

Twisted Willow Studio - Hazard Identification Register

Prepared by: Gayle Clearwater

Hazard	Potential Harm	Location	Risk Level (High/Medium/Low)	Control Measures	Person Responsible	Review Date
Slippery floor	Sprains/ strains and fractures to arms.	Throughout Studio	High	Place warning signs, ensure floor is kept dry. All the equipment in the studio is to be stored in the correct and safe way when it is not in use. Items to be stored in designated areas around the sides or outside of the studio, no equipment or empty boxes are to be left in walkways or places that people could trip over items. Make sure all bags, boxes and equipment are moved to a safe area at the side of the room so there are no trip hazards. After the shot put all the equipment that needs to be put back away is safely stored.	Gayle Clearwater &/or Assistant	01/09/2024
Elevated steps	Sprains/ strains and fractures to arms.	Main Entrance and Boudoir Room	High	Ensure steps are marked with caution tape, remind clients to watch their step and point out elevated steps	Gayle Clearwater &/or Assistant	01/09/2024
Electrical hazards	Electrocution	Throughout studio	High	Regular inspection of wiring and equipment, ensure all cords are in good condition and secured. When plugging and unplugging electrical equipment switch of both the equipment and the plug socket before putting the plug in.	Gayle Clearwater &/or Assistant	01/09/2024
Studio lighting	Burning hands and damaging equipment	Studio	Medium	Never touch lighting bulbs, even when cold. 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 you give the studio lights plenty of time to cool down after use. The lights and the housings get very hot. You don't want to burn your hands picking up something that is hot and then drop it. Hot lamps the filaments are also more fragile and prone to breaking if moved when still hot.	Gayle Clearwater &/or Assistant	01/09/2024
Suspended	Landing on head causing head injury or	Throughout Studio	High	Ensure all suspended equipment is securely fastened and where necessary with secondary safety chains to stop	Gayle Clearwater	01/09/2024

equipment	concussion			items falling e.g. suspended studio lights, heavy backdrops.	&/or Assistant	
Above head height working	Falling and injuring head, extremities	Throughout studio	High	Equipment or stored items that requires above head height working or, access to these items to be made by appropriate step ladders, kick-stools or scaffolding as necessary. The access to comply with agreed safe working practices e.g. Step ladders requires flat surface.	Gayle Clearwater &/or Assistant	01/09/2024
Hygiene surfaces	Contamination, communal disease or health conditions	Throughout studio	Medium	All surfaces, bathroom and any area being contaminated by use. Will be cleaned in between every client and disinfected.	Gayle Clearwater &/or Assistant	01/09/2024
Hygiene Client wardrobe	Contamination, communal disease or health conditions	(All clothing, jewelry, bedding shoes and other props)	Medium	All clothing and surfaces are cleaned or disinfected between clients. Ensuring high standards of hygiene and housekeeping.	Gayle Clearwater &/or Assistant	01/09/2024
Hot jug	Burning and blistering of extremities	Studio kitchenette	Medium	Place jug away from edges, supervise use, ensure clients are aware of hot surfaces	Gayle Clearwater &/or Assistant	01/09/2024
Fire	Burning and smoke inhalation	Throughout Studio	Mild	Make sure everyone is evacuated safely and taken to designated spot. (North of property close to driveway). Fire service to be called and as exiting turn mains power off. Working smoke alarms.	Gayle Clearwater &/or Assistant	Every 6 months
Chemicals	Reactions from inhalation, rashes	Throughout Studio	Mild	Data sheets will be kept and harmful chemicals will be stored away in a safe location.	Gayle Clearwater &/or Assistant	Every 6 months

Twisted Willow Studio Health and Safety Policy

1. Purpose

Twisted Willow Studio, owned and operated by Gayle Clearwater, is committed to providing a safe and healthy work environment in compliance with the Health and Safety at Work Act 2015 (HSWA). This policy outlines our commitment to health and safety practices for all employees, contractors, visitors, and clients.

2. Scope

This policy applies to all activities carried out by Twisted Willow Studio, including photography sessions, studio work, outdoor shoots, and any other related activities.

3. Health and Safety Objectives

- To eliminate or minimize risks to health and safety as far as is reasonably practicable.
- To comply with all relevant health and safety legislation, regulations, and codes of practice in New Zealand.
- To provide appropriate training, supervision, and information to ensure the safety and well-being of all involved in our operations.
- To provide a safe and healthy workplace for all employees, clients, and visitors.
- To identify and mitigate hazards associated with photography activities, both in-studio and on location To ensure all staff are adequately trained and informed about health and safety practices.
- To encourage a culture of safety where everyone takes responsibility for their own and others' safety
- To ensure that health and safety responsibilities are clearly defined and understood by everyone working at or visiting Twisted Willow Studio.

4. Responsibilities

- **Owner (Gayle Clearwater):**
 - Ensure that Twisted Willow Studio complies with the HEALTH AND SAFETY AT WORK ACT 2015 (HSWA) and other relevant legislation.
 - Identify, assess, and control hazards and risks in the workplace. (completing a safety checklist frequently)
 - Provide necessary safety equipment and ensure it is maintained.
 - Ensure all employees, contractors, and visitors are informed of health and safety procedures.
 - Investigate any accidents, incidents, or near misses and take appropriate action to prevent recurrence.

- Maintain records of health and safety training, incidents, and any actions taken.

- **Employees and Contractors:**

- Follow all health and safety policies and procedures.

- Use all provided safety equipment correctly.

- Report any hazards, unsafe conditions, or incidents to Gayle Clearwater.

- Participate in health and safety training and meetings.

- Sharing information about health and safety matters so that workers are well-informed and know what is going on

- **Visitors and Clients:**

- Follow all instructions and guidelines provided by Twisted Willow Studio staff and codes of practice.

- Report any hazards or unsafe conditions to the staff.

5. Hazard Management

- Regularly identify potential hazards in the studio and on location.

- Implement control measures to eliminate or minimize risks associated with identified hazards.

- Review and update hazard controls regularly or when changes in operations occur.

6. Incident Reporting and Investigation

- All incidents, including near misses, must be reported immediately to Gayle Clearwater.

- An investigation will be conducted to determine the cause of the incident and identify actions to prevent future occurrences.

- Records of all incidents and investigations will be maintained for future reference and compliance.

7. Emergency Procedures

- Emergency procedures, including evacuation plans, will be clearly communicated to all employees, contractors, and visitors.

- Regular drills will be conducted to ensure everyone is familiar with the procedures.

- First aid kits will be readily available, and at least one staff member will be trained in first aid.

- IN CASE OF EMERGENCY CALL 111

8. Training and Induction

- All new employees and contractors will receive a health and safety induction upon starting work with Twisted Willow Studio.
- Ongoing training will be provided to ensure that everyone is up-to-date with health and safety practices relevant to their role.

9. Review and Continuous Improvement

- Regularly review and update health and safety policies to ensure compliance with current legislation and best practices.
- Twisted Willow Studio is committed to continuously improving our health and safety practices by regularly reviewing our procedures and incorporating feedback.

10. Well-being

- Promote a healthy work-life balance and provide support for mental and physical well-being.
- Encourage open communication and provide access to resources for stress management.

11. Communication

- This policy will be communicated to all employees, contractors, and visitors.
- Any updates to the policy will be shared promptly with all relevant parties.

Conclusion

Twisted Willow Studio is committed to upholding the highest standards of health and safety. Through active management, training, and employee involvement, we aim to create a workplace that is safe for all.

This policy will be reviewed annually and updated as necessary to reflect any changes in legislation or operational needs.

Signed:

Gayle Clearwater

Owner, Twisted Willow Studio

[19/08/2024]