CREATIVE PHOTOGRAPHY EXPERIENCE

HEALTH AND SAFETY POLICY

2023 Revision

1. Nature of my Business

Creative Photography Wales is a photography business owned and managed by Nigel Forster as a self-employed sole trader and covers the following:

- **Location based commissions:** Commissions for a variety of clients throughout the UK (I use the name 'Nigel Forster Photography' when carrying out commercial work)
- **Photography Training:** Workshops and courses for groups and individuals at locations throughout the UK
- **Production and Sale of images to public and commercial clients**

2. Scope of this Policy

As a sole trader who has no employees or sub-contractors, the scope of my work that comes within Health and Safety legislation encompasses the following:

- Myself when carrying out all my work (either photography on location or teaching)
- Members of the public who may be at risk when carrying out my work
- Workshop participants for the duration of the workshop

1. Overarching Statement

While my business is defined as 'Low Risk', I undertake as part if all my activities to investigate, assess, manage and minimise all risks associated with my work as far as is viable and reasonable. This involves:

- Identifying risks associated with the work
- Detailing how any risks are to be managed (including not proceeding if any risks are identified as being too high)
- Communicating risks and their mitigation to clients and workshop participants
- Learning from any instances where health and safety may have been compromised as a result of my activities

I recognise that by far the greatest risk is to clients engaged on my photographic courses and workshops as these are location based at a wide variety of rural, mountain, coastal, urban and other locations and I have clients of mixed experience and physical ability. I have a process in place for managing this risk through a clear and thorough process as detailed in Section 4 below.

This policy is reviewed on an annual basis and revised as necessary.

2. Management of Risks during Photographic Commissions:

Creative Photography Wales undertakes to undertake the following process for all photographic commissions

Those at risk during photographic commissions:

- Myself when undertaking activities
- The public who may be affected by my activities

Management of Risks

1. Thorough study of the scope of the work involved including:
    - Nature of the location(s)
    - Nature of the photography work involved
    - Weather / other risk factors involved
2. Completion of Risk Assessment Form based on the initial study / scoping
3. Completion of Method Statement to mitigate risks listed in Risk Assessment
4. Communication of Risk Assessment and Method statement to Client as necessary
5. Reporting to client of any instances / events that constitute a risk to Health and Safety

3. Management of Risks during Photography Workshops and Courses

Creative Photography Wales undertakes to undertake the following process for managing risks associated with photography workshops and courses

Those at risk during photographic commissions:

- Myself when undertaking activities
- Workshop participants / clients
- The public who may be affected by my activities

Process for managing risks to Clients (Participants):

1. Forward Workshop Information and Advice notes on confirmation of booking: These detail the scope of the workshop, the type of location, identification of any risks (both generic and specific to the location(s)), mitigation of risks and equipment / clothing required. ***All Information and Advice notes for each workshop are available for download from the website at any time and all participants are made aware of this policy.***
2. Requirement for each participant to complete Workshop questionnaire that asks level of physical ability and any risk that may be of concern to them. Review of workshop content as necessary. All participants required to leave mobile telephone number and emergency contact details prior to the workshop
3. Requirement for all participants to confirm that they have read the Information and Advice Notes prior to the workshop (via email)
4. Health and Safety talk and discussion as part of Zoom based introductory session during the week before the workshop. This includes communication of risks to participants and members of the public
5. Ongoing assessment and management of risks on each day and at each location during the workshop based on assessment of local conditions, weather and capabilities of participants
6. Review of workshop as necessary and communication to participants
7. Logging of any incidences or events that may have constituted a risk to health and safety

I declare that this is the Health and Safety Policy of Creative Photography Wales / Nigel Forster Photography

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Creative Photography Wales

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