



Pupil Portraiture in Schools

Pupil Portraiture in Schools – Coronavirus Measures.

Introduction

This document has been prepared by Lensfx as part of a review of Health & Safety in relation to the capture of Pupil Portraits in Schools. It is based on a study of the latest guidelines for Schools, provided by the UK and Welsh Governments. As such we believe it is in harmony with the measures being taken by schools as they prepare their provision during the current Pandemic.

Within this document we present the measures we are taking to control any risks to Health & Safety whilst capturing pupil portraits at your school. The measures are in step with the government's guidance in relation to social distancing, hygiene and fixed class/work groups or 'bubbles'.

In relation to capturing pupil portraits, it is necessary to carry out an appropriate coronavirus risk assessment, just as we would for other Health & Safety matters. For a summary of the current government guidelines on PPE, please see the *Appendix at the conclusion of the document.

Photographers on Assignment

1. Upon entry to the school building, photographers must use any hand sanitiser supplied at the entrance.
2. Photographers must pay close attention to the signage and direction markers around the building, even if they have been to the site before. Schools will have taken new measures due to the new restrictions. This may include a longer than normal route to the location of the shoot – approaching the room from an outdoor entrance for example.
3. Always keep apart from others by the minimum distance prescribed by the government.
4. Look ahead along walkways to make sure that you don't have to cross paths with others.
5. In order to maintain social distancing, the Portrait studio should be set up so that the camera position is no less than 2 metres from the portrait position.

6. Doors should be propped open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
7. Each Photographer should make regular use of 60% alcohol hand sanitiser; at the minimum this should be done after each class/work group/'bubble' has been completed.
8. The photography bench – the entire seat and its edges - should be cleaned after each class/work group has been photographed.
9. Where in use... schools are being instructed not to hand names cards out to pupils. These should be separated in advance by the minimum number of school staff, and the supervisor of the group of pupils should have them on their person. When each supervising staff member comes to the shoot, ask them to stand in the designated position so that they can hold the card in a position to be photographed. They should be asked to hold the correct card out for you, and then place it face down into the names card box. whenever you have handled bundles of used cards, ensure you do not touch your face, and wash your hands in accordance with the Hygiene section on the following page.

Measures to be Taken by the School

1. Children who are showing any signs of being unwell should not be presented for Photography.
2. Schools should be aware that it may take a little longer than normal to complete the specified number of pupils/total job requirement.
3. It is preferable that the Portrait Studio is set up in the Main School Hall or the largest available space wherever possible to give the maximum space for the activity. School may need to allow for more room.
4. The Photography room should be supplied with tissues and a bin, for hygienic respiration.
5. Where possible, the Photography room should be well ventilated using natural ventilation (*opening windows*) or ventilation units.
6. Children should be brought to the photographer in their assigned class/work groups or 'bubble'.
7. Access to the Photography room should be from outside if at all possible, and children should line up in a socially distanced line (*i.e. no closer than the minimum distance prescribed by the government*).
8. Each class/work group/'bubble' should be supervised by at least one member of school staff during the shoot, in the normal way and reminded by a member of staff not to gather together once their photograph has been captured. Instead, pupils should reform into a socially-distanced line, or return to their classroom, whichever is most practical, and as directed by the Staff member in supervision.
9. If it is not practical to prop open any entry doors into the photography room, the door handles should be cleaned after each class/work group/'bubble' has been completed in accordance with government guidelines.

Hygiene

All individuals in all settings must take the precaution of maintaining improved hygiene, and hygienic respiration, as follows:

- You must regularly wash your hands for a minimum of 20 seconds using soap and water.
- Never handle the personal belongings of another person.
- If you have to blow your nose, make sure you bin the tissue immediately then wash your hands for a minimum of 20 seconds, or use a 60% alcohol hand sanitiser.
- If you sneeze, make sure you do this into your elbow.
- Use hand sanitiser before visiting the toilet.
- Wash your hands for at least 20 seconds after visiting the toilet.

In Summary

The measures to be put in place by the school and Lensfx as contained in this document will be subject to updates as new information is released by the UK and/or Welsh Government.

All of the information in this document is designed to ensure that the work to be accomplished takes place in the safest and most efficient way possible given the constraints placed upon both the school and Lensfx by government guidance and regulation.

*Appendix - Personal Protective Equipment (PPE)

The current supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care personnel, and those in industrial settings like those exposed to dust hazards. The UK and Welsh Governments does not recommend using any additional PPE than would normally be required to carry out our normal duties at work. Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Coronavirus is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. Workplaces should not encourage the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of coronavirus.

Unless you are in a situation where the risk of coronavirus transmission is very high, any risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.

The normal inherent risks associated with your job will still be present. Where you are already using PPE in your work activity to protect against non-coronavirus risks, you should continue to do so. The government evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. However, employers should support their personnel in using face coverings safely if they choose to wear one. So, if you choose to wear a face covering, the following requirements apply:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

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