

RISK ASSESSMENTS FOR SCHOOL PHOTOGRAPHY

1. Identifying and Assessing Hazards

- a. On arrival, our team will come straight to the school office and will meet with the school contact to discuss any safety concerns and procedural topics for photography day.
 - i. Driving the work car to the relevant loading zone. Children or staff may be unaware that we will be required to drive on school grounds to get to our desired loading zones if we don't alert the school prior to us doing so.
 - ii. Unloading and loading of photography equipment required for the day from the work car.
 - iii. We may be requested by the school to move the vehicle from the loading zone to a safer location, ie. staff car park, or where there is a low risk of students coming into contact with the vehicle.
- b. When Photography Commences
 - i. Appropriately assess and direct staff and students to approach the group photography stands in a safe and orderly manner. This includes how to safely dismount off the stands after the group photo has been taken.
 - ii. Directing staff and students to safely and efficiently flow through the photography process from the group photo to the portrait studio.
 - iii. When heading to the portrait studios, the class teacher is given information by a member of our photography team to line up in an orderly fashion.
 - iv. When the class has arrived at the portrait studio, the students will be greeted by another member of the photography team and directed to a specific photo studio or multiple ones if needed.
 - v. All power cables will be secured appropriately to avoid a potential tripping hazard. Staff and students are also given verbal instruction not to stand behind the photographer (as this is where the potential risks are increased).
 - vi. The students will be required to go to a nominated area after their photo has been taken to avoid areas that may be deemed potentially unsafe or inappropriate to keep our staff safe and to allow photography to run smoothly.

c. Packing Up

- i. Our photographers may request to move the work vehicle back to the loading zone. This is for OH&S safe handling protocols for our photography team and to ensure prompt departure from the school premises.
- ii. Final sign-out at the school office where all our photography staff are required to attend and receive further instructions from the school contact on how to safely remove the work vehicle from the school grounds.

2. Control Risks and Maintain Control Measures

- a. We try to only move the work vehicle before school when students are in classrooms or after school when all students and parents are mostly off the school premises. If needed to move the work car during recess or lunch, we will ask an on-duty staff member if it is safe and appropriate to do so, while instructing our own photography team to escort the vehicle.
- b. As a control measure, our photography team has been trained to safely communicate to staff and students how to climb on and off our group stands. We also ask staff and students whether they are comfortable climbing up on the stands, if not, we suggest they stand on the ground behind the front row of seats or have a seat in the front row to negate the potential risk of an incident.
- c. When the staff or students are being photographed in the portrait photography area, there are a few more potential risks, as there is a lot more equipment in that area. This risk is reduced, however, by all our power cables being secured in high-traffic areas and our photography team instructing staff and students not to be in certain areas.

3. In Review

SchoolPix always ensures the safety of all students, staff and our photography team equally and we take pride in achieving this as it ensures a safe environment for all. If there are any comments or concerns, please make this clear to your Account Manager or the Photography Team Leader on the day of photography and we will gladly rectify these concerns.

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