



September 2020

COVID-19 Risk Assessment for Photographers and Models using the EPS Studio at 68 Great King Street, Edinburgh EH36QU

This Risk Assessment has been conducted to assess the risks associated with reopening the EPS Studio Facility during Lockdown Phase 3 with a particular focus on Photographers and Models using the facility.

It is intended that this risk assessment is considered as a supplement to the EPS COVID-19 Risk Assessment.

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 or as a result of any resolutions endorsed by EPS Council.
- 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 of Risk	Risk identified	Actions to take to mitigate risk	Notes
Studio User unwittingly enters Studio with pre-symptomatic conditions	Possible contamination to other Studio participant	<p>Prepare Robust COVID-19 Liability Release Waiver. Distribute to all Studio Users and make available on EPS web-site. Waiver to be signed by Member and Model prior to studio session and sent to DJGR33R@GMAIL.COM.</p> <p>All Studio Users to provide their details so that they may be contacted by the Authorities through Test & Protect should the virus be discovered by either participant following a photo shoot.</p> <p>Studio Users to check-in with each other 14 days after the photoshoot to confirm that they are healthy.</p>	<p>Action: EPS President</p> <p>Action: EPS President</p> <p>Action: Studio Users</p>



<p>Cleanliness of the Studio and equipment, especially after other Users</p>	<p>Other hirers or the Studio cleaner have not cleaned the Studio or equipment used to the EPS standard required.</p> <p>The Member(s), and Model, leave the Studio or equipment without cleaning.</p>	<p>Lower risk of contamination to as low as reasonably practical(ALARP). Studio user to contact the previous user to confirm when the Studio was last cleaned and to make sure that regularly used surfaces were cleaned before, during and after usage e.g. tables, sinks, door and toilet handles.</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.Failure to adhere to this requirement will result in expulsion from the Society and its facilities. Models operating under Purpleport patronage will be reported if this requirement is violated.</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>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: EPS President</p> <p>Action: EPS President</p>
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<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 either extremely vulnerable or over 70.</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 Govt guidelines to assess whether provision of protective items and the cleaning process before they visit 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>Managing Social distancing and especially people attending who may be vulnerable</p>	<p>People do not maintain 2 m social distancing</p>	<p>All Studio Users must commit to maintaining the social distance between themselves and their Models.</p> <p>All Studio Users must also commit to cleaning the Studio Equipment before and after Studio use and must adhere to the 72 hour window between Studio appointments.</p>	<p>Action: Studio Users</p>
<p>Studio Ventilation/Air Movement</p>	<p>Poor air movement promotes airborne transmission.</p>	<p>If Studio is stuffy, open all windows prior to use. Keep window and Studio Door open during photoshoot to promote air circulation.</p>	<p>Action: Studio Users</p>
<p>Respiratory hygiene</p>	<p>Transmission to other Members of group</p>	<p>EPS Photographers must wear face masks at all times. Models must wear face masks upon entering and leaving the premises.</p> <p>Encourage Studio Users to avoid touching mouth, eyes, and nose. Provide tissues, ask all to dispose into a disposable rubbish bag, then wash or sanitise hands. All garbage must be removed at the end of the studio session.</p> <p>Catch It, Bin It, Kill It. Advise Studio Users to bring tissues and hand sanitiser.</p>	<p>Action: Studio Users</p> <p>Action: Studio Users</p> <p>Action: EPS President</p>



Hand cleanliness	Transmission to other Members of group and premises	Advise Studio visitors to use sanitiser on entering and exiting the Studio, to wash hands regularly using soap and paper towels. EPS to provide sanitiser.	Action: EPS President
Model Clothing/Costumes	Transmission of virus to other Studio users	All Models are required to ensure that no item of personal clothing or costumes used in the photo shoot are allowed to be touched by the Photographer and that all such items belonging to the Model are removed from the Studio at the end of the photoshoot.	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. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	All make-up disposables, clothing and fashion accessories must be removed from the Studio by the Model. Clean metal/plastic parts/mirror/props touched regularly. All items that cannot be easily cleaned are to be removed.	Action: Studio Users Action: Studio Users
Food and Drink	Risk of contamination from using shared kitchen or from receiving delivered orders from 3 rd parties	Studio Users should bring their own food and drink and remove all garbage afterwards.	Action: Studio Users
Toilets	Social distancing difficult. Surfaces in frequent use include door handles, light switches, basins, toilet handles, seats etc. Vanity surfaces, mirrors.	Members to control numbers accessing toilets at any one time, with attention to more vulnerable users. Studio Users to clean all appropriate items and surfaces etc before next Studio appointment. Cleaning instructions and provisions will be supplied. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and Studio Users need to know where to access additional supplies if required.	Action: Studio Users Action: Studio Users Action: EPS President



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Someone falls ill with COVID19 symptoms	Transmission to other Members of group and premises	Model and Photographer must commit to advising each other of any symptoms arising before, during or after photoshoot. Studio Users to check-in with each other 14 days after the photoshoot to confirm that they are healthy.	<i>Action: Studio Users</i> <i>Action: Studio Users</i>
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