

## Safety guidelines for members of NDPS participating in Tom's Tours

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 Tom's Tours.

Members who participate in Tom's Tours 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 members of the general public).

About once a month Tom organises shoots at East Anglian locations that are of interest to photographers where often it is difficult to successfully capture good images. Generally, this is either because getting good images is not possible without exclusive access or it might be because the venue is open to the general public. In other cases, it is because photography is not normally allowed inside the venue during normal opening times.

However, these tours can often take you to places that are indoors containing confined places with working machinery so it's important to take the appropriate safety precautions to prevent injury.

The following safety tips are recommended to help keep everyone safe:

- 1) Put safety ahead of photography - Don't do anything that will put your safety (or anyone else's safety) in jeopardy during the shoot.
- 2) Before arriving at the shoot research, the location on the internet so you have a good idea of what you will be going to photograph.
- 3) Check the weather forecast and plan to wear the appropriate clothing to suit both the location and the anticipated weather.
- 4) Make sure you know exactly where you are going, where you need to park and at what time to arrive.
- 5) If driving use SatNav to guide you to the correct location
- 6) Listen carefully to the safety briefing before the shoot commences:
  - \* If the shoot is at an operational site listen carefully to the people in charge of the location and make sure you understand what limitations exist and what protective measures you should take before you commence taking photographs
  - \* If the shoot is at an unoccupied location a safety briefing will be provided by the shoot leader. Again, listen carefully and follow the guidance provided.
- 7) Avoid working machinery and free-standing items that could easily be knocked over and damaged
- 8) If you are allowed to use a tripod, make sure you do not block any walkways and do not leave it unattended at anytime
- 9) If permission is given to shoot outside a venue beware of additional hazards such as, fork-lift pallet trucks, stacks of raw materials, water courses and slippery external surface. Additional guidance for outdoor shoots is also available in NDPS Safety Guidance Note\_01
- 10) You are responsible for your own camera gear and other equipment you choose to bring on a shoot so keep it safe
- 11) DO NOT ENTER RESTRICTED AREAS
- 12) Remember to be respectful both of the location where the shoot is taking place and of other NDPS members who are trying to take photographs,