

## Risk assessment Covid-19 – Photography Workshops and Classes

Company name: **Alan Ranger Photography**

Assessment carried out by: **Alan Ranger**

Date of next review: **1<sup>st</sup> Nov 2020 or sooner**

Date assessment was carried out: **1<sup>st</sup> August 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Cross contamination of Covid-19 on indoor events</b>	Participants & event leader plus other users of the venue	Pre-event – communications to tell anyone with any symptoms to not attend	Ensure premises, venues, hotels are Covid-19 compliant and have all appropriate measures in place and hygiene facilities	Alan Ranger	Ongoing - Before each event and different venue	10 <sup>th</sup> Aug 2020
		Social Distancing of 1-2 meters always	Communicate with all participants the restrictions, processes, and adherence to guidelines/rules prior to the event commencing and at the start of each event	Alan Ranger	Ongoing - Before each event.	10 <sup>th</sup> Aug 2020
		Reduction in indoor class sizes to 2 people in Coventry venue, 8 people in Kenilworth TKC LCR venue.	Post event follow-up email to request any participant to contact me to report a positive Covid-19 test within 14 days	Alan Ranger	Ongoing – after each event	10 <sup>th</sup> Aug 2020
		No handling of equipment between event leader and/or between participants				
		Wearing of masks when inside discretionary				



# Alan Ranger Photography



Health and Safety Executive

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<b>Cross contamination of Covid-19 on outdoor events</b>	Participants & event leader and users/members of the public in places visited/used	Social Distancing of 1-2 meters always	Ensure premises, venues, hotels are Covid-19 compliant and have all appropriate measures in place and hygiene facilities	Alan Ranger	Ongoing - Before each event and different venue	10 <sup>th</sup> Aug 2020
		Reduction in participants to max of 5 on outdoor workshops	Communicate with all participants the restrictions, processes, and adherence to guidelines/rules prior to the event commencing and at the start of each event	Alan Ranger	Ongoing - Before each event.	10 <sup>th</sup> Aug 2020
		No car sharing or providing transport to and from locations	Take meals in the same venue/hotel we are staying over in. Reserve tables (mealtimes) in advance.	Alan Ranger	Ongoing - Before and during each event	10 <sup>th</sup> Aug 2020
		No handling of equipment between event leader and/or between participants	Packed lunches provided rather than using local bars/shops	Alan Ranger	Ongoing – During Event	10 <sup>th</sup> Aug 2020
		Wearing of masks when inside public goods/service/retail areas	Post event follow-up email to request any participant to contact me to report a positive Covid-19 test within 14 days	Alan Ranger	Ongoing – Post-Event	10 <sup>th</sup> Aug 2020

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<p><b>Post event Covid-19 infection – Track and Trace</b></p>	<p>Participants &amp; event leader - any establishment that event group has been in within 14 days of event date</p>	<p>Store details of participants, their email and phone numbers for track and trace</p> <p>Store the details of any venue, establishment used during the workshop and contact them if a positive case is reported.</p>	<p>Ensure the venues used also have recorded details of participants for track and trace.</p> <p>Report any positive test for Covid-19 from participants or from any venue within the 14-day period post event.</p>	<p>Alan Ranger</p> <p>Participants and venues/establishments</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>10<sup>th</sup> Aug</p> <p>10<sup>th</sup> Aug</p>