

Bentley Photographic

New Hall Barn, Clacton Road, Horsley Cross, Manningtree, CO11 2NU

Location: Various Locations

Title : Risk Assessment - Groups	Date of Assessment : 07/03/2019	Risk Assessor : Andrew Ralph
Risk Assessment Reference : RA_02	People involved in making this assessment : Andrew Ralph	
Task/ Process : Photography - Groups	People at Risk : Employees, Members of the Public, Children & Young Persons, Customers	

Hazard : Electrical Electric shock/burns/fire from faulty/damaged electrical equipment
Control Measures:
1. Bentley Photographic employees are allowed to use and set up their electrical equipment.
2. Staff have been instructed to check for any signs of damage before used and report any faulty equipment. Any damaged equipment will not be used.
3. Regular PAT testing is carried out regularly.
4. Children will be supervised to ensure that they do not touch or play with electrical equipment.

Hazard : Manual handling Sprains and strains from unsafe handling of heavy/awkward loads
Control Measures:
1. All staff briefed on safe manual handling techniques.
2. Training is provided in the form of a tool box talk and manual handling poster which is made available to them.
3. All staff instructed not to lift or carry loads that are beyond their personal capability. Large loads to be split into manageable smaller loads or moved by more than one person as appropriate.
4. Staff are instructed to report any medical conditions that will affect their ability to lift or carry loads.
5. Employees will ensure that the environment is free of obstruction and are planning the task. Will consider the load and how easy is to grip, also will need to ensure that no children or other people will be at risk.

Hazard : Uneven, Wet or Slippery Floors Slips, trips or falls caused by uneven or slippery floors.
Control Measures:
1. Employees are instructed to ensure that slips and trips are minimised by routing cables safely or using cable mats.
2. Any spillages will be cleaned straight away. If they notice a spill then either they will clean it if safe to do so or will inform the client.
3. The condition of the floor is to be checked by employees when setting up equipment and employees are to be aware of their environment.

Hazard : Stress (Work Related) ill health caused by stress work related.

Control Measures:

1. Employees have access to the Employee Assistance Programme.
2. Regular contact with the office and support is offered from the management.
3. Job roles are made clear on induction and sufficient training is provided to ensure that they can undertake their tasks.
4. Generally the relationships are positive.

Hazard : Building Staging**Control Measures:**

1. Floor kept dry and well maintained.
2. Materials available to clean up spills immediately.
3. All employees trained to keep walkways clear and to ensure that no fire exits or emergency routes are blocked.
4. All cables are run in positions that do not interfere with walkways and any that cross walkways are taped down during laying.
5. Employees have been trained on how to build up stages, how to secure them, and to inspect them before others are allowed on stage. Advice from manufactures is followed. If in doubt, employees have been instructed to stop work and call the Head Office for advice.
6. Weather condition is considered and monitored. No work is allowed in strong winds.
7. Normally there are two people carrying up and building the stage.
8. All work at height conducted with a sterile area beneath it, either with barriers or a person supervising operation below.
9. All stages and structures designed for the purpose for which they are intended and are not overloaded

Hazard : Driving**Control Measures:**

1. Floor and traffic routes suitable for the vehicles using them.
2. Vehicle movements and reversing overseen by a banksman
3. Adequate lighting to exterior area
4. Outside area gritted when frosty and snow cleared - this is managed by clients. Any issues are reported to them.
5. No vehicle movements on site when public present.
6. All personal vehicles used for work to be maintained and serviced in line with manufacturers recommendations and subject to MOT testing as required.
7. All employees required to verify that they have a current, clean driving licence. This will be reviewed on an annual basis.
8. All employees using personal vehicles for work must ensure that they have business use cover on their insurance and provide evidence of this.

Hazard : Loading and Unloading Stage Equipment**Control Measures:**

1. All persons unloading to be made aware of risk to pedestrians and to stop work when pedestrians are present
2. Stage parts are carried down steps in a controlled manner and not 'bombed'
3. Loads are secured to prevent collapse.

Hazard : Fire Injury or death caused by fire.**Control Measures:**

1. Employees will be informed of the fire procedures and actions to be taken in the event of a fire.
2. Site contact will ensure the safety of our staff.
3. Assembly point is made known to our staff.
4. Employees are to familiarise themselves with the premises and to be aware of their emergency evacuation routes.

Hazard : Working with Children**Control Measures:**

1. Staff who work with children on own are DBS checked
2. Member of staff always walk in front of children on stairs or parents carry the child
3. Children are always supervised by our clients.

Hazard : Working Alone**Control Measures:**

1. Mobile telephones are to be carried at all times.
2. Always sign in and out of the sites that are being attended.
3. Diaries are planned. Employees advise head office if they do not follow the allotted appointments in diaries

Hazard : Infection Transmission of Covid-19 virus**Control Measures:**

1. Ensure they follow normal Covid-19 precautions, ie regularly washing hands with alcohol gel, wearing face masks, ensuring 2m separation with other people where possible
Clean their photographic equipment with disinfectant wipes regularly Good personal hygiene, new uniform each day
2. On arrival at School Arrive wearing appropriate PPE Keep safe distance when speaking to school staff to make arrangements to access the site When access has been agreed, follow any addition guidance from school, where practical to do so

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| 3. Where possible Panoramic photography to be taken outside |
| 4. Where an indoor venue is to be used it must be a large well ventilated area |
| 5. All seating and any surface used during the session that may have been touched to be sanitised using an approved disinfectant |
| 6. Participants in the event to be organised in such a way that bubbles are not mixed |
| 7. The photograph will be taken in such a way that different bubbles are not mixed and any surfaces touched sanitised between shots |
| 8. Participants not in bubbles with students to be photographed separately and socially distanced |
| 9. When participants leave the area, they should leave in such a way as to not mix with other bubbles of participants waiting to be photographed |
| 10. At the end of the event all equipment to be sanitised using an approved disinfectant |

Documents Associated with this Risk Assessment:	
Review Date : 01/01/2022	Reviewer : Andrew Ralph