**11th September 2021**

**COVID-19 Risk Assessment related to the risks to EPS Members and Third Parties of jointly attending meetings and studio sessions in EPS Premises at 68 Great King Street, Edinburgh EH3 6QU (The “Premises”). Whilst Scotland has moved out of the COVID-19 levels system, and is now beyond Level 0, most of the restrictions on what you can and cannot do have been lifted, and all places and businesses can open. There are no limits on the numbers who can attend weddings, funerals and places of worship. However, COVID-19 has not gone away, so there are still some rules and things you can do to avoid getting the virus and stop it spreading.**

This COVID-19 Risk Assessment has been conducted to assess the risks to EPS Members and Third Parties associated with jointly attending meetings and studio sessions at the Premises.

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** | **Risk Level** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| --- | --- | --- | --- | --- |
| **Edinburgh Photographic Society and Third Parties -** Trustees, Council and Members and Third Parties and their officers. | Possible legal action against Edinburgh Photographic Society, Trustees, Council and Members in the event that a Member or Third Party becomes infected with COVID-19 whilst visiting the EPS Premises to attend a meeting or Studio Session.  Possible legal action by Edinburgh Photographic Society against a Third Party in the event that an EPS Member becomes infected with COVID-19 after a Third Party event at the Premises | **L** | Whilst COVID-19 Liability Release Waivers were considered appropriate for EPS Studio use during earlier periods of lockdown, such measures are not considered necessary for Third Party meetings or Studio Sessions  Rather, all EPS Members and invited Third Parties should be informed that in choosing to attend a meeting or Studio Session at the Premises, they do so at their own risk and that EPS and the Third Party will not be held responsible or liable for any COVID-19 contagion arising as a result of attending EPS or Third Party Meetings.  **All Members and Third Parties should be encouraged not to physically attend Meetings or Studio Sessions in the Premises unless they have already been double vaccinated.** | ***Action: EPS President and Third Party Representative*** |
| **Members –** Identify what activity or situations might cause transmission of the virus and likelihood that Members participating in meetings at the Premises could be exposed. | Members carrying any COVID-19 symptoms transmit the disease to EPS Members attending Meetings.  Many people with coronavirus (COVID-19) have mild, or even no symptoms, but can still spread the virus. With regular self-testing, we can slow the spread and help protect the most vulnerable in our communities. | **H** | Members must follow government “Stay at home guidance” and stay away from the Premises if they have any symptoms or believe they have had recent exposure to Covid or notification from Test and Protect.  Members and Third Parties may choose to obtain and use the Department of Health and Social Care COVID-19 Self -Test (Rapid Antigen Test) which is a swab test freely available from the NHS to check for transmissible COVID-19. Such tests could be applied before and after any visit to the Premises.  **All Members and Third Parties should be encouraged not to physically attend Meetings or Studio Sessions in the Premises unless they have already been double vaccinated.**  All Members and Third Parties should ensure that their Test and Protect App is switched on whilst they are in the Premises. | ***Action: Members and Third Parties*** |
| **Members/Third Parties –** Identify what activity or situations might cause transmission of the virus and the likelihood that EPS Members and/or Third Parties could be exposed. | Cleaning surfaces infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths. | **L** | Members and Third Parties should wear face-masks throughout their stay in the Premises. EPS will provide sanitiser and wipes.  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.  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 equipment.  All garbage will be removed by Members and Third Parties after every Meeting. | ***Action: EPS President and Third Party Representative***  ***Action: Members and Third Parties***  ***Action: Members and Third Parties*** |
| **Members/Third Parties–** risk is that someone who attends the premises is found to have COVID-19. | If someone falls ill with COVID-19 either while on the premises or afterwards  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. | **H** | If someone informs EPS that they have tested positive for COVID-19 all Members and Third Parties 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. | ***Action: EPS President*** |
| **Members/Third Parties**– think about who could be at risk. | Members and Third Parties who are in an “at risk” group  Mental stress from handling the new situation. | **H** | Advise Members and Third Parties who may be in an “at risk” group as defined by the Scottish Government guidelines to carefully assess whether they wish to attend Meetings and Studio Sessions or whether it would be wiser to attend online for the time being.  Talk with Members and Third Parties regularly to see if arrangements are working. It is important people know they can raise concerns. | ***Action: EPS President and Third Party Representative***  ***Action: Members and EPS President*** |
| **Members - Social Distancing** | Need to maintain social distancing in Premises | **H** | Introduce one way system in and out of Premises separated by central reservation in Main hallway.  Suggest limiting the number of attendees to the Premises to 24 maximum with seating arranged in 8 rows of three seats separated by +/- 1 metre | ***Action: EPS President/Property Convener*** |
| **Exterior areas** | Social distancing is not observed as people congregate before entering premises. Passage area is too congested to allow social distancing. | **H** | Mark out 1 metre waiting area outside all doors with tape to encourage care when queuing to enter. | ***Action: EPS President/Property Convener*** |
| **Entrance hall/lobby/corridors** | Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.  Door handles, light switches in frequent use. | **H** | Identify “pinch points” and busy areas. Mark out 1 metre spacing in entrance area and hall. Introduce one way system in and out of Premises separated by central reservation in Main Hallway. Provide signage. Create and put up signs and spacing warnings. Hand sanitiser needs to be checked regularly.  Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided in hall. | ***Action: EPS President***  ***Action: EPS President*** |
| **Main Meeting Hall** | 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. | **L** | All Members and Third Parties attending meetings in the Premises must commit to identifying a small group of attendees to clean the Main Hall before and after every Meeting. Detailed cleaning instructions will be provided. | ***Action: Members/Third Parties*** |
| **Main Meeting Hall** | Cross contamination between Studio and Darkroom users and Meeting attendees.  Social distancing to be observed by all EPS Members attending Meetings in the Premises  Inadequate Ventilation. | **M** | All Members and Third Parties must clean all appropriate items and surfaces before and after Studio or Darkroom use. EPS will provide hand sanitiser and cleaning items. Cleaning instructions and provisions will be supplied.  Social distancing guidance to be observed at all times by all Attendees. Attendees to be encouraged to wash or sanitise hands regularly. Encourage Members to wear face coverings.  At the start of any meeting, open the upper sash of all lecture hall windows by 300mm (approx. 1 foot). Advise members to consider warmer clothing to counteract any increased draughts.  At the start of each meeting request that anyone subsequently developing Covid symptoms within the next week and testing positive should contact EPS electronically and EPS should advise members, again electronically, of this occurrence. This is in addition to national ‘Test and Protect'. | ***Action: EPS President/Third Party Representative***  ***Action: Members/Third Parties***  ***Action: Members*** |
| **Meeting Presenters** | Inability to be heard during presentations whilst wearing a mask | **L** | Either provide throat microphone to Presenters or ensure 2 metre distance between presenter and first row of seating in main hall. | ***Action: EPS President/Property Convenor*** |
| **Hall Chairs** | 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. | **L** | Clean metal/plastic parts touched regularly. | ***Action: Members/Third Parties*** |
| **Members and Models –** Identify what activity or situations might cause transmission of the virus and likelihood photographers, Darkroom users and Models could be exposed | Members or models carrying any COVID-19 symptoms transmit the disease to EPS Members attending Meetings. | **H** | 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 and Darkroom Access Rules.  All Studio and Darkroom appointments must observe and adhere to a fair use policy of one live studio booking per studio. No two Main Studio and Downstair Studio or Darkroom sessions may overlap within a consecutive 24 hour window. | ***Action: Studio and Darkroom users***  ***Action: Studio and Darkroom users*** |
| **Members and Models –** Identify what activity or situations might cause transmission of the virus and likelihood photographers and Models could be exposed | Cleaning surfaces infected by people carrying the virus.  Use and disposal of Models’ clothing, make-up or other related disposables.  Disposing of rubbish containing tissues and cleaning cloths. | **L** | Photographers, Darkroom users and Models provided with sanitiser, wipes and face masks.  Photographers, Darkroom users and Models must also provide their own PPE in case supplies at EPS are short.  Photographers, Darkroom users and Models will need guidance as to cleaning Studio, Darkroom 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.  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.  Photographers, Darkroom users and Models are advised to wash outer clothes after cleaning duties.  All garbage will be removed by the Photographer/Darkroom user after the session. | ***Action: EPS President***  ***Action: Studio and Darkroom users***  ***Action: EPS President***  A***ction: Studio and Darkroom users***  ***Action: Studio and Darkroom users*** |
| **Members and Models –** risk is that someone who attends the premises is found to have COVID-19. | If someone falls ill with COVID-19 either while on the premises or afterwards  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. | **M** | Limit total number of people in each Studio to 4 maximum to minimise risk.  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. | ***Action: EPS President***  ***Action: Studio and Darkroom users*** |
| Main Studio, Darkroom and Downstairs Studio | 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. | **M** | All Studio and Darkroom users must commit to cleaning the Studio or Darkroom Equipment before and after Studio or Darkroom use. Detailed cleaning instructions will be provided.  All Studio and Darkroom appointments must observe and adhere to a fair use policy of only one live booking per studio at a time. | ***Action: Studio and Darkroom users*** |
| Main Studio and Downstairs Studio | Cross contamination between Studio and Darkroom users.  Social distancing to be observed by Photographer and Model.  Inadequate Ventilation. | **L** | All Studio and Darkroom users must clean all appropriate items and surfaces before and after Studio or Darkroom use. Provide hand sanitiser and cleaning items. Cleaning instructions and provisions will be supplied.  Social distancing guidance to be observed at all times by Photographers and Models.  Photographers and Models to be encouraged to wash or sanitise hands regularly.  Keep window and Studio door open during photo shoot to promote air circulation. | ***Action: Studio and Darkroom users***  ***Action: Studio and Darkroom 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. | **L** | All make-up disposables, clothing and fashion accessories must be brought and removed from the Studio by the Model.  Clean metal/plastic parts/mirror/props touched regularly. | ***Action: Studio and Darkroom users***  ***Action: Studio and Darkroom 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. | **H** | Close all rooms that are not being used apart from Studios and single person toilets. Where possible lock them to ensure compliance. | ***Action: EPS President*** |
| 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 | **H** | The kitchen should remain closed. Members and Third Parties can bring their own food and provisions which must be consumed in the Hall or Studio.  All garbage must be removed by Members and Third Parties at the end of each Meeting or Studio Session and disposed of outside the building. | ***Action: EPS President/Third Party Representative***  ***Action: Members*** |
| Toilets | Social distancing difficult.  Surfaces in frequent use include door handles, light switches, basins, toilet handles, seats etc.  Vanity surfaces, mirrors. | **H** | Single person toilets only available. Members and Third Parties 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. Members and Third Parties need to know where to access additional supplies if required. | ***Action: EPS President*** |