

Renata Clarke Photography - Risk Assessment

Assessor	Renata Clarke			
Overall risk rating	15 - Tolerable			
Assessment date	22/06/2020			
Business type / location	Photography Studio / Home			
Business hazards associated with the coronavirus risk	Risk to staff/customers	Proposed control measures	Risk rating (LxC=R)	Actions required
Infection prevention and staff safety				
Direct threat to staff health and wellbeing from transmission of the coronavirus while in the studio	Possible transmission of the virus to staff from other staff/clients	Ensure that the Business complies with its duty to provide a safe and healthy working conditions for staff / contractors who remain working in the workplace during the coronavirus pandemic	3 x 5 = 15	
	People can catch the virus from others who are infected in the following ways:	Circulate coronavirus policy and safety procedures to any contractors and make them available to the clients on the Renata Clarke Portraits website. These are set out how everyone should behave and the precautions they must adopt during the pandemic to keep them safe		
	1. Virus moves from person to person in droplets form the nose or mouth spread when a person with the virus coughs or exhales.	1. Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (catch it-bin it-kill it).		
	2. The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.	2. Put used tissues in the bin straight away.		
	3. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.	3. Wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available.		
		4. Avoid close contact with people who are unwell.		
		5. Clean and disinfect frequently touched objects and surfaces.		
		6. Do not touch face, eyes, nose or mouth if hands are not clean.		
		Require staff/ contractors to practice effective social distancing while in and around the workplace and when travelling to and from work by;		
		1. Avoiding non-essential contact with others.		
		2. Keeping a safe distance of at least 2 metres (about 3 steps) from other at all times.		
		3. Avoiding physical contact (eg hugs, handshakes etc).		
		Fully implement Public Health England (Guidance for Employers and Businesses on Coronavirus), including the following key safety precautions;		
		1. Make any adjustments to the workspace and procedures necessary to facilitate social distancing at work.		
		2. Cancel face-to-face meetings and replace them with video conferencing, phone conferencing whenever possible i.e. pre-shoot consultation		
3. Follow government health and travel advice.				
4. Provide personal protective equipment (PPE) as required (gloves, face masks)				
5. Increase environmental cleaning in the workplace; review and revise cleaning schedules.				
6. Hand sanitiser placed on all entry points and toilet.				
7. Increased cleaning regime implemented.				
8. All staff/ contractors must wipe down their working area before they start work, during work and at the end of their shift.				

Cases of possible infection on-site				
People becoming unwell whilst on-site or a symptomatic person using a site	High risk of transmission	If the owner or contractor becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should cancel any client appointments and follow Government advice to self-isolate.	2 x 5 = 10	
		All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.		
		Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.		
		Use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.		
		Waste from cleaning areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.		
Makeup and Hair Styling				
Staff and clients cannot adhere to 2m rule so the risk of transmitting the virus is higher	Somebody may pass the virus due to prolonged close contact	Makeup artist will wear mandatory PPE such as mask and protective gloves	3 x 5 = 15	
		All makeup brushes and hair styling tools will be thoroughly cleaned and disinfected before and after each session.		
		Where possible a disposable tools will be used for applying makeup i.e. mascara wands, cotton buds or foundation sponges.		
		Whenever possible makeup products will be scraped using a clean, disinfected tool, from the container to a clean surface and then applied on the face using a disposable tools. This will prevent the makeup products being contaminated with clients skin cells and oils.		
		Only paper towels or disposable cotton pads will be used for face or hand cleaning		
Customer Safety				
Clients / visitors crowding together and not social distancing	A failure of client social distancing would place client at risk of increased virus transmission which would increase impact on the NHS. A failure to control client behaviour may lead to action by the police who are enforcing social distancing compliance.	Only a maximum of 2 clients / visitors per day will be allowed access to facilities to ensure that client can distance themselves and comply with social distancing requirements.	1 x 5 = 5	
		Any visitors must book an appointment prior to arriving to the studio.		
		Assess risks to client by reviewing all points where client will be present and take steps to ensure that these are adjusted to keep the distance whenever possible.		
Business Continuity				
Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver services to our clients.	Owner to review and refresh risk assessments as necessary.	1 x 5 = 5	
		Devise appropriate safe systems of work and keep under constant review.		
Information				
Hazards caused by lack of information or inaccurate information being circulated.	The crisis is not only accompanied by a large amount of official guidance, some of which needs interpretation, but also by misinformation, rumour and "fake news" or "myths".	To ensure the safety and wellbeing of staff / contractors and clients;	1 x 5 = 5	
		1. Business strategies need to be based on accurate information.		
		2. Staff / contractors must be given consistent and clear messages.		
		Owner to monitor official advice carefully and update all policies and procedures.		
		Owner to be aware of fake news and discourage the circulation of misinformation.		

		Keep staff/ contractors informed.	
Communication			
Threat to effective communications.	The crisis threatens communications with clients/customers/ suppliers.	Revise communications strategies and plans.	1 x 5 = 5
		Devise specific plans for how and how often to communicate with clients/customers/suppliers.	
		Owner to review all outward facing communications (eg on website etc) to ensure messages are consistent, clear and reflect the client focused and socially aware values of the company.	
Cyber Security			
Cyber security risks.	Cyber security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related "ransomware". With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever.	Review cyber security and ensure that all reasonable protection is in place.	1 x 5 = 5
		Ensure that existing cyber security systems do not interfere with the availability of critical safety information and updates relating to coronavirus.	
		Assess cyber risks to new supply chain connections developed during the crisis.	
Common Areas			
Owner's family could potentially share the same toilet as clients or can walk through the downstairs corridor to leave or enter the building.	Anyone in the common area is at risk of transmitting the virus.	Regular cleaning before and after each session.	2 x 5 = 10
		The downstairs toilet to be used for clients only on the day of the session and ordering appointment.	
		Family members will use the entrance hall during the session or ordering appointment only if absolutely necessary.	
PPE			
Shortage of PPE.	PPE not available.	Owner responsible for ensuring adequate levels of PPE are provided.	1 x 5 = 5
Exchange of cash			
Exchange of cash from client to business	Increased risk of virus transmission through contact with cash	Only card or online payments will be taken. No cash will be exchanged.	1 x 5 = 5
Photoshoot Wadrobe			
Clothing and accessories are being re-used by clients	Virus particles can stay on the clothing and accessories for some time after being worn by someone infected with covid-19	Each piece of clothing worn by client will be disinfected using steamer or washing in 60C temperature after the photoshoot.	1 x 5 = 5
		Clothing not to be re-used for 2 days after each photoshoot.	

Note:

Government advice is changing all the time. The particular hazards relating to the organisation, work activities and environment may differ significantly on a daily basis. Users of this risk assessment are therefore advised to evaluate its contents thoroughly and adapt the risk assessment to suit the requirements of each individual situation.

Likelihood		Consequence		Risk Rating	Degree of Risk	Risk Treatment
1	Very Unlikely.	1	Insignificant - no injury.	17 - 25	Unacceptable	Stop activity & make immediate improvements
2	Unlikely.	2	Minor - minor injuries needing first aid.	10 - 16	Tolerable	Look to improve within specified timescale
3	Fairly Likely.	3	Moderate treatment at a hospital and a return to work.	5 - 9	Adequate	Look to improve at new review
4	Likely.	4	Major - lost time from work due to a work related injury.	1 - 4	Acceptable	No further action, but ensure controls are maintained
5	Very Likely.	5	Catastrophic - death or life changing injury.			

Risk Matrix	Likelihood																			
	Severity of Consequence	Rare (1)	Unlikely (2)	Moderate (3)	Likely (4)	Almost Certain (5)														
Catastrophic (5)	5	10	15	20	25															
Major (4)	4	8	12	16	20															
Moderate (3)	3	6	9	12	15															
Minor (2)	2	4	6	8	10															
No Injury (1)	1	2	3	4	5															