

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Keith Buckman (Health & Safety Coordinator – Media Arts)		19 th January 2018	Students using hand held equipment for film, sound and photographic recording This should be regarded as a default form for general recording work in public places, private dwellings, interview situations and location recces using battery-powered hand-held recording equipment, including mobile phones, computer tablets, and other single person operation accessories.					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk*			Further Action Required	By (Date) + Review Date
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12.1	Student may be vulnerable to verbal or physical abuse when working alone, especially when they are concentrating on recording processes	Student	Advise student to work with another person during filming	X			Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.2	Student may be hit by a moving vehicle (road traffic or industrial vehicle), cyclist, skateboarder, etc, if they haven't heard or observed its approach when operating the equipment adjacent to roads, or in driveways, precincts, etc.	Student Driver/ rider/ boarder	Advise student to work with another person during filming so they may keep a look out for approaching dangers Wear hi viz vest if practicable		X		Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.3	Student may slip or trip over unseen obstacles when operating the equipment	Student	Survey the work area and remove such hazard as much as possible. Work accompanied so that operator can be guided to avoid hazards during filming.	X			Awareness raising during practical workshops and tutorials	Jan 2020

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12.4	Student may suffer hearing damage if exposed to poorly controlled signal level on headphones	Student	<ul style="list-style-type: none"> - short duration exposure levels - Procedure for safe use of headphones - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course 	X		Awareness raising during practical workshops and tutorials	Jan 2020
12.5	Student may fall off an improvised platform when seeking a higher camera view point, or fall onto bystander, resulting in potential bruising, fracture or head injury.	Student	<ul style="list-style-type: none"> - Media Arts work method statement 'Work at height' - Location Filming Code of Practice - Initial skills training followed by repeated practice and monitoring throughout course. 	X		Advise student to only use safe purpose-designed structures to obtain elevated views.	Jan 2020
12.6	Contributor(s) and other participants may be vulnerable to verbal and physical abuse, deception, burglary, etc., , for example a lone elderly resident may be placed at risk if their circumstances and place of residence can be identified or tracked	Contributor	Assess using <i>Production Buddy</i> if reasonably foreseeable	X		<p>The student must ensure that the occupant's best interests are protected by making responsible content editing choices that conceal their full identity and their place of residence or business.</p> <p>Please bear in mind this may apply to occupants of recognisable properties or businesses adjacent to the location, which may appear in the film incidentally, and must be managed accordingly by responsible content editing.</p>	Jan 2020

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12.7	Student may be injured as a consequence of poorly managed pets, including being bitten, scratched or having persons equipment knocked over by overly excitable animals	Student	Assess using Production Buddy if reasonably foreseeable	X			Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.8	Student may become trapped if there is a fire outbreak in the location	Student	Location Filming Code of Practice (Section 8)		X		Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls, including identification of appropriate fire evacuation routes and assembly point	Jan 2020
12.9	Student may be working in an unfamiliar operating environment, including public spaces, business premises, arts and entertainment venues, public transport carriages and facilities, residential accommodation, etc., and may be harmed by exposure to processes, crowd behaviours, etc.	Student	Location Filming Code of Practice		X		Research the filming situation in advance of the planned recording and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.10	Student may become ill by eating or drinking poorly prepared food products or eating in unhygienic conditions	Student	Assessed previously by Location Safety Form process, when relevant	X			Students are advised not to accept offers of food and drink from private individuals and to ensure any food and drink prepared and served to them or any co-workers complies with relevant local authority food hygiene operating standards.	Jan 2020

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12.11	<p>Filming may involve exposure to incidental hazards from domestic living and pastimes, for example any involving food preparation, motor vehicle emissions, particle emissions from machine tools, fumes from craft paints and adhesives, loud machinery or musical instruments, etc.</p>	<p>Crew Contributor Actor</p>	<p>Assessed previously by Location Safety Form process, when relevant</p>	<p>X</p>		<p>The Producer must discuss any such real world processes with the contributor before filming in order to understand the risks involved and to assess whether their inclusion is essential to the story.</p> <p>Bear in mind that filming work may pose additional level of risk, such as by distracting persons while handling hot liquids, operating power tools, etc.</p> <p>If essential to the film story, crews must be able to film such activities from a distance in order to minimise risk of distraction, prevent obstruction or interference with the activity, and limit potential exposure to any process hazards. If in doubt, a separate risk assessment using a Location Safety Form and specialist advice may be required.</p> <p>Performance of similar activities in a dramatic scene must be risk assessed using a Location Safety Form.</p>	<p>Jan 2020</p>
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