

ANN CHARLES PHOTOGRAPHY (ACP) - RISK ASSESSMENT – COVID-19

Risk assessment – School Portrait Photography	
School Photography	Prevention of exposure to COVID-19 virus
Department/staff:	All pupils and staff on the school premises
Tasks/activities:	Taking School Portraits of pupils and staff by an external contractor (Ann Charles photography)
Other information:	Risk assessment will be to be adjusted to accommodate measures specific to your school as notified to ACP.

Risk assessment sign off					
Prepared by:	Mike Curry (ACP)	Signature:		Date:	
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment will be reviewed if Government guidance is updated or if there is any reason to suggest that the identified control measures are insufficient.				

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium risk: 8-12		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					

Protective equipment assessment
In many instances, you will be able to reduce risks further by asking staff/others to wear/use protective equipment.
Hand sanitising or disposable gloves worn on arrival at school. Mask for moving around the school environment.

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial with general school controls			Risk control measures	Residual		
			L	S	RR		L	S	RR
Controlling the spread of COVID-19	Teachers, pupils and all school staff. Photographer/s	Persons being exposed to the bioaerosol and contracting and spreading COVID-19	1	2	2	<p style="text-align: center;">SCHOOL PHOTOGRAPHY DAY</p> <ul style="list-style-type: none"> • Photographer: on arrival at school • Hands will be sanitised or disposable gloves worn. • Face mask will be worn moving around the school. • Temperature of photographer will be taken and recorded and reported to the school office staff. • Photography area will be marked out with hazard tape showing one-way route through and safety areas. • The photo taking area will be clearly marked showing the 2-metre distance (or less if within Government & School guidelines at the time of the photography session) • The pupils will come to the photography area one class at a time, queuing with distancing as per school COVID-19 plan. • The photographer will not be wearing a mask or gloves at this point and will be 2 metres away from pupils and staff. • Schools that use the sims auto upload pupil ID system. QR cards will be produced as normal, they will not be given out to the pupils but will stay with the photographer. The pupils must arrive & queue in "Register" order. For nursery, reception and year 1 pupils we will need a member of staff (class teacher) 2 metres away confirming the pupil's names. • A photography stool or bench may be used after consultation with the school about associated risks. • After being photographed the pupil will leave the photo area in a one-way route and return to class as per the school movement guidelines. • When photo session is finished equipment will be cleaned down with 	1	1	1

						antibacterial spray. Face mask will be worn to travel through school premises and exit. <ul style="list-style-type: none"> For sibling group photographs, we will need to consult carefully with each school to assess the risks involved. 			
Controlling the spread of COVID-19	Teachers, pupils and all school staff.	Persons being in contact with surface contamination	1	2	2	<p style="text-align: center;">RETURN OF PROOFS TO SCHOOL</p> <ul style="list-style-type: none"> The proofs will arrive 10 -14 days. These will be packed by an automated machine in a Professional Photo Laboratory with its own COVID-19 plan in place to protect its staff. The proofs will be in transit for 2 or 3 days and could be left for an extra day before giving them out to make sure no risk to staff or pupils. The ordering system will be online only, so no proof cards or monies will be returned to the school. 	1	1	1
Controlling the spread of COVID-19	Teachers, pupils and all school staff.	Persons being in contact with surface contamination	1	2	2	<p style="text-align: center;">DELIVERY OF FINISHED ORDERS</p> <ul style="list-style-type: none"> There are two options. Free delivery in one batch to the school or individual delivery to each parent. Option 1) Delivery to the school in one batch for the school to give out to pupils to take home. The parents need to order online by an "Order by date" The order will be processed and dispatched to the school, postage free to the parents. Orders received after that date will be as option 2. The prints will be in transit for 2 or 3 days and could be left for an extra day before giving them out to make sure no risk to staff or pupils. Option 2) Parents order online. The order is processed and dispatched directly to the parent's home address. 	1	1	1

Controlling the spread of COVID-19	Teachers, pupils and all school staff. Photographer/s	Catching / Spreading of the virus while access (or leaving) School in the confines of other persons. Food, drink and toilet facilities.	2	2	4	<p style="text-align: center;">MISCELLANEOUS</p> <ul style="list-style-type: none"> • All equipment entering the school will be cleaned with antibacterial spray and wiped down. • Mask will be worn moving around the school, within the government and school guidance • Temperatures will be regularly taken and if any symptoms occur the photographer/s will not attend. • Refreshments: The photographer/s will bring their own food and drink and take home any wrappings and containers, maintaining good hygiene with hand sanitising before and after. • Toilet visits will be taken in accordance to the school's guidance, with appropriate hand washing. 	1	1	1
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