

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement for Beautiful Beginnings Photography
by Amanda Trotter

Our General Policy:

- Look out for any potential trip hazards, such as trailing cables, props or items that could cause a hazard to the client.
- Make sure your floor is completely dry if recently washed or a spillage occurs.
- Light stands need to be weighted down or heavyweight stands need to be used to avoid tipping and always align the leg of the stand with the flash head to keep it stable.
- Always use a soft box or umbrella to prevent burns
- All props should be safely stored on shelves and not over stacked
- Camera's can carry all sorts of bacteria so it's good practice to wipe the camera body with a sanitised wipe so not to transfer bacteria especially important in a newborn or baby shoot.
- to provide adequate control of the health and safety risks arising from our work activities.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe equipment

- To provide information, instruction and supervision for employees and clients
- To ensure all employees are competent to do their tasks and to give them adequate training
- To maintain safe and healthy working conditions
- To review and revise our policy at regular intervals to ensure it is up to date and relevant
- Wipe down all areas with anti-bacterial product 'Milton' (including toys in children's play area) brush, Hoover and mop all areas at the end of every day.

Our Statement for our Newborn Policy:

- We adhere to our general policy statement in our newborn sessions. I class newborn babies as 28 days or under.
- All equipment, including changing area, props, blankets, wraps will be inspected prior to each use to ensure they are fit for purpose.
- All props are cleaned before and after a newborn session with Milton
- It is my policy that the baby should be at least 5lb 5oz in weight before their newborn shoot.
- The 'studio' will be at a constant temperature normally between 24 - 26 degrees celsius taking into consideration if they are wrapped or naked as

- wrapping/clothes etc this will be managed and monitored by a digital thermometer. Parents will be advised to dress accordingly as it will be warm and water is always provided, as well as tea/coffee and snacks.
- Newborn training has been undertaken by the photographer in both safe posing and newborn photography, I will keep up to date with training that will include wrapping and safe posing techniques.
- During the session the baby will be supervised at all times and will never be left unattended in props, whether that is a crate, bucket or beanbag. I will ensure a spotter is there at all times.
- Any props e.g. buckets will be weighed down and all edges will be padded and covered to ensure the baby is safe at all times.
- A constant eye will be kept on the baby's skin colour especially when posing in buckets or in parents hands or when they have their feet tucked underneath, if I see any sign of the baby's hands or feet changing to red or purple I will immediately change pose and I will also be looking out for any changes in skin tone, blotchy skin, pale skin and if their feet and hands have gone cold. If I see any signs of these then I will take immediate action by wrapping them up in a blanket and cuddling them until they are back to normal skin tone.
- When wrapping a baby I always make sure I can run a finger comfortably around the inside of the wrap around neck and throat area. I'm always aware of not wrapping too tight as it can restrict airflow into the baby's lungs as they're bones as still soft.

- Short clean nails are essential for newborn photography as well as no jewellery
- When siblings are attending a newborn shoot a conversation takes place with the parents on the capability of the child holding the baby, I always have one of the parents close by as children can be unreliable regardless of age. I also make sure the child is collected by a grandparent or responsible adult so we can continue with the newborn shoot without being disturbed, it is also too hot and too long for a child to endure.
- If the client wishes their dog to be included I make them aware that all shots with the baby and dog will be composite images, regardless of how much they say the dog will be fine.
- Any overhead images are taken with the baby at floor level with me standing over the baby with my neck strap securely around my neck. It is unsafe to balance on a step whilst doing this shot.
- At the end of every session all materials that have been used for that shoot are washed in fairy non bio that is suitable for newborns with no fabric conditioner. All props are sterilised using anti bacterial products Milton is my preferred brand, then a general clean of the studio that happens at the end of every day.

Signed _____

Amanda Trotter

Responsibilities:

Overall and final responsibility for health and safety is that of Amanda Trotter, owner. Day to day responsibility for ensuring this policy is put into practice is also the responsibility of the owner.

All employees must:

- Co-operate with Amanda Trotter on Health and Safety matters.
- Take reasonable care of their own health and safety at work and report any concerns to Amanda Trotter
- Co-operate with Amanda on health and safety matters
- Not interfere with anything provided to safeguard their health and safety

Health and Safety Risk that may arise from work activities:

Risk assessments will be undertaken by Amanda Trotter and actions will be taken to control any risks or to remove such risks. Assessments will be reviewed annually or if anything changes within the work place, which ever occurs first.

Safe Plant and Equipment:

Amanda Trotter will be responsible for:

- Maintenance of all equipment
- Ensuring all procedures are in place
- Ensuring maintenance is implemented and it meets UK health and safety standard before it's purchased.

Accidents, first aid and work related ill health

- First Aid box is kept in reception
- The appointed first aider is Amanda Trotter
- All accidents and cases of work related ill health are recorded in the accident book that is kept in reception.
- Amanda Trotter is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing body of authority.

Emergency Procedures

Amanda Trotter is responsible for ensuring:-

Fire risk assessment is undertaken and implemented. Escape routes are kept clear of obstruction.

Fire Extinguishers are checked and maintained as required. Alarms and evacuation plans are tested periodically.

Public Liability, buildings and contents insurance is kept up to date and current.

Signed: _____

Amanda Trotter

Date: 05/02/2019

Review: 04/02/2020