

- Creative Arts Offsite

## RISK ASSESSMENT

PRODUCTION: Film4Fans Radio Podcast

**Crew Members**

- **Sammy Gabrria - Nivas**
- **Ingo Lyle Goodwin**
- **Charlie Storer**
- **Kireon Mckeown**

PRODUCTION / SHOOT DATE (S):

- **1<sup>st</sup> Rehearsal - 09/05/2017**
- **2<sup>nd</sup> Rehearsal - 16/05/2017**
- **3<sup>rd</sup> Rehearsal - 22/05/2017**
- **Final Broadcast - 25/05/2017**

LOCATION ADDRESS (ES):

The Willows North, Alcester Rd, Stratford-upon-Avon CV37 9QR

Detailed description of the production:

Film4Fans is a radio podcast that reviews and discusses upcoming film products. There are three sections to the product they are: a review section, news section and upcoming section. This podcast will last for an estimated 30 minutes.

- Identify which hazards are involved in the Production and tick the appropriate box below.
- State overleaf whether risks associated with each identified hazard are high, medium or low.
- Specify control measures initiated to reduce risks to an acceptable level, state the resulting risk factor.
- Inform those persons exposed to any risk of the control measures to be adopted.
- Monitor to ensure controls are in place and working effectively.
- Keep all Risk Assessment documentation for a minimum of three years.
- The Risk Assessor and finally the Producer must sign this form.
- ***Distribution (where applicable): Executive Producer + Series Producer + Head of Production + Producer/Director + Insurance Contact + Production Team***

## HAZARD CHECKLIST

		Tick		Tick	
1	Access / egress blocked / restricted		1 7	Manual handling / heavy or awkward shape loads	
2	Alcohol / food / drinks / supplies/ drugs		1 8	Night operations: (filming / camping / recces)	
3	Animals / insects: wild, performing etc.		1 9	Noise / high sound levels	
4	Crowds / Public (filming and control)		2 0	Public places	
5	Cryogenics / compressed gas / low temps.		2 1	SFX (Special effects): Rain / snow / fire / smoke / steam / dry ice / heat	
6	Confined Spaces: tanks / caves / tunnels		2 2	Special needs: Persons / children / elderly / language barriers	
7	Dangerous Activities: Stunts / Props etc.		2 3	Storage: Scenery / props etc. secure storage on location	
8	Dangerous Structures: derelict buildings / other (isolation of gas / electric supplies)		2 4	Technical facilities (visual): DVC / cables & runs / camera movement / scanners / PSC / OB's etc.	
9	Environmental conditions: hot / cold / wet / dry		2 5	Travel Methods: plane / boat / helicopter / other	
10	Evacuation Procedures: casualty Evac. / Communication / ETA's / Fire procedures		2 6	Water: proximity / tanks / aqua parks / canals	
11	Fatigue & Stress: long hours / physical exertion / adrenaline / early starts		2 7	Weapons: knives / firearms / swords etc. including fake weapons	
12	First Aid / other medical requirements		2 8	Weather: Extreme climate / weather changes	
13	First Aid / other medical requirements		2 9	Work place fire prevention: e.g. smoking / waste / signage / training	
14	Flammable materials: paint / film / gasses		3 0	Working at height: ladders / towers / ropes / climbing equipment	
15	Freelance crews / contractors / guides / porters		3 1	Other?	

Fire	<b><u>Control measures:</u></b> 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.
<b>Required activities</b>	
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

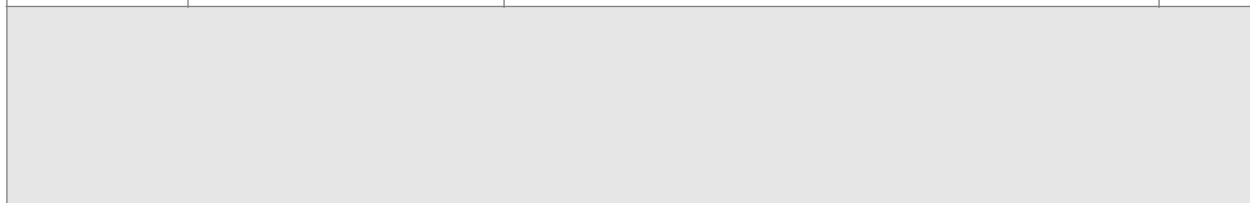
H	High Risk
S	Significant Risk
M	Medium Risk
L	Low Risk

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

<b>Hazard Number + Persons Exposed</b>	<b><u>MAIN RISKS IDENTIFIED</u></b> <i>Describe risks and state if considered high (H), Significant (S), medium (M) or low (L) <b>before</b> controls are introduced.</i>	<b><u>CONTROLS TO MINIMISE RISK</u></b> <i>(Include names of experts or contractors to be used)</i> Indicate the <b>risk state after control</b> 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.	<i>Location Recc e Photo numb er</i>
7 (Chairs)  (4 people)	<ul style="list-style-type: none"> <li>• (M) If the chairs have a collapsible leg, then the person may fall off it and hurt themselves</li> <li>• (L) Someone could potentially trip over the leg and injure themselves.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure the chairs are placed in an appropriate place in the radio studio</li> <li>• Replace a chair that has a misplaced leg.</li> </ul>	
24 (Cables)  (4 people)	<ul style="list-style-type: none"> <li>• (M) Someone could trip over the cable and hurt themselves</li> <li>• (H) If any cables are exposed then someone could receive an electric shock and be seriously injured.</li> <li>• (H) Exposed cables may potentially cause a fire.</li> </ul>	<ul style="list-style-type: none"> <li>• Replace any cables if they are exposed.</li> <li>• Double check to see if the cables are working properly.</li> <li>• Put radio studio cables in an appropriate place so that no one trips over any cables.</li> </ul>	

<p>31 (Roof Tiles) (4 people)</p>	<ul style="list-style-type: none"> <li>• (H) If a roof tile is collapsible then It could fall down and cause a serious injury</li> <li>• (S) The collapsible roof tile could also damage radio studio equipment too.</li> <li>• (H) If any roof tile debris are lying around anywhere. Someone could trip over and hurt themselves.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean all the debris away and check to see if the studio equipment is still working.</li> <li>• Replace any roof tile that looks collapsible.</li> <li>• Don't allow anyone else into the studio if there is any debris lying around anywhere.</li> </ul>	
<p>24 (Sockets) (4 people)</p>	<ul style="list-style-type: none"> <li>• (H) If a plug becomes very hot if it's in the socket for to long. Then someone could receive an electric shock if they touch it.</li> <li>• (H) If the socket overheats then it could potentially cause a fire.</li> </ul>	<ul style="list-style-type: none"> <li>• Double check to see if the sockets are working properly before anyone puts any plugs in the socket.</li> <li>• Replace any socket if it is damaged or overheated.</li> </ul>	

<p>26 (liquid) (4 people)</p>	<ul style="list-style-type: none"> <li>• (H) If any liquid is spilt over any studio equipment, then it could potentially become damaged and cost a lot of money to replace</li> </ul>	<ul style="list-style-type: none"> <li>• Check to see if no one has brought any liquid into the studio.</li> </ul>	
<p>31 (Weight)</p>	<ul style="list-style-type: none"> <li>• (S) Someone could trip over a weight and potentially injure themselves.</li> <li>• (S) If anyone is carrying a weight, if they are not careful they could injure their back if they trip or slip on any floor surface</li> </ul>	<ul style="list-style-type: none"> <li>• Put the weight in an appropriate place in the studio.</li> <li>• Make sure to give someone a lot of assistance when they are carrying a weight.</li> </ul>	



**WHAT ELSE CAN BE DONE TO CONTROL THE RISK SO FAR AS IS REASONABLY PRACTICABLE?**

**Be Aware. P/D & PROD Co-ORD to carry out their own risk assessments on arrival at locations each day for anything that is not specifically covered in this RA. If concerned about any aspect of health & safety, or risk assessment to call the Head of Production at any time. All of the team on location should feel able to intervene if they are not comfortable with something & always refer back to the SP/PD/PM if in doubt. Meeting will be held to discuss Health & Safety with the contributors & production team in advance of any filming and discuss what will happen/be procedure in case of fire/accident emergencies.**

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**Additional notes:**

Production crew in case of any emergency will carry mobile phones.

Local Hospitals

See Contact List/Schedule for details

If any 'potentially dangerous' activity is to be undertaken during shoot (by crew or cast members) you must inform their lecturer before committing and get their approval, for insurance purposes & then carry out own risk assessment at the location before filming (blanks supplied)