

COVID-19 RISK ASSESSMENT

Safety Concept to Keep School Staff, Students and Photographers Safe.

To protect all those involved, Digipix School Photography and its team will implement the following special occupational measures during this term.

GENERAL INFORMATION

- **Instruction of employees:** We regularly provide our employees with current and comprehensive information on all prevention and occupational safety measures that have been introduced by the Authorities.
- **Dealing with suspected cases:** Anyone from our team showing symptoms of respiratory problems or fever will be released from duty immediately and asked to consult a Doctor as soon as possible.

PREPARATION

- **Cleaning of Equipment:** All of our equipment is cleaned after each School photographic session.

- **Parental Permission:** Parents can decide for themselves if their child should participate in the photo day.

PHOTO DAY & BEHAVIOUR ON SITE

- **Safe Arrival:** We will consult with you on how we enter your School in such a way that is neither disruptive to the School nor will result in unnecessary contact with school staff and students. We will adhere to applicable social distancing rules. Unfortunately, no hand shaking on entry into the School.
- **Minimum Distance:** At work, we maintain a minimum distance of 2 metres from all staff and children.
- **Distance during waiting period:** We will need enough space to ensure that the waiting students maintain at least 1 metre social distancing. We will provide ground markers to show the students where they have to stand whilst waiting if required.
- **No Touch/Contactless Posing:** We will ensure that we deliver the same quality of pictures working totally contactless with the students by having markers on the floor for the students to stand on and with the guidance of the photographer helping. All students will be photographed standing up so no child is coming into contact with any equipment used previously by others.
- **Protective Equipment:** All employees will wear a mask that covers both mouth and nose whilst moving around the school. Our Photographers once behind the camera will put plastic screening in place in front of them so they can remove their mask to enable to speak to the students clearly.
- **Sibling Group photos:** We will not take family photos we want to keep the students safe by not mixing bubbles and keeping movement around school to a minimum, however if parents would like a group photo, we can produce a family photo using the individual images of the children.
- **Cleaning & Hygiene:** Our photographers will clean their hands regularly, they will carry with them at all times, anti-bacterial gel for their hands, anti-bacterial wipes and anti-bacterial spray for the equipment once the photo session has ended.

- **Ventilation inside:** When the photos are being taken, we will consult with you on how many windows and doors can be left open in order for plenty of ventilation around the hall.

FOLLOW UP

- **Contactless Ordering:** Once the proof cards have been processed, they will be posted out to your school batched into classes and sealed to be given to the class teacher for distribution to the children. We are keeping the ordering system totally contactless and cashless for the school office resulting in no handling of money or paperwork. All orders for photographs will be done online via our website, with the finished orders being posted back to the children's home address and not into school.

Please note that although the photographer has put into place safeguards to minimise the risk of contracting Covid-19, it doesn't eradicate the risk completely. Therefore, the school takes the responsibility of their school's health and safety and must make a risk assessment in order to identify whether they deem the risk to be too high for school photographs.

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

Name of Assessor: Wendy Whitehouse

Position: Director/Photographer

Date: 24-08-2020 - UPDATED 9-3-2021