

## COVID-19 Secure Wrates : Safety Information

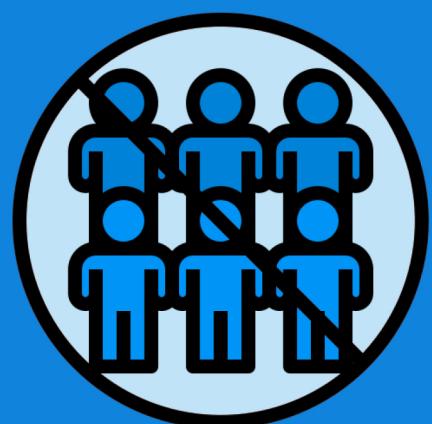
### Professional PPE

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



### Disinfected between Bubbles

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



### Equipment Regularly Cleaned

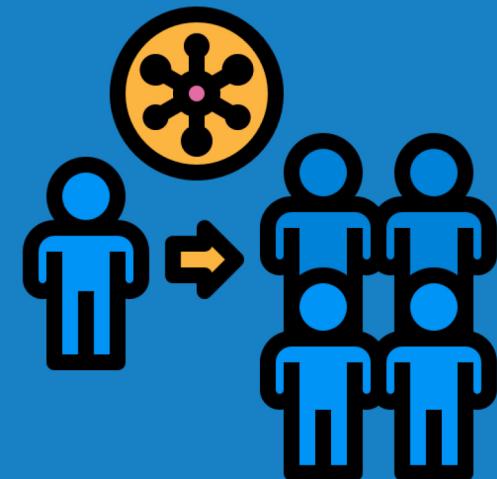
Between schools, photography equipment will be cleaned and disinfected



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.

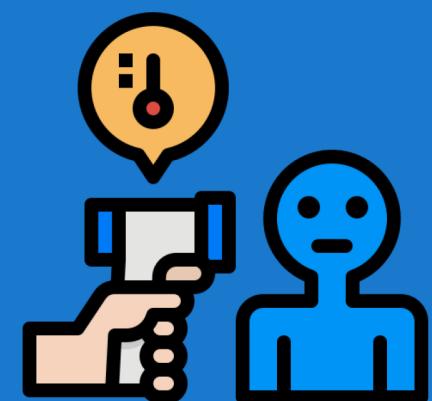
### Redesigned Set-up

Our photographers set-ups have been adjusted to incorporate a 2-metre distance



### Laboratory Procedures

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



## **WRATES SCHOOL PHOTOGRAPHY COVID-19 RISK ASSESSMENT**

**Reference - WSP-Covid19**

**Company Name - Wrates 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 & 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.

**Additional Controls:**

One of the most effective ways of stemming the spread of Covid-19 is to make sure that hands are clean and germ-free. The Company will encourage regular hand washing and display this message around the building.

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.

Display the HSE Dermatitis poster to encourage staff to keep a regular check on their skin condition which could change due to extra hand washing. Hand sanitising facilities will be available at entry and exit points, staff are instructed to use these at every opportunity.

If you notice that any of the soap/sanitiser/wipe products provided are running low then please inform your line manager who should

arrange a refill or replacement.

Checks will be carried out by department managers to ensure their areas are being cleaned regularly, at least first thing in the morning, midday, and at the end of the working day.

Keyboards and telephones are the responsibility of the user to clean at least at the intervals suggested above. A supply of antibacterial wipes will be available for each department.

Under no circumstances should telephone handsets be passed to a colleague to take a call on another user's telephone.

#### **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. This includes cleaning of cameras, backdrops and any objects with handles. 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. Photographer's equipment will be disinfected between class/year group bubbles.

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.

If it becomes necessary to have more staff within the building as business increases we will look to stagger start and finish times if required to avoid congestion at peak times.

We will make alterations to some traffic areas such as stairways, corridors, and staff areas to avoid unnecessary gatherings.

Use telephones and email to communicate rather than moving from office to office.

Some work stations, particularly in the packing and counting departments will be out of action and clearly marked. If later it becomes necessary to have certain groups of workers in closer confines then we will discourage face to face working but provide screening should this be unavoidable.

If your journey to another part of the building is necessary, complete it as quickly as possible, do not stop to 'chat' and return swiftly to your work station. Staff will be reminded regularly to observe social distancing guidelines. Office doors will remain wedged open during working hours but must be closed on departure in line with fire



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regulations.

Internal keypad entry systems will be temporarily disabled to allow quick and hygienic entry into rooms.

Where possible it is advisable to ventilate offices by opening windows.

#### **PPE for Staff:**

Face masks will be provided for all Wrates 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.

Thermal temperature checkers have been purchased for staff safety. The temperature of all staff will be taken before starting work.

#### **Wrates Printing Laboratory:**

As Wrates 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.



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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.

**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 Wrates 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 [customercare@wrates.co.uk](mailto:customercare@wrates.co.uk).

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.

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