

## RISK ASSESSMENT - FRASER PORTRAITS

### Additional measures for Fraser Portraits working with schools re Covid 19

It is of the utmost importance to us to ensure we prevent any spread of the virus working safely in schools whilst still providing an excellent service and an enjoyable experience for the students.

Before attending each school we will contact the school to discuss any additional safety measures they would like our photographers to implement. If a school has any questions or concerns they need to contact Michelle Kerry in our office on 01202 692433.

### Additional safety measures which our photographers will implement:

- If a photographer is showing any symptoms of the virus they will not attend the school. We will do our best to schedule a different photographer but an occasion may arise where we will need to reschedule our appointment with the school. We will have additional photographers available so we hope this will not occur.
- Photographers will be supplied with masks and disposable gloves. They will also have hand sanitiser and alcoholic wipes.
- Photographers will wear gloves and a mask whilst transporting their equipment in and out of the school.
- When the photographer is in the location for the shoot they will clean their equipment, open windows and doors when appropriate and hand sanitise.
- Photographers will stay within their photographic set so a schedule will need to be emailed to the office prior to the shoot. The school will need to be responsible for ensuring the students come to the photographer as scheduled.
- The photographic set will be fronted with a see through screen and the posing position of the students will be at least 2 meters away. The photographer will not wear gloves or a mask during the shoot.
- Once each student bubble has been photographed the posing stool will be cleaned by the photographer and hand sanitiser subsequently used. No photographic props will be used.
- Where possible it would be best to have students come into the room for photography by one door and exit via another door. If this is not possible additional time will need to be allowed for one group of students to leave before the next group arrive.
- Proofs from the shoot and subsequent photograph orders will be delivered to the school at least 72 hours after they were handled by our staff.