



September 2020

COVID-19 Risk Assessment for the re-opening of the Edinburgh Photographic Society Studio, 68 Great King Street, Edinburgh EH3 6QU (The "Premises").

This COVID-19 Risk Assessment has been conducted to assess the risks associated with reopening the EPS Studio Facility during Lockdown Phase 3.

Risk Assessment prepared by: Edinburgh Photographic Society("EPS").

Important Notes:

- 1.This COVID-19 Risk Assessment will be updated in the light of any new local or national government advice that may be forthcoming.
- 2.This document should be read in conjunction with guidance issued by government and local authorities.
- 3.This document is not intended to be comprehensive and EPS cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Edinburgh Photographic Society- Trustees, Council and Members	Possible legal action against Edinburgh Photographic Society, Trustees, Council and Members in the event that a Studio User becomes infected with COVID-19 whilst visiting the EPS Studio	Prepare Robust COVID-19 Liability Release Waiver. Approve waiver at EPS Council. Liability Release Waiver to be signed and provided to EPS by all Studio Users before commencement of each Studio Session.	Action: EPS President Action: Studio users
Members and Models – Identify what activity or situations might cause transmission of the virus and likelihood photographers and Models could be exposed	Members or Models carrying pre-symptomatic conditions.	Member and Model must follow government "Stay at home guidance" and check they do not fail to meet all rules as stated in the Studio Access Rules. All Studio appointments must observe and adhere to a 72 hour window between the end and start of each subsequent studio session and no two Main Studio and Downstair sessions may overlap within a consecutive 24 hour window.	Action: Studio users Action: Studio users



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<p>Members and Models – Identify what activity or situations might cause transmission of the virus and likelihood photographers and Models could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Use and disposal of Models' clothing, make-up or other related disposables.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p>	<p>Photographers and Models provided with sanitiser, wipes and face masks.</p> <p>Photographers and Models must also provide their own PPE in case supplies at EPS are short.</p> <p>Photographers and Models will need guidance as to cleaning Studio and Premises. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Care must be taken to not use isopropyl alcohol on LCD screens, but can be used on plastics as long as you use common sense and don't overdo it. When cleaning with isopropyl alcohol, it should be sprayed onto the cloth rather than directly onto any electronic studio equipment. A gentle touch and no direct spraying onto the lights is critical.</p> <p>Photographers and Models are advised to wash outer clothes after cleaning duties.</p> <p>All garbage will be removed by the photographer after the session.</p>	<p>Action: EPS President</p> <p>Action: Studio users</p> <p>Action: EPS President</p> <p>Action: Studio users</p> <p>Action: EPS President</p> <p>Action: Studio users</p>



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<p>Members and Models – risk is that someone who attends the premises is found to have COVID-19.</p>	<p>If someone falls ill with COVID-19 either while on the premises or afterwards</p> <p>Members carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Once approved by Council, the Liability Release Waiver must be signed and will be used for the purposes of Test & Protect.</p> <p>Members and Models will need to complete the Waiver and provide their details prior to every studio booking.</p> <p>If someone informs EPS that they have tested positive for COVID-19 all Members will be immediately informed and a deep clean and/or closure of the building will be arranged. Visitors to the building in the following 72 hours will be informed so that they can follow advice from appropriate authorities.</p>	<p>Action:EPS President</p> <p>Action: Studio users</p> <p>Action:EPS President</p>
<p>Members, Photographers and Models– think about who could be at risk and likelihood Photographers and Models could be exposed.</p>	<p>Members and Studio Users who are in an at risk group</p> <p>Mental stress from handling the new situation.</p>	<p>Advise Members who may be in an at risk group as defined by the Scottish Government guidelines to assess whether provision of protective items and cleaning instructions before they visit the premises is sufficient to mitigate their risks, or whether they should cease attendance for the time being.</p> <p>Talk with Members, Trustees, Studio Users and Models regularly to see if arrangements are working. It is important people know they can raise concerns.</p>	<p>Action: EPS President</p> <p>Action: Members and Models and EPS President</p>
<p>Exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p>	<p>Action:EPS President</p>



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Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Mark out 2 metre spacing in entrance area and hall. Provide signage. Create and put up signs and spacing warnings. Hand sanitiser needs to be checked regularly.</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided in hall.</p>	<p>Action:EPS President</p> <p>Action:EPS President</p>
Main Studio and downstairs studio	<p>Risk to attendees of touching something on which the virus exists including door handles, light switches, window catches, tables, chair backs and arms, studio lights, ladders, backdrops, light fittings and accessories.</p>	<p>All Studio Users must commit to cleaning the Studio Equipment before and after Studio use. Detailed cleaning instructions will be provided.</p> <p>All Studio appointments must observe and adhere to a 72 hour window between the end and start of each subsequent studio session and no two Main Studio and Downstair sessions may overlap within a consecutive 24 hour window.</p> <p>Failure to adhere to the above requirements will result in the offending EPS Member being expelled from the Society and its facilities. Models operating under Purpleport patronage will be reported if these requirements are violated.</p>	<p>Action: Studio Users</p> <p>Action: Studio Users</p> <p>Action:EPS President</p>



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Main Studio and downstairs studio	Cross contamination between Studio Users.	All Studio users must clean all appropriate items and surfaces before and after studio use. Provide hand sanitiser and cleaning items. Cleaning instructions and provisions will be supplied.	Action: EPS President
	Social distancing to be observed by Photographer and Model.	Social distancing guidance to be observed at all times by Photographers and Models.	Action: Studio Users
	Inadequate Ventilation.	Photographers and Models to be encouraged to wash or sanitise hands regularly. If the Studio is stuffy, open all windows prior to use. Keep window and studio door open during photo shoot to promote air circulation.	Action: Studio Users Action: Studio Users
Model Dressing Room/Make-up Room	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.	All make-up disposables, clothing and fashion accessories must be brought and removed from the Studio by the Model.	Action: Studio Users
	Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	Clean metal/plastic parts/mirror/props touched regularly. All items which cannot be cleaned easily eg upholstered chairs and soft furnishings to be removed from the studio.	Action: Studio Users
Small meeting rooms, small exhibition space and library	Social distancing more difficult in smaller areas. Door and window handles Light switches. Tables, chair backs and arms.	Close all rooms apart from Studios and single person toilets. Where possible lock them to ensure compliance.	Action: EPS President



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Kitchen	Social distancing more difficult Door and window handles, Light switches, Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer, Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	The kitchen is closed. Members and Models can bring their own food and provisions which must be consumed in the Studio. All garbage must be removed by Studio users at the end of each Studio session and disposed of outside the building.	Action: EPS President Action : Studio users.
Toilets	Social distancing difficult. Surfaces in frequent use include door handles, light switches, basins, toilet handles, seats etc. Vanity surfaces, mirrors.	Single person toilets only available. Members not to queue outside the toilet as that would create a pinch point, with attention to more vulnerable users. Ensure soap, paper towels, tissues and toilet paper are regularly replenished. Studio Users need to know where to access additional supplies if required. Studio Users to clean all appropriate items and surfaces before next Studio appointment.	Action: EPS President Action: EPS President Action : Studio users.