



COVID-19 SECURE FINESSE: SAFETY INFORMATION

OUR PHOTOGRAPHERS AND LABORATORY STAFF HAVE UNDERGONE COVID-19 SAFETY TRAINING TO ENSURE OUR BUSINESS CAN CONTINUE TO PROVIDE OUR USUAL SERVICE THROUGH THE PANDEMIC PERIOD.

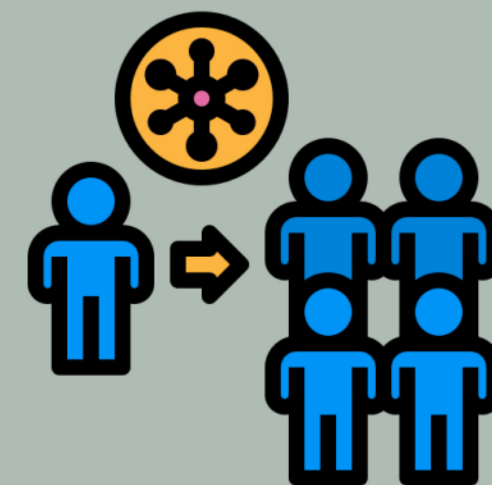
PROFESSIONAL PPE

Photographers equipped with professional COVID secure masks, half-face visors and disinfectant wipes



COVID SAFE SET-UP

Our photographers set-ups incorporate a minimum 2-metre distance between the photographer and subject



DISINFECTED BETWEEN BUBBLES

When necessary
Photographer's equipment
will be disinfected between
class/year group bubbles



EQUIPMENT REGULARLY CLEANED

Between schools, photography
equipment will be cleaned and
disinfected



LABORATORY PROCEDURES

Temperature upon
arrival. High contact
areas regularly cleaned.
2 metre distancing.
Sanitiser Stations.



FINESSE SCHOOL PHOTOGRAPHY COVID-19 RISK ASSESSMENT

Date - 1st July 2020 Reference - FSP-Covid19
Company Name - Finesse School Photography Ltd
Assessor's - Kitz Bagley & Sam Wrate

Work Activity being assessed:

The spread of Covid-19 also known as Coronavirus

Person's at risk:

Photographers, Laboratory Staff, Visitors, Cleaners, Contractors, Delivery Drivers, Vulnerable Persons and those with underlying health conditions, Pregnant Workers. This list is not limited to the above and would include anyone else you come into contact with during the course of business.

Controls Required:

COVID-19 OEKO-TEX Face masks are provided for photographers which are to be worn at all times on school premises. (Certificate 043746.0)

Hand washing guidance is provided at <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Additional Controls:

Staff will be encouraged to visit the NHS website as detailed opposite to familiarise themselves with the best hand washing techniques. Remind staff to adopt the Catch It, Bin It, Kill It method for dealing with coughs and sneezes and also to avoid unnecessary touching of the face, nose, eyes and mouth with unclean hands. Communicate the importance of proper hand drying using paper towels and disposing of them in the bins provided.

Cleaning:

Antibacterial wipes will be provided for photographers to clean equipment onsite. Cleaning of all photography equipment will be carried out daily especially before and after the photography session. Photographers will also accommodate schools with any specific requests regarding their own COVID-19 protocols.

Social Distancing:

We will reduce the number of staff in any work area so that a 2-metre gap can be observed, this must be complied with unless otherwise authorised.

In areas such as corridors, it is acceptable to pass within 1 metre of a colleague where a 2-metre gap is impractical. Do not stop to converse in such areas.

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PPE for Staff:

Face masks will be provided for all Finesse School photographers. These are to be worn at all times within schools unless otherwise authorised. Filters in the face masks are machine washable. These will be washed and replaced regularly. (Certificate of face masks properties are available to see if requested)

It is highly recommended that gloves are worn when handling deliveries, incoming photographer job bags and collection bags. Gloves will only be worn once and thrown away. If you are wearing the same set of gloves and touching different surfaces this will cause cross-contamination which will spread the virus.

We suggest that where practical, the above mentioned items are wiped with an antibacterial wipe before opening.

When handling cash and order payments, gloves should be worn and thrown away after use.

Finesse Printing Laboratory:

As Finesse has its own printing laboratory we are able to implement the same thorough cleaning processes throughout the whole process. All laboratory staff will have their temperature checked on arrival. Hand Washing & Sanitising, hand washing facilities with soap and water are in place.

Stringent hand washing is encouraged with notices displayed at every entry and exit point.

Hand washing guidance is provided at <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hand drying using contactless hand dryers are in place at every hand washing point.

Hand Sanitising facilities are provided at entry and exit points.

Frequent cleaning and disinfecting of objects and surfaces that are regularly touched to include door handles, light switches, banisters, keyboards, telephones, etc.

The above points are in addition to all previous regular cleaning carried out.


Company Vehicle Drivers:

If you use a company vehicle for your work you must ensure that it is kept clean and tidy, particularly inside, to help prevent the spread of germs. Regular inspections will be carried out by management to ensure the cleanliness of vehicles.

Do not carry passengers unless they are family members.

We recommend wiping the steering wheel, gearstick and door handles daily with antibacterial wipes. Wear gloves when refuelling. Refer to the Driving at Work policy in your company handbook for all other guidance which remains the same.

Observe signage and policy at your destination, particularly social distancing which is common practice.



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Summary of Risk Assessment:

This risk assessment has been carried out by issuing guidelines to all staff of our intended changes to working practices to ensure that a return to work at Finesse School Photography can be managed safely. Comments were requested from all staff and acted on accordingly and it is the opinion of the management that a controlled return to work can happen in a safe working environment. If you are a school and have any questions regarding the above please contact us info@fspwales.com.

A risk assessment will be carried out every month by management to ensure that we are adhering to government guidelines and we are safe within our schools and working community.

Next Review date - 1st November 2020.

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**Wrates
Bagley**