



STEPHEN CONROY PHOTOGRAPHY & STUDIOS - and HEATWAVES PICTURES

STAY SAFE · STAY CREATIVE

HELPING OUR VISITORS STAY SAFE DURING COVID-19

The wellbeing of all our visitors is our priority and is not being ignored. In order to ensure the health and safety of all clients, crew & visitors during the continued pandemic we have carefully assessed the risks of COVID-19 during production with reference to the Government Health & Safety Executive and industry guidance ([APA](#) - Advertising Producers Association and [AOP](#) - Association Of Photographers)

In order to reduce those risks identified, as far as reasonably practicable, we will implement control measures that will be in place during all stages of your visits & our productions.

HOW WE ARE KEEPING PEOPLE SAFE.

We are focusing on the following areas to ensure we can manage the risks of infection from COVID-19, carrying out specific assessments where necessary.

IN THE STUDIO :

- Minimising - minimising the number of people in our premises at any time to essential visitors/crew. Remote screen sharing video conferencing is available.
- Communicating - ensuring those who have symptoms or are ill know not to come into work and to return home immediately if they become ill at work.
- Communicating - APA Covid 19 health and safety posters are displayed around the set.
- Commuting - considering the risks in commuting especially on public transport, offering mitigations such as staggered start times if required.
- Social Distancing - making every effort to ensure social distancing is adhered to from space planning to signage. Distancing lines are taped to floor as physical guides.
- Cleaning - increasing the frequency of cleaning within studios - plus additional daily cleaning/sanitising of the communal parts of the building is being undertaken with special focus on any surfaces likely to be touched.

Touch free alcohol-based sanitiser available on entry - plus individual bottles visible throughout location as well as bathroom cleaning facilities

- PPE/Face covering - we support the safe wearing of face coverings & gloves when commuting to & from studio. While currently not compulsory within studio environments we recommend;
 - the use of them is discussed prior to each shoot to ensure everyone feels they can be honest and feel safe.
 - crew should be asked to bring their own PPE but the studio will ensure sufficient numbers are available on request for all crew. (disposable gloves & disposable health 3-ply masks)

- wearing of both masks & gloves on set - to minimise the risk of transmission - where 2m social distancing of crew & talent might not be achievable due to set up or action required
- Cancellations - In the event of the government regulations being the final reason a production is prevented from being accomplished, clients will be able to move your project dates at no extra charge.

PRE PRODUCTION :

- Minimising - Where possible all pre-production processes should be managed remotely from home: including storyboards, production meetings, meetings with the agency and PPM
- Communicating - Email reminders sent to all visitors & crew prior to shoot that it is their responsibility to notify head of production if they develop any symptoms.

DURING PRODUCTIONS :

- Travel -
 - aim to minimise travel requirements and follow social distancing principles within travel arrangements, wherever possible
 - Parking - free parking facilities are very limited at studio so with increasing number of visitors preferring to drive to shoots additional local parking options have been sourced - locations available on request prior to shoots
- Work Equipment - Focus on good hygiene and managing potential issues with touchpoints of work equipment which are key to production - specifically cameras & computers
 - visitors & crew must be responsible for the safety and sanitisation of their own items (ie. mobile phones, laptops etc)
- Work Patterns -
 - Where bigger crews are necessary we would aim to increase video monitors around set to avoid clusters of people.
 - Avoid printing and paper distribution (eg: recipes, callsheets and shooting schedules)
- Catering - we discuss with client offering per diems to crew if they prefer to bring their own meals to work. Otherwise safe food delivery services are employed
- Health & Safety inc Mental Health -
 - Every visitor or crew member must act responsibly towards the welfare of others as well as themselves. As per section 7 of the Health and Safety at Work Act 1974, "it is the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work."
 - visitors & crew must be responsible for the safety and sanitisation of their own items (ie. mobile phones, laptops etc)
- Communicating - all visitors/crew fill in a visitors book & leave contact details

POST PRODUCTIONS :

- Communicating -
 - visitors/crew that are found to have contracted COVID-19 within the two weeks following the shoot must inform the head of production or their studio contact
 - in the event that visitors are found to have contracted COVID-19 within the two weeks following the shoot dates fellow visitors would subsequently be cross checked in the visitors book & overlapping individuals contacted