a Client contracting COVID-19 it is not possible to eradicate the risk completely. Therefore, the client take 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 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 guidelines.

Studio Session Risk Assessment

Who might be harmed: Photographer and members of the public (clients).

Getting or spreading coronavirus by person to person contact or person to surface contact.	<ol style="list-style-type: none"> 1. Studio sessions will be conducted at times when the rest of the building is not being used. 2. Photographer to open front door, stand aside to allow client access and direct them through to reception area then reclose door for security purposes. 3. Accessible doors will be propped open and walkways clear to reduce contact with surfaces. 4. Client will be directed into the Waiting Room from the front door. 5. All members of the Client party should remain within the Studio or Waiting room for the duration of the session 6. All members of the Client party aged 11 and over and the Photographer to wear face masks in all areas. Client members being photographed can remove their mask(s). 7. Photographer will wear a face mask or shield at all times. 8. Studio door will remain open to allow airflow to the room. 9. Sufficient time will be reserved between clients to ensure there is no contact between different parties arriving and leaving the premises; and for cleaning.
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ol style="list-style-type: none"> 1. Hand washing facilities will be identified to clients upon arrival. 2. Clients will be required to wash and/or use hand sanitizer upon arrival. 3. Hand sanitizer; tissues and a bin will be provided by Photographer. 4. Client and Photographer to wash/sanitise hands on leaving the Studio.
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ol style="list-style-type: none"> 1. The following will be cleaned before client arrives, between clients and at the end of each session: <ol style="list-style-type: none"> a. Studio and waiting room wood floors b. Studio and waiting room furniture surfaces c. All accessible door handles d. Bathroom and toilet facilities e. Any props belonging the Photographer
Getting or spreading coronavirus by lack of social distancing	<ol style="list-style-type: none"> 1. Photographer and clients to be alert of social distancing guidelines and take personal responsibility for maintaining their own distance. 2. Keep a 2 metre-distancing between photographer and clients where possible. 3. Make use of waiting room area in order to support social distancing and ensure all personal belongings are kept away from the Studio. 4. Any repositioning or adjustments of hair or clothing etc. of individuals being photographed must be made by other members of the Client party.