

# General Risk Assessment

Company Name: Emily Kearns Photography

Site Address: 2a Murrin Road, Maidenhead, SL6 5EQ

<b>Risk Assessment Reference:</b> EK01	<b>Date of Assessment:</b> 01/07/2020	<b>Risk Assessor:</b> Simon Blaney
<b>Title:</b> Coronavirus – Premises Based Workers	<b>People Involved in Making This Assessment:</b> Simon Blaney	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Clients and Business owner	
<b>Date of next review:</b> 01/07/2021		

## **Hazard (hazard and hazard description):**

Uninformed clients. Clients who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

## **Control Measures (existing):**

1. NHS and Public Health warning posters displayed throughout the premises.
2. Business owner and clients have been fully briefed to ensure that they are aware of the risks and understand the rules and procedures I have put in place.
3. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.

## **Hazard (hazard and hazard description):**

Food and drink preparation areas. Potential risk of transfer of virus through cross contamination.

## **Control Measures (existing):**

1. Business owner instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use of disposable cups to prevent cross contamination or clients bring their own mugs.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities.
6. To thoroughly wash crockery and cutlery after each use to put them away.
7. Single use paper tissues are also provided.

**Hazard (hazard and hazard description):**

Communal facilities, entrance, toilets, stairs, etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

**Control Measures (existing):**

1. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.
3. Business owner and clients instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Business owner and clients made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to the business owner.
5. Business owner and clients instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Business owner and clients are required to ensure that coats, scarfs and other outdoor items are stored separately within the bathroom area avoiding contact with the studio area. Personal belongs kept on themselves in pockets i.e. phone or wallet.

**Hazard (hazard and hazard description):**

Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures (existing):**

1. All waste bins and receptacles are carefully and safely emptied daily by business owner.
2. Business owner instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
3. Business owner and clients instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
4. Waste bins are provided.

**Hazard (hazard and hazard description):**

Smoking shelters. Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures (existing):**

1. Smoking tobacco or e-cigarettes is confined to outside and away from the studio.

2. Business owner and clients advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

**Hazard (hazard and hazard description):**

Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures (existing):**

1. Business owner and clients instructed that in the studio to follow Govt advice and maintain social distancing.
2. Business owner and clients told to avoid physical contact with one another, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.

**Hazard (hazard and hazard description):**

Close contact with others. Business owner working on the premises may be at risk of exposure to clients who are carrying coronavirus, knowingly or unknowingly.

**Control Measures (existing):**

1. Business owner and clients are instructed to avoid close face-to-face contact and follow social distancing guidelines.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Business owner and clients are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.

**Hazard (hazard and hazard description):**

Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

**Control Measures (existing):**

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc).
2. Suitable disinfectant cleaning products are used by Business owner.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
4. Business owner/clients are required to report anything contaminated or spilt that requires cleaning.