



Mango inSchool Risk Assessment

This risk assessment was been produced following online training in how to prevent the spread of Covid-19. Mango inSchool Photography believe that each action we perform carries a low risk as all will be in-line with Government guidelines for social distancing. If any members of the team are showing symptoms or feel unwell, they will not attend the session.

Action	Risk	Risk Control Method	Additional
Arrival & Departure	Transfer of virus from entering and exiting the school.	Alcohol based hand gel applied on arrival and regularly while in the school	Mango in School are happy to wear masks on entering and exiting the school.
Bringing in equipment into and out of school	Carrying equipment from the car to the school. Touching doors and setting up.	Equipment is sprayed with Dettol Spray between each location and Mango inSchool are operating on minimal equipment to minimise trips from the car. The use of hand gel before entering the school will minimise the risk.	Where possible schools should direct us to park close to an entrance near to the location the photography will take place.
Set Up	Not allowing enough space to maintain 2-meter distance.	Operating with only 2 backgrounds and fewer lights will ensure a central point for the photographer to stand, maintaining 2 meters. Coloured Tape will mark where children are to stand.	
Children's arrival for photos	Too many children in one location to maintain social distancing amongst themselves.	Mango inSchool will always maintain 2 metre distance and apply hand gel between each bubble and as required.	School to determine how many children can be in the queue for photos and what social distancing they are abiding too based on their bubbles.
Children having hair bands, watches, badges or other non -school uniform items dominating photo	Items need to be placed somewhere and not handed to Mango inSchool.	Tray cleaned with Dettol spray in an easily accessible location for children to place item and retrieve following the photo.	
Photo - Shot 1 - Head shot. White Background.	Children sitting on same white wooden stool.	Mango inSchool clean stool with Dettol between each child. Children to be encouraged not to touch the stool.	

Photo – Shot 2 – Arm pose, with foot on stool. White Background.	Children sitting on same white wooden stool.	Mango inSchool clean stool with Dettol between each child. Children to be encouraged not to touch the stool.	
Photo – Shot 3 – Crop Head shot from above. White Background.	Children sitting on same white wooden stool.	Mango inSchool clean stool with Dettol between each child. Children to be encouraged not to touch the stool.	
Photo – Shot 4 – Standing folded arms. Black Background.	None	None	
Photo – Shot 5 – Option for Child to bring own book to do peeking shot.	Book need to be placed somewhere and not handed to Mango inSchool.	Tray cleaned with Dettol in an easily accessible location for children to place item and retrieve following the photo.	Child brings own book to hold for photography from the classroom.
Photo – Shot 6 – Freestyle pose.	None	None	
Alternative School Option - Desk with stacked books shot. Books will be stuck to desk and cleaned with Dettol along with the desk, between children.	Children sitting at the same desk.	Cleaned between each child with Dettol.	School to specify if they want these props to be used.
Proof Cards delivered to School.	Virus being transferred on the paper proofs.	Hand Gel will be used before entering the school to deliver proof cards. Each proof card will be printed to avoid handling by Mango inSchool. No order forms will be delivered. All orders must be placed online. All order details can be seen by parents on the website.	Orders online only no cash to be given to schools. www.mangoinschool.co.uk
Packing of orders.	Virus being transferred to orders.	While packing, all surfaces will be cleaned, and we will wear gloves – this is normal practice anyway.	
Delivery of orders to school.	Virus being transferred to orders.	Hand gel used to handle orders and school delivery protocols will be followed.	

