

## Covid Risk Assessment

**Company Name:** Mark Hewitson Photography Ltd

**Date of Assessment:** Updated September 2020

Hazards	Who might be harmed?	Controls	What further action is needed?	Who needs to carry out the action	When is the action needed by?
<p><b>Getting or spreading coronavirus by not washing hands or not washing them adequately</b></p>	<p>Staff Customers Delivery drivers to the business</p>	<ul style="list-style-type: none"> <li>- Follow guidance on cleaning, hand washing and hand sanitiser</li> <li>- Provide water, soap and drying facilities at wash stations</li> <li>- Provide information on how to wash hands properly and display posters</li> <li>- Provide hand sanitiser for the occasions when people can't wash their hands</li> </ul>	<ul style="list-style-type: none"> <li>- Put signs up to remind people to wash their hands</li> <li>- Provide information to staff about when and where they need to wash their hands</li> <li>- If people can't wash hands, provide information about how and when to use hand sanitiser</li> <li>- Identify how you are going to replenish hand washing/sanitising facilities</li> <li>- Make sure people are checking their skin for dryness and cracking and advise to moisturise</li> </ul>	<p>Mark Hewitson to monitor supplies.</p> <p>Staff dealing with customer to remind about hand washing &amp; sanitising</p>	<p style="text-align: center;">Ongoing</p>

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<p><b>Getting or spreading coronavirus in high traffic areas such as reception, corridors, entry/exit points to facilities, and other communal areas</b></p>	<p>Staff</p> <p>Customers</p> <p>Delivery drivers to the business</p>	<p>Identify</p> <ul style="list-style-type: none"> <li>-Areas where people will congregate</li> <li>-Pinch points, such as narrow corridors where social distancing rules can't be observed.</li> <li>-Areas where people will touch the same surfaces</li> <li>- Areas that are frequently touched but difficult to clean</li> <li>- Areas where air movement may be difficult due to limited ventilation</li> </ul>	<ul style="list-style-type: none"> <li>-All clients by appointment only so no crossover – minimises persons on premises and risk of transmission</li> <li>-All details of client date and times of visit pre-planned and recorded on CRM</li> <li>-Put in place monitoring to remind people to wash their hands – hand sanitiser available throughout the building</li> <li>-Remind clients about social distancing</li> <li>-Follow one way through corridors</li> <li>-Perspex screen in viewing room between client and staff</li> <li>-Ensure all surfaces touched are cleaned between every client</li> <li>-Masks to be worn by staff at all times when customers on premises</li> <li>-Customers encouraged to scan NHS contact tracing app QR Code on arrival – if unable to do so details to be recorded on CRM</li> </ul>	<p>Mark Hewitson to monitor</p> <p>Staff dealing with customer to remind about scanning QR code, masks and social distancing</p> <p>Staff dealing with client to clean post client visit</p> <p>Cleaning record maintained by front door so available for inspection</p>	<p>Ongoing</p>

Hazards	Who might be harmed?	Controls	What further action is needed?	Who needs to carry out the action	When is the action needed by?
<p><b>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</b></p>	<p>Staff</p> <p>Clients</p> <p>Delivery drivers to the business</p>	<ul style="list-style-type: none"> <li>- Identify surfaces that are frequently touched and by many people; eg handrails, door handles, shared equipment etc and specify the frequency and level of cleaning</li> <li>- Train people how to put on and remove personal protective equipment (PPE)</li> <li>- Reduce the need for people to move around as far as possible. This will reduce the potential spread of any contamination through touched surfaces</li> <li>- Clean communal work stations</li> </ul>	<ul style="list-style-type: none"> <li>-All staff workstations to be cleaned at the end of every day.</li> <li>-All staff workstations to be cleaned in between different staff users</li> <li>-All surfaces touched by clients to be cleaned between client visits</li> <li>-Staff to be instructed on proper way to wear mask.</li> <li>-Staff and clients to only visit parts of the premises necessary i.e. not visiting studio if attending for a viewing</li> <li>-Work stations to be used by as few members</li> </ul>	<p>Mark Hewitson to monitor</p> <p>Staff dealing with client to clean post client visit</p> <p>Staff to request assistance and seek advice if unsure</p>	<p>Ongoing</p>

		<p>between each user</p> <ul style="list-style-type: none"> <li>- Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</li> <li>- Identify other areas that will need cleaning to prevent the spread of coronavirus</li> <li>- Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used,</li> <li>- Keep surfaces clear to make it</li> </ul>	<p>of staff as possible and cleaned between users</p> <ul style="list-style-type: none"> <li>-Doors left open where appropriate. Doors opened by staff to minimise clients touching of surfaces.</li> <li>-Contactless payments available and offered</li> <li>-Paperwork sent electronically as much as possible</li> <li>-Areas touched by clients monitored by staff and cleaned as necessary</li> <li>-Appropriate cleaning products provided and available at all times.</li> </ul>		
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		<p>easier to clean and reduce the likelihood of contaminating objects</p> <ul style="list-style-type: none"> <li>- Provide more bins and empty them more often</li> <li>- Provide areas for people to store personal belongings and keep personal items out of work areas</li> <li>- Put in place arrangements to clean if someone develops coronavirus at work</li> </ul>	<ul style="list-style-type: none"> <li>-Surfaces to remain as uncluttered as possible, items to be put away after use</li> <li>-Bins emptied daily</li> <li>-Personal items to be kept away from work areas</li> <li>-Deep clean to be undertaken should someone develop coronavirus at work</li> </ul>		
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<p><b>Mental health and wellbeing affected through isolation or anxiety about coronavirus</b></p>	<p>Staff</p>	<p>-Regularly and openly talk to staff about possibility of ill mental health</p> <p>-Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	<p>- Share information and advice with workers about mental health and wellbeing</p> <p>- Encourage staff to speak with GP or outside specialists if feeling troubled</p>	<p>Mark Hewitson to monitor and have conversations</p>	<p>Ongoing</p>

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<p><b>Contracting or spreading the virus by not social distancing</b></p>	<p>Staff Clients Delivery drivers to the business</p>	<p>- Identify places where, under normal circumstances, people would not be able to maintain social distancing rules</p> <p>- Identify how to keep people apart in line with social distancing rules in the first instance.</p> <p>- Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people.</p> <p>- If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people.</p>	<p>- Social distancing possible in reception and studio. Not possible if more than one client in viewing room.</p> <p>-Clients to be reminded about social distancing. Social distancing to be carried out by staff</p> <p>-Not possible in viewing room if more than one client present. Perspex screen installed</p> <p>-Masks to be worn. Non-contact with clients and other staff (no handshaking etc)</p>	<p>Mark Hewitson to monitor staff to be reminded of importance of social distancing</p>	<p>Ongoing</p>

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<p><b>Poor workplace ventilation leading to the virus spreading</b></p>	<p>Staff Clients</p>	<p>-Identify ways of ventilating the premises</p>	<p>-Open windows when appropriate -If needed add desk and/or floor standing fans</p>	<p>Staff to open windows and ensure adequate ventilation by using fans if necessary</p>	<p>Ongoing</p>