

## Safety guidelines for members of NDPS participating in Studio Group Shoots and other studio sessions

The health and safety of all members is the Society's top priority and through the provision of practical guidance and pre-planning aims to reduce risks to the lowest practical level. However, the Society is unable to accept liability for any member who chooses to participate in Studio Group Shoots.

Members who participate in Studio Group shoots and any other similar studio/indoor activity are responsible for their own health and safety and in addition should not do anything that has the potential to jeopardise the safety of others (including NDPS colleagues and other people at the studio).

To prevent any accidents or hazards all people in the studio (photographers, studio assistants and models) hired by the Society should comply with the studio's health and safety requirements. It is everyone's responsibility to work safely and to take immediate action to prevent accidents and warn others of potential hazards and dangers, so an incident does not happen.

Before the shoot/meeting starts make sure all fire exits and escape routes are not obstructed and marked clearly at all times and that everyone participating in the shoot is familiar with the studio's fire safety evacuation procedures.

Remember at all times put safety ahead of photography - Don't do anything that will put your safety (or anyone else's safety) in jeopardy during the shoot. The guidance below is designed to keep everyone safe during the shoot.

### Photography Studio specific Health and Safety:

- 1) Only people that need to be in the studio should be there.
- 2) In a studio environment the common major risks are:
  - \* Slips, trips and falls caused by people falling over equipment.
  - \* issues concerning the use of electrical equipment.

3) Less frequent risks are:

- \* Issues of manual handling, the lifting and moving of heavy equipment.

If in doubt about the use or safety of any of the equipment or health and safety, ask the studio staff or the designated studio group leader for advice.

### Identified hazards and actions that can be taken to minimize the risks:

- 1) **Sharp items of equipment** - the use of scissors and utility knives are often required to cut cable ties, gaffer tape. When these are not in use, they should be stored safely with the blade covered in a safe place.
- 2) **Suspended equipment** - ensure all suspended equipment is securely fastened and where necessary with secondary safety chains to stop items falling e.g. suspended studio lights and, heavy backdrops.
- 3) **Above head height working** - equipment or stored items that requires above head height working or, access to these items should be made using the correct equipment. The access should comply with agreed safe working practices e.g. Step ladders require someone to hold and stabilise the ladders all the time someone is using the ladders.
- 4) **Risks of Trips Slips and Falls** - keep the studio clean, clear and un-cluttered. All the equipment in the studio should be stored in the correct and safe way when it is not in use. Items should be stored in designated areas ensuring no equipment or empty boxes are left in walkways or places where people could trip over such items.  
Make sure all unused equipment is put away before the start of the shoot to minimise the equipment that could get in the way. Make sure all bags, boxes and equipment trunks (including participants camera bags etc.) are moved to a safe area so there are no trip hazards.  
After the shoot ensure all the equipment that needs to be is stored away safely before leaving the studio.
- 5) **No food and drink** - is to be taken into the studio or shooting area. This is to prevent food or drink being spilt destroying or damaging the equipment and,

causing electric shocks from the wires. Also, food or drink on the studio floor could be a slip hazard.

- 6) **Tripods and Light stands** – ensure all of the legs on tripods and light stands are pulled open to give the greatest stability. This reduces the risk of equipment toppling over on top of someone or damaging other items of the equipment.

#### **Electrical Equipment Risks:**

- 1) **Trailing wires and leads** – all wires should be taped down or run through rubber cable floor trunking protectors to stop people tripping over the wires and hurting themselves. It will also help to prevent damage and wear to the cables that will shorten their life. It is good practice to tape the cable to the bottom of the stand, this is because if a cable is pulled it will tug the light at bottom of the stand so that it is less likely to be pulled over. Keep the use of extension cables to a minimum and if socket bars are used, check to make sure that the combined electrical load does not exceed the limit of the socket bar.

When plugging and unplugging electrical equipment switch off both the equipment and the plug socket before putting the plug into the socket.

Check all the electrical equipment is up to date with current PAT testing. A visual check should be carried to ensure there are no exposed wires, damaged leads, plugs are firmly pushed into sockets, no cables are stretched, and the equipment looks to be in good condition and is working correctly.

- 2) **Lamps** – do not touch lighting bulbs because incandescent lights work at high temperatures. If handled the finger marks and traces left behind can cause localised hot spots that will cause a bulb to blow, or even explode.

Make sure studio lights are allowed plenty of time to cool down after use.

Remember the lights and the housings can get very hot and you can burn your hands picking up something that is hot and then dropping it can cause damage. Also, lighting filaments are also more fragile and prone to breaking if moved when still hot.

Ensure power packs are located immediately next to the light or in a position where it is least likely to cause a trip hazard.

All NDSP members who participate in Studio Group shoots or any other similar studio/indoor activity are solely responsible for the safety of their own camera gear and other equipment.