



ADVENTURE PHOTOGRAPHY LIMITED

COVID 19

DATE: 09.2020

SAFETY IN THE WORKPLACE

1. Introduction

The recent Covid 19 pandemic has changed the world and the way we work in it. Whether working from home, from your office or remotely on site this document will give you guidance. It is not an 'exhaustive list' so please do not use it as such.

Although this policy is a guide to employers working in your designated workplace, wherever that may be, please ensure you are aware of policies and adopt them if required from others when remote working.

2. Aims of the Policy

- 2.1 To provide employees a guide to staying safe whilst in the employment of Adventure Photography Ltd
- 2.2 To ensure that the Company complies with [and exceeds] its legal obligations to help employees feel and stay safe.

3. Personal hygiene and cleanliness

- 3.1 For the benefit of yourself and your work colleagues it is important to take responsibility for your personal hygiene in the workplace:
- 3.2 As you enter the building please use the sanitiser station.
- 3.3 Be aware of what you are touching. Only touch things you need to touch.
- 3.4 Where and when required ensure you wear a face covering.
- 3.5 If you cough or sneeze please use a tissue. Once used please put in a bin with a lid.
- 3.6 Wash your hands regularly and ensure you wash after entering communal areas if you have touched anything. Don't use a towel to dry your hands. Use a hand dryer or disposable kitchen roll or paper towel.

4. Equipment

- 4.1 Employees should take responsibility to ensure equipment is clean:
- 4.2 Computer, printing and other office equipment should be cleaned before use. Use the allocated wipes which should be placed in a bin after one use. Ensure equipment is powered off before cleaning.
- 4.3 Photo and lighting equipment should be cleaned before the start of each day and at the end of each photo shoot. Ensure equipment is powered off before cleaning.

5. General

- 5.1 Take general care when moving around your work place (be that on or off site).
- 5.2 If you touch anything- light switches, hand rails, door handles etc etc then always sanitise your hands afterwards.
- 5.3 Tea, coffee and lunch breaks: Try and use the same cup during the day. Ensure it is washed with soap after use. The same applies for any knives, forks etc etc.

6. Contact

- 6.1 If you have come into contact with anyone who has covid 19 you must self isolate for 2 weeks- report this to your line manager.
- 6.2 If you think you have covid 19 you must self isolate for 2 weeks and inform your line manager so we can track and trace any other contacts, or inform any relevant authorities where required.

7. Remote working

- 7.1 You must move in and out of schools using the agreed routes and times agreed specifically to avoid contact with other individuals using the work area assigned for the session.
- 7.2 You must operate within a personal 'bubble' throughout the day, maintaining a 2-meter distance from all other staff, students, and visitors at all times.
- 7.3 You must ensure that the space provided (arranged in advance) is sufficient to operate safely, with adequate room for staff and students to wait and pass through the photography set.
- 7.4 You must not approach students during the photo session. Any necessary adjustments to student's presentation (clothing, hair etc etc) or difficulty positioning students must be directed to the relevant school-appointed supervisor to provide assistance.
- 7.5 You must request that class / form / group bubbles are presented individually and are chaperoned by a member of staff to ensure there is always an adult on hand to supervise students.
- 7.6 If siblings are to be photographed (agreed in advance) then these are to be done standing. Where this is not possible and bench / seating equipment is required then this is to be sanitised once in place, and between students / group / class bubbles by the supervising member of staff.
- 7.7 The Monkey must not be thrown towards students. Appropriate voice commands and gestures are to be used to elicit smiles from the students instead.
- 7.8 You must stop the shoot if at any time you feel the safety of staff, students or visitors is at all compromised during the session, continuing only once it is safe to do so.

8. Services offered to schools

- 8.1 Class data is to be requested at least 5 working days in advance so that any documentation carried by the photographer can be quarantined for a sufficient period in advance of the school photo date.
- 8.2 Once processed, all paper-based documentation to be returned to schools is to be prepared wearing the necessary Personal Protective Equipment in a sanitised environment.
- 8.3 Enquiries are to be made as to whether the area provided by the school for the photo session is sufficiently spacious, ventilated and with access points for the photographer(s) to operate safely and in line with this policy.
- 8.4 Additional enquiries are to be made concerning the duration the photographer's working area will be available, with consideration for extended or staggered lunch periods, to ensure they are prepared for scheduled pack-down of their equipment when required to do so.
- 8.5 Where operating times are significantly reduced due to pack-down / extended lunch periods, the production team must calculate whether there will be sufficient time to photograph all students safely, within the allocated time, discussing necessary alternatives with the school in advance.
- 8.6 Propose evaluation or removal of the option to photograph siblings, pre-school siblings / families, teams, clubs, or groups to avoid cross-class or cross-bubble contact.
- 8.7 Propose using 'online only' ordering for schools to avoid the necessity for order envelopes / cash and cheques to pass through school office, and the production department.
- 8.8 Where requested, propose evaluating the option of free delivery of orders back to the school, to avoid further need for school office contact. If free delivery back to school is requested, orders must be quarantined in advance of dispatch. These can be quarantined upon receipt by the school if required.
- 8.9 Orders must be prepared wearing the necessary Personal Protective Equipment in a sanitised environment.
- 8.10 Proof cards are to be provided in heat sealed bags, sanitised during the production process and quarantined for as long agreeable with the school before issuing for distribution to the students. These can be quarantined upon receipt by the school if required.