

### REVIEW RISK ASSESSMENT PRIOR TO STARTING WORK

EMPLOYEES AT RISK: H Tempest Photographers	OTHER PEOPLE AT RISK: H Tempest employees, members of the public, young persons, customers' staff
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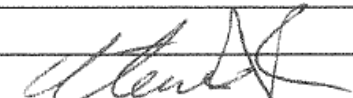
	TASK STEPS	HAZARD (description)	HAZARD EFFECT (potential harm or damage)	INITIAL RISK (L x S)			PREVENTIVE MEASURES / CONTROLS	RESIDUAL RISK (L x S)			COMMENT
				L	S	R		L	S	R	
1)	Setting up studio, photographic sessions and carrying equipment	Manual Handling - Repetitive lifting / twisting whilst moving / stooping	Personal injury	4	3	M	<p>Suitable manual handling training will be provided.</p> <p>Studio layout has been configured to minimise repetition of twisting / stooping or bending movements</p> <p>Setting up and removal of equipment to be undertaken before and after the event has been held to minimise the movement of goods with members of the public in close proximity</p> <p>Manual handling aids provided including lightweight foldable trolleys for the transfer of photography equipment</p> <p>Separate risk assessment for manual handling of photography equipment (re. 36C – Manual Handling Photographic Equipment)</p>	2	3	L	
2)	Working with electrical equipment (flash units, printer, laptop etc.)	Risk of electric shock / burns / fire from faulty equipment, mains cables, unprotected socket outlets and extension leads	Serious injuries and damage to equipment	3	4	M	<p>Visual inspection by the user prior to use of the equipment and where damage is found the item is to be taken out of service and the Operational Equipment department notified.</p> <p>Tempest electrical equipment has been PAT tested by qualified personnel.</p> <p>User and head of Operational Equipment to ensure that damaged equipment is removed from use.</p> <p>Only competent persons will be permitted to use the equipment, erect and dismantle in accordance with the manufacturer's instructions</p> <p>All maintenance / repairs to be undertaken by qualified personnel in accordance with the manufacturer's recommendations</p> <p>Residual Current Device's (RCD) plugs are to be used with all photographic equipment.</p> <p>Where provided by external supplier the power supply must be routinely tested and inspected to ensure it remains in good order and suitable for use by H Tempest Photography.</p> <p>Where bulbs require replacing the lighting will be removed from the power supply and allowed to cool before replacing. All works are to be undertaken by a competent person.</p>	1	4	L	

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							Equipment should not be stored and / or used in damp / wet conditions.				
3)	Photographic sessions	Slips, trips and falls over trailing lead / lighting / backdrop stands	Personal injury and damage to equipment	3	2	M	<p>Photographers receive training that includes tuition in the 'Tempest model' positioning of studio equipment (flash units, cables, curtains, backcloths, printers and associated equipment) to ensure the personal safety of operators and their subjects.</p> <p>The studio layout is designed to reduce the number of cables trailing across floors and away from pedestrian routes. Subjects are controlled - entrance and exit.</p> <p>Where practicable all trailing cables to be avoided or suspended where not practicable</p> <p>Cables where suspension cannot be achieved are to be routed away from pedestrian access ways with industrial floor mats / cable protectors / yellow &amp; black hazard tape provided to protect electrical cables and prevent slips, trips and falls within the photographic work area.</p> <p>Good levels of housekeeping to be maintained at all times.</p> <p>Yellow &amp; black hazard warning tape is used to highlight/identify stands and trailing cables (if required)</p>	2	2	L	
4)	Photographic sessions	Contact with hot / sharp surfaces - contact made with photography equipment and facilities such as tables / stands during work activities	Personal injuries and damage to equipment	3	3	M	<p>Training to be given to photographers includes the positioning of flash units, cables, curtains, backcloths and equipment, along with the setting out of the photographic areas to prevent visitors and patrons coming into contact with the equipment.</p> <p>Workspaces and photography areas are to be configured to allow all personnel and patrons to pass through in one direction to minimise contact within the working space.</p> <p>Flash units and lighting to be allowed to cool before removing preventing burns from contact with hot work equipment.</p>	1	3	L	
5)	Control of subjects and equipment	Uncontrolled collapse of lighting tripods / back drops.	Personal injury and damage to equipment	3	3	M	All photographers receive training when first employed upon the safe use, erection and removal of such equipment including periodic refresher training.	2	3	L	

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							<p>Training specifically include the positioning of flash units, cables, curtains, backcloths and equipment, along with the setting out of the room to prevent personnel and visitors coming into contact with the equipment.</p> <p>Workspaces are to be configured to allow all subjects to pass through in one direction to minimise contact within the working space.</p> <p>Flash units to be located close to the photographer to ensure control is maintain over the unit.</p> <p>Displays and photographic equipment to be positioned away from areas of through draft or strong gusts of wind</p> <p>Sign boards to be positioned in a zig zag formation to maintain stability and against a table or external façade of the workspace to minimise the risk of collapse.</p> <p>Only Tempest approved equipment to be used.</p>				
6)	Photographer working within school settings with young or vulnerable persons	Inappropriate behaviour	<p>Damage to reputation H. Tempest Ltd</p> <p>Harm to welfare and safety of young persons</p>	2	3	L	<p>All H. Tempest Photographers are to be DBS checked and all works to be undertaken by qualified photographers with a chaperone provided by the venue to assist in the photography works</p> <p>No lone working with young or vulnerable persons permitted.</p> <p>Tempest Safeguarding Policy.</p> <p>Safeguarding Training is provided.</p>	1	3	L	
7)	Fire at the venue	Not familiar with emergency procedures, escape routes and assembly area	Serious injuries and damage to equipment	3	5	H	<p>Familiarization with venue's emergency response procedure upon arrival.</p> <p>Venue owners perform fire marshal duties, fire risk assessments and provide details of the emergency evacuation of the venue, with fire plans and muster points provided.</p> <p>Photography equipment should not obstruct fire exits.</p> <p>Sign in registers to be maintained by the venue provider to ensure all individuals and staff can be accounted for in the event of an evacuation.</p>	1	5	L	All Tempest employees to sign in and out in accordance with workplace policy

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8)	Injury at external location	Not familiar with first aid procedures, delay in treatment.	Personal injury	2	3	L	Familiarization with venue's emergency response procedure upon arrival.  First aiders along with first aid provisions to be provided by the venue.	1	3	L	
9)	Staff working with underlying health issues during COVID-19	Unknown health issues peers	Infection	3	4	M	Staff with underlying health issues (vulnerable persons) must follow Government Guidelines	2	4	M	
10)	Before the commute	Working with COVID-19 Transfer of infection	Infection	3	4	M	Any person (or someone they are living with) with the following symptoms is required to remain at home/go home, self-isolate & contact the relevant health advisory service: <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough</li> <li>a loss of, or change to, your sense of smell or taste</li> </ul>	2	4	M	
11)	Working on different sites	Cross contamination Transfer of infection	Infection	3	4	M	Rigorous cleaning of all equipment before and after use on location.  Cleaning after each bubble has been in to get their photos taken.  Keeping non-work critical items in the studio to a minimum.  Only Tempest photographer to handle Tempest equipment.  Track and trace: a register with visited locations & dates & contact details per photographer is maintained	2	4	M	
12)	Routine photography during COVID-19	Unknow health issues	Infection	3	4	M	Social distancing: <ul style="list-style-type: none"> <li>No physical contact whatsoever with students</li> <li>A distance of 2m to be maintained between Tempest staff and others</li> <li>Use floor marker/tape for safe social distancing</li> <li>Staggered call times to avoid congestion and a limited number of students in the area</li> </ul> Hygiene: <ul style="list-style-type: none"> <li>Any props or surfaces are to be sanitised and wiped after use</li> <li>Hand sanitiser to be available and used by all upon entry studio</li> </ul> PPE: Face masks and disposable gloves are available to Tempest staff should their use be required by school or when a 2m distance cannot be maintained. All PPE to be used and disposed of as per Tempest guidance.	2	4	M	

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13)		Poor air ventilation	Infection	3	4	M	Setting up studio in area where sufficient air ventilation is guaranteed (open window, large room, approved air conditioning system)	2	4	M	
14)		Contact with equipment / paper	Infection	3	4	M	Contactless photography with no mods to hand out is available. Mods on the day or from the Lab could still be used but will have to be quarantined for at least 24 hrs before distributed by the school.  Rigorous and regular cleaning of equipment and surfaces  Props to be cleaned after each use  If required, students are standing rather than sitting on a stool	2	4	M	
15)		Mental health issues upon return to work	Anxiety	3	3	M	Staff experiencing anxiety on return to work should discuss any concerns with their manager in the first place.	2	3	L	
16)	Use of communal areas	Contamination frequently touched points	Infection	3	4	M	Tempest staff to follow COVID-19 preparedness instructions from school on arrival  Tempest staff to bring their own prepacked food and drinks/cups  Hands to be washed upon arrival and when leaving location	2	4	M	

Risk Assessment completed by:	Trudy Prins	
Risk Assessment approved by:	Rob Tempest	Signature 

**RISK = LIKELIHOOD x SEVERITY**

						<b>LOW</b> (1 to 6)	Risks are adequately controlled. Review regularly to ensure that the risk does not increase.
LIKELIHOOD:	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)	<b>MEDIUM</b> (7 to 14)	Risks need continual monitoring and review of actions to help reduce them.
SEVERITY:	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)	<b>HIGH</b> (15 to 25)	Risks not adequately controlled and urgent action needed. <b>Prevent / suspend activity.</b>