

HAZARD CHECKLIST

Tick		Tick
1	Access / egress blocked / restricted	17 Manual handling / heavy or awkward shape loads
2	Alcohol / food / drinks / supplies/ drugs	18 Night operations: (filming / camping / recces)
3	Animals / insects: wild, performing etc.	19 Noise / high sound levels
4	Crowds / Public (filming and control)	20 Public places
5	Cryogenics / compressed gas / low temps.	21 SFX (Special effects): Rain / snow / fire / smoke / steam / dry ice / heat
6	Confined Spaces: tanks / caves / tunnels	22 Special needs: Persons / children / elderly / language barriers
7	Dangerous Activities: Stunts / Props etc.	23 Storage: Scenery / props etc. secure storage on location
8	Dangerous Structures: derelict buildings / other (isolation of gas / electric supplies)	24 Technical facilities (visual): DVC / cables & runs / camera movement / scanners / PSC / OB's etc.
9	Environmental conditions: hot / cold / wet / dry	25 Travel Methods: plane / boat / helicopter / other
10	Evacuation Procedures: casualty evac. / Communication / ETA's / Fire procedures	26 Water: proximity / tanks / aqua parks / canals
11	Fatigue & Stress: long hours / physical exertion / adrenaline / early starts	27 Weapons: knives / firearms / swords etc. including fake weapons
12	First Aid / other medical requirements	28 Weather: Extreme climate / weather changes
13	First Aid / other medical requirements	29 Work place fire prevention: e.g. smoking / waste / signage / training
14	Flammable materials: paint / film / gasses	30 Working at height: ladders / towers / ropes / climbing equipment
15	Freelance crews / contractors / guides / porters	31 Other?

Fire	<u>Control measures:</u> Ensure there is a fire prevention procedure and a fire evacuation procedure and that all persons at risk are informed of it.
Electricity	All portable electrical equipment in use must be inspected and tested by a competent person before use and at least annually thereafter.
Required activities	
First Aid cover	HOD's are to ensure that an assessment has been made of the foreseeable types of injuries and that adequate first aid arrangements are in place during work activity

It should be made clear to all involved that the producer/director has overall responsibility for health & safety whilst on location/filming takes place - on occasion when he is not present (ie, on second unit film shoots) responsibility for this will be handed over to the assistant producer, researcher or Production Co-ordinator. In the event that this risk assessment does not cover the activity, filming schedule then it is the PD responsibility to complete the blank Risk Assessment to cover the specifics, which are not covered.

COMMUNICATION OF RISK ASSESSMENT: A safety briefing will be held at the start of filming by the P/D & on each day/new location/activity when necessary to clarify Health & Safety procedure, potential hazards, necessary controls/instructions and to inform all of who is in charge & what to do in case of emergency.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	S	S	H	H	H
Likely	M	S	S	H	H
Possible	L	M	S	H	H
Unlikely	L	L	M	S	H
Rare	L	L	M	S	S

H	High Risk
S	Significant Risk
M	Medium Risk
L	Low Risk

**State whether persons 'at risk' are:
Staff(S), Freelance(F), Contractor(C), Performer/Presenter(P), Public/Audience(U)**

Hazard Number + Persons Exposed	<u>MAIN RISKS IDENTIFIED</u> <i>Describe risks and state if considered high (H), Significant (S), medium (M) or low (L) before controls are introduced.</i>	<u>CONTROLS TO MINIMISE RISK</u> <i>(Include names of experts or contractors to be used)</i> Indicate the risk state after control initiatives are introduced. I.e. (H/S/M/L). Ensure person(s) responsible for taking action in the control procedure are named and a copy of this assessment is given to them.
2 (drinks)	Damaged equipment – high	No liquid must be brought into the radio studio when recording a show.
<i>Electrical equipment Other (31)</i> <i>Cables and wires (24)</i>	Damaged electrical equipment – high Electrocution and burn injury's – high Faults causing fire – high Faulty wires or cables causing injuries – high	People must be careful when handling electrical equipment in the radio studio and do a test to make sure the equipment is safe to use. Replace any faulty wires or cables as it could some serious injures like burns or election's.
Other (31) Tables and chairs	Tripping – medium Broken table or chair due to leaning or swinging on it – medium	People need to be aware of their surroundings when recording. In addition, they need to be careful when sitting on tables or chairs as if they swing on any of the furniture they may hurt themselves if any of the tables or chairs break.
Other (31) Loose Flooring	Any ripped carpet that could cause tripping – medium	The carpet must be proply fitted before anyone enters the room.