

- Creative Arts Offsite

RISK ASSESSMENT

PRODUCTION: Film4Fans TV show

Members of the Group:

- **Max Houghton**
- **Ingo Lyle Goodwin**
- **Jak Ivings**
- **Louis Podmore**
- **Zuzia Bosugz**
- **Sammy Gabrria - Nivas**
- **Will Holt**
- **Mykolas Mazonas**
- **Kieron Morfill**
- **Pete Musgrave**
- **Meghan Grier**
- **Toby Jones**
- **Kieron McKeown**
- **Charlotte Taylor**
- **Matthew Malin**
- **Spencer Leeke**

PRODUCTION / SHOOT DATE (S):

- **08/05/2017 - First Rehearsal**
- **15/05/2017 - Second Rehearsal**
- **18/05/2017 - Third Rehearsal**
- **22/05/2017 - Final Broadcast**

LOCATION ADDRESS (ES):

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

Detailed description of the production:

Film4Fans is a TV show that reviews and discusses upcoming film products. The show consists of three sections and they are: Review section, News section and Upcoming section.

- 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	<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, and 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

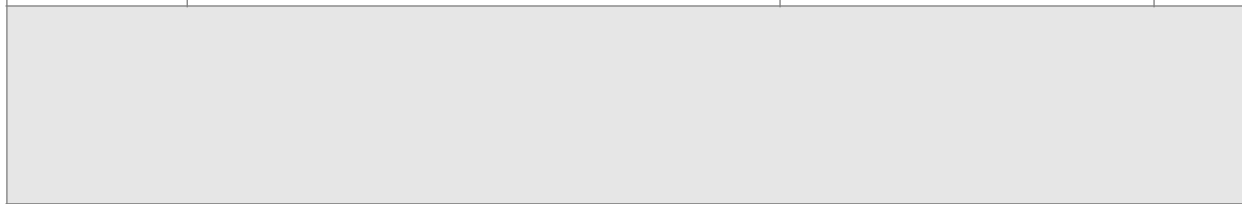
**State whether persons 'at risk' are:
Staff(S), Freelance(F), Contractor(C), Performer/Presenter(P), Public/Audience(U)**

<p>Hazard Number + Persons Exposed</p>	<p><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></p>	<p><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.</p>	<p><i>Location Recc e Photo numb er</i></p>
<p>2 (Liquid) (All people)</p>	<ul style="list-style-type: none"> • (H) If any liquid spills over any TV sound and gallery equipment then it will cost a lot of money to replace the equipment. • (H) If any of the equipment is faulty or exposed someone could receive an electric shock and be seriously injured. • (S) Any exposed equipment could potentially cause a fire. 	<ul style="list-style-type: none"> • Double check to see if no one has brought any liquid into the gallery and studio. • Don't let anyone else touch any of the equipment if it becomes damaged. 	
<p>24 (Cables and wires) (5 people)</p>	<ul style="list-style-type: none"> • (S) Someone could trip over a cable and hurt themselves • (H) Any exposed socket box could cause a fire. • If there is a faulty wire or plug it could cause an electric shock. 	<ul style="list-style-type: none"> • Put the plugs in an appropriate place. • Check to see if the socket box is working and don't allow anyone to touch it if it is damaged. • Check to see if there are no faulty plugs or wires. 	

<p>24 (TV studio lights) (6 people)</p>	<ul style="list-style-type: none"> • (H) Don't let the lightning plugs overheat as someone could receive an electric shock or a fire could happen. • (H) Make sure the lighting is placed in an appropriate place otherwise it could potentially fall from the rig and cause a serious injury • (S) Make sure the lights are not too bright as the light could potentially damage people's eyes. 	<ul style="list-style-type: none"> • Before doing a rehearsal in the TV studio check that the lighting rig is stable for lights to be put up on there. • Check if the plugs are working properly or replace the lighting plugs if they become damaged. • Make sure the lights are not too bright before starting. 	
<p>24 (Sound desk) (6 people)</p>	<ul style="list-style-type: none"> • (H) If any sound desk wires become damaged they could cause an electric shock. • (H) If any of the wires overheat it could cause a fire. 	<ul style="list-style-type: none"> • Check the sound desk is working and has no problems. • If it is broken don't let anyone else touch it. • Check if the sound desk wires are working properly 	
<p>2 (Food) (All people)</p>	<ul style="list-style-type: none"> • (H) If any food spills over any equipment in the gallery, sound room and studio then some of the equipment could potentially become damaged and cost a lot of money to replace any broken TV production equipment. 	<ul style="list-style-type: none"> • Check to see if no one has brought any food into the studio. • If there is any food anywhere it must be disposed of as soon as possible. 	
<p>19 (Sound speakers) (6 people)</p>	<ul style="list-style-type: none"> • (S) If the speakers become too loud in the gallery and sound room then it could cause some people's ears to become damaged. 	<ul style="list-style-type: none"> • Make sure the speakers are at a decent volume and are not too loud. 	

<p>30 (Stair ladder) (8 people)</p>	<ul style="list-style-type: none"> • (H) Whoever is using the stair ladder must be careful as they could potentially slip or fall and seriously injure themselves and other people. 	<ul style="list-style-type: none"> • Make sure a person is being supervised when they are using the stair ladder and have assistance if they are trying to fix the lighting rig. 	
<p>23 (Props and) (2 people)</p>	<ul style="list-style-type: none"> • (H) If the props aren't in an appropriate space then it could fall down from a high distance and cause someone a serious injury. • (M) – If the props are placed in a random space in the TV studio then someone could trip over a prop and hurt themselves 	<ul style="list-style-type: none"> • Make sure the props are placed in an appropriate place in the studio. 	
<p>24 (Camera movement) (6 people)</p>	<ul style="list-style-type: none"> • (H) If the Camera operator does not have any assistance when they are moving the camera then a plug could come unloose and injure the camera operator. • (H) If the camera plug comes unloose without the assistance of a cable basher then Camera could become damaged and cost a lot of money to replace it for a new camera. 	<ul style="list-style-type: none"> • Make sure the camera operator has a cable basher when they are moving a camera around the studio. • Double check to see if the plugs have been properly plugged in. 	

<p>31 (Extension Cable) (6 people)</p>	<ul style="list-style-type: none"> Someone could trip over the extension cable and hurt themselves If the extension cable overheats it could cause a fire. It could also cause an electric shock if the cable becomes exposed. 	<ul style="list-style-type: none"> Make sure the extension cable has been put in an appropriate place. Check to see if the extension cable is not faulty. Check to see if the extension cable has not overheated. 	
<p>17 (Weights for camera crane) (5 People)</p>	<ul style="list-style-type: none"> If someone drops a weight for the camera crane they could potentially injure themselves and other people too. 	<ul style="list-style-type: none"> Make sure to give someone assistance when they are using the weight for the camera crane. 	



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.

RISK ASSESSORS (print):

LECTURER SIGNATURES: **DATE:**

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)

