

## RISK ASSESSMENT

PRODUCTION: RSC Test Shoot

Members of the Group:

Directors/crew members

Virinderpal Gabrria-Nivas and  
Spencer Leeke

Actors

Jackson Clifford

Phoebe Webster

Isabelle Jennings

PRODUCTION / SHOOT DATE (S):

16/10/2017 to 19/10/2017

LOCATION ADDRESS (ES):

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

Detailed description of the production:

We are doing a Client project for the RSC the objective of this project is to produce a short theatre trailer. We are doing Macbeth for our short trailer. The locations of filming will be mainly be in the college and we will a film one scene in the shottery field which is just outside of college.

- 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	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	<b>Control measures:</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.

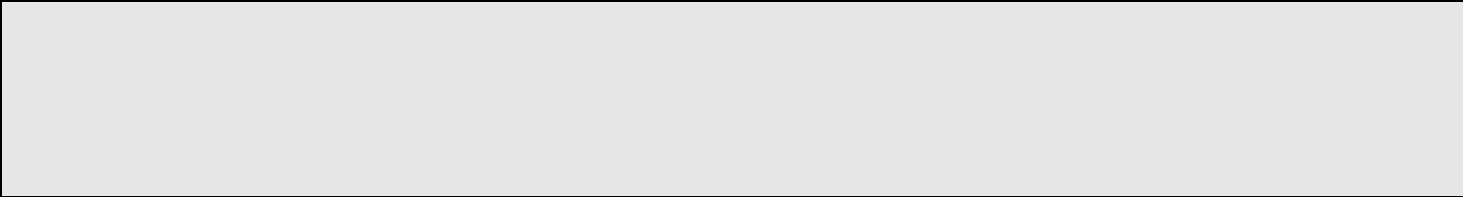
LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	S	S	H	H	H
Likely	M	S	S	H	H
Possible	L	M	S	H	H
Unlikely	L	L	M	S	H
Rare	L	L	M	S	S

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 Recce Photo number</i>
Hazard Number: 6 24, and 2  People: 3	<ul style="list-style-type: none"> <li>• A person could get anxiety due to confined spaces due to pressure when filming a scene. (M)</li> <li>• If any liquids or food are left near any electrical equipment a person could become electrocuted if any water spilt on the equipment (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure the person is okay with filming the scene and doesn't become to stressed/pressured</li> <li>• Make sure all liquids/foods are not near any equipment.</li> <li>• Don't let anyone else disturb the film crew when they are filming.</li> <li>• Make sure the equipment is properly working.</li> </ul>	Edit bay:
Hazard Number: 7 and 28  People: 3	<ul style="list-style-type: none"> <li>• Any props left anywhere could cause a serious injury if left near a crewmember or equipment. (M)</li> <li>• If the temperature becomes cold it could make the filming harder because someone could become sick if they are not properly dressed. (L)</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure any props are not near any film equipment.</li> <li>• Before deciding a shooting date, the weather must be checked to see if it is suitable to film when deciding when to film.</li> </ul>	Outside of the TV Studio
Hazard Number: 20 and 4  People: 2	<ul style="list-style-type: none"> <li>• If any people become interested in what the film crew is doing this can cause huge distractions. (S)</li> <li>• If the location of filming is wet then the crew will be unable to film. (M)</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure there is a extra crew member on set to keep an eye on the public when the crew are filming.</li> <li>• Before deciding a shoot date the weather must be checked to see if it will be a appropriate day to film.</li> </ul>	Shottery Field

<b>Hazard Number:</b> <b>4</b> <b>People: 2</b>	<ul style="list-style-type: none"> <li>When filming in an alleyway anyone could walk. This could cause huge distractions. (S)</li> </ul>	<ul style="list-style-type: none"> <li>Make sure a crew member is on guard when filming takes place or place a sign that prevents any people from walking in the alleyway when filming is taking place.</li> </ul>	Alleyway



**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 contact 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 the lecturer before committing and get their approval, for insurance purposes & then carry out own risk assessment at the location before filming (blanks supplied)

