

Method Statement

Objective:

The objective of this method statement is to outline the procedures and guidelines for conducting corporate event photography in a professional and efficient manner. It ensures that the event photographer adheres to industry best practices and delivers high-quality photographs that meet the client's expectations.

Pre-Event Planning:

- 2.1. Review Client Requirements: Understand the client's needs, including the event schedule, key participants, desired photographs, and any specific guidelines or themes.
- 2.2. Site Visit: Visit the event venue before the event begins to familiarize yourself with the layout, lighting conditions, and potential photography spots.
- 2.3. Equipment Preparation: Ensure all photography equipment, including cameras, lenses, flashes, batteries, memory cards, and accessories, are in proper working condition and fully charged. Have backups available for critical equipment.

Safety Precautions:

- 3.1. Personal Safety: Dress appropriately and professionally for the event. Wear comfortable shoes and carry the necessary identification or access passes.
- 3.2. Venue Regulations: Familiarize yourself with any safety regulations, restricted areas, or specific instructions provided by the event organizer or venue management.
- 3.3. Equipment Safety: Handle all equipment with care to avoid damage to yourself, others, or the surroundings. Secure equipment to prevent accidents or theft.

On-Site Execution:

- 4.1. Time Management: Arrive at the venue well in advance of the event start time to set up equipment and prepare.
- 4.2. Communication: Coordinate with event organizers or a designated contact person to understand the event flow, schedule, and any last-minute changes. Establish clear communication channels for any on-site coordination.
- 4.4. Event Coverage:
 - a. Key Moments: Capture significant moments, speeches, presentations, awards, and entertainment acts as requested by the client.
 - b. Detail Shots: Capture details of event setup, decorations, branding, signage, and any special features that showcase the event's essence.
 - c. Networking and Engagement: Focus on capturing attendees' networking, conversations, and engagement, showcasing the event's atmosphere and participant interaction.

Post-Event Wrap-Up:

- 5.1. Equipment Care: Safely pack and secure all equipment after the event. Remove memory cards and back up the images.
- 5.2. Image Selection and Editing: Review and select the best images from the event. Edit and enhance the chosen images, ensuring colour accuracy and proper exposure.
- 5.3. Image Delivery: Provide the finalized images to the client within the agreed-upon timeframe and format.

Risk Assessment

Hazard	Likelihood	Consequence	Risk Level	Control Measures
Trip Hazards: Uneven surfaces, cables, or obstacles that may pose a tripping hazard	2	2	4	Maintain situational awareness and watch out for any potential trip hazards. Use cable covers or tape to secure cables and minimize trip risks. Position photography equipment in safe areas away from walkways.
Crowd Management: Large crowds and potential congestion that may hinder movement or cause accidental collisions	3	2	6	Maintain a safe distance from the crowd while capturing photographs. Be alert and aware of your surroundings to avoid collisions with attendees. Communicate and coordinate with event organizers for any crowd management instructions.
Equipment Damage: Risk of damage or theft to photography equipment due to negligence, mishandling	3	3	9	Secure photography equipment in a locked bag or case when not in use. Maintain constant visual contact with your equipment to deter theft. Have insurance coverage for your equipment in case of damage or theft.
Electrical Hazards: Improperly secured or exposed electrical wiring or equipment	1	3	3	Inspect the event venue for any exposed or faulty electrical wiring and report it to event organizers or venue management. Avoid using damaged or non-compliant electrical equipment. Ensure all electrical equipment is properly grounded and connected to safe power sources.
Fire Safety: Not knowing the fire procedures for the venue and therefore being unable to evacuate safely in a fire occurs	2	2	4	Adhere to venue regulations and guidelines to ensure safety and security. Maintain open communication with event organizers or venue management regarding any safety concerns. Familiarize yourself with the event's emergency evacuation plan and emergency contact information. Know the location of emergency exits and assembly points. In the event of an emergency, follow the instructions of event organizers or venue staff and prioritize personal safety.
Infectious Diseases: such as COVID-19	2	2	4	Stay updated on public health guidelines and recommendations regarding infectious diseases. Stay informed about any specific event-related health protocols or requirements. Comply with any testing or vaccination requirements mandated by the event organizer or venue management.