

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)		Reviewed 6 th Jan 2018	<p>Location filming on campus - This risk assessment covers general location filming and recording operations in open public areas on campus, including Founders Quads, pathways, car parks, approaches to buildings, and building foyers, and a student’s own study bedroom, but excludes performance of any stunts, scenes involving conflict, trading or abuse of controlled substances or stolen goods, smoking, forms of ignition, use of motor vehicles, prop weapons, or entry to managed spaces including corridors in academic buildings, or corridors in student accommodation, areas designated for consumption of food and drink, toilets, etc., all such actions and locations must be risk assessed specifically using the <i>Production Buddy</i> on line risk assessment process and the appropriate filming permissions obtained from the relevant premises manager before filming.</p> <p>Before filming, students, or for class activities their academic supervisor, must obtain filming permission from the relevant campus contact using the published provisional booking form.</p>					
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
				L	M	H		
10.1	Someone may trip over cables, tripod legs, stands, cases, props, personal belongings, etc. resulting in possible bruising or sprain	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	- Media Arts work method statement ‘Preventing Slips and Trips’ - Location Filming Code of Practice - initial skills training (normally the Media Arts Centre’s Lighting, Electrical & Grips course followed by repeated practice and monitoring throughout course)	X			Ongoing monitoring	Jan 2020

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10.2	Someone may suffer strain injury when lifting and carrying equipment or pushing/pulling equipment trolleys or wheeled cases	Student crew members and their helpers	- Media Arts Work method statement 'Manual Handling' - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course - heavy items labelled with gross weight		X		Ongoing monitoring	Jan 2020
10.3	Someone may receive electric shock if electrical connections are damaged or become exposed to liquids during filming. Also risk of causing a fire.	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	- Media Arts work method statements 'Electrical Safety' and 'Fire Safety' - Location Filming Code of Practice - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course - frequent visual inspection of equipment by Location Store team		X		Ongoing monitoring	Jan 2020
10.4	Someone may catch their hands when collapsing or operating telescopic or folding mechanisms (e.g. stands and tripods)	Student crew members	- Media Arts work method statement 'Manual Handling' - Location Filming Code of Practice - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020

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10.5	Someone may burn their fingers when adjusting portable lighting equipment	Student crew members	<ul style="list-style-type: none"> - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course - Location Filming Code of Practice - PPE (riggers gloves) provided with all lighting kits 	X			Ongoing monitoring	Jan 2020
10.6	Electrical overloading or hot lights igniting flammable materials may cause a fire.	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	<ul style="list-style-type: none"> - Location Filming Code of Practice - Media Arts work method statements 'Fire Safety' and 'Electrical Safety' - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course 		X		Student crew must seek written permission from the relevant manager who supervises the local mains provision and the immediate space to be used for the filming work in order to use mains powered equipment	Jan 2020
10.7	A stand might fall on top of someone if it is pulled over or knocked down	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	<ul style="list-style-type: none"> - Control of trip hazard as in 2.1 - Location Filming Code of Practice - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course - proprietary sandbags available to stabilize stands 	X			Ongoing monitoring	Jan 2020

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10.8	Someone may trip over or strike equipment or other persons when working in dark areas of the film set.	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	<ul style="list-style-type: none"> - Control of trips as in 2.1 - Location Filming Code of Practice - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course - white camera tape and hazard tape available for highlighting protruding ends of equipment 	X			Ongoing monitoring	Jan 2020
10.9	Someone may catch their fingers when setting up and operating track and dolly systems	Student crew members	<ul style="list-style-type: none"> - Training Limited to advanced students - Location Filming Code of Practice - initial skills training (normally the Media Arts Centre's Lighting, Electrical & Grips course) followed by repeated practice and monitoring throughout course 	X			Student crew must seek written permission from the relevant manager before laying any tracks, which must in any case only be used on level ground	Jan 2020
10.10	Someone may trip over tracks that have been laid in filming area	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	<ul style="list-style-type: none"> - Normal set-up and operation limited to suitably trained advanced students - initial skills training followed by repeated practice and monitoring throughout course - Location Filming Code of Practice - cones available to mark out exclusion zones where tracks are laid 	X			Student crew must seek written permission from the relevant manager before laying any tracks, which must in any case only be used on level ground	Jan 2020

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10.11	Someone may suffer hearing damage if exposed to poorly controlled signal level on headphones	Student crew members	- short duration exposure levels - initial skills training followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020
10.12	Someone 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 crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	- Media Arts Work Method Statement 'Working at Height - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course.	X			Ongoing monitoring	Jan 2020
10.13	When working on or near changes of level, someone may fall down steps	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	Question the need to change levels and if it is absolutely necessary then carefully walk through and rehearse any action, especially if cast, contributor or crew member is unable to look at steps. Do not place any objects on the steps as this will cause a trip hazard Do not enter any areas that have been marked off or restricted to prevent access		X		Ongoing monitoring	Jan 2020

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10.14	When working in elevated areas, such as bridges, balconies and landings, items could be dropped onto persons below	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	<p>Minimise the amount of items that need to be transferred to the higher level.</p> <p>Use safety ties (supplied in our grip kits) to bond heavy items such as cameras to a handrail or similar film support</p> <p>Post a crew member to supervise (but not stand in) the space below to eliminate the risk of persons being hit by anything dropped from above.</p>		X			Jan 2020
10.15	When working in or around areas designated for use of vehicles, members of films crew could get struck by vehicle, or drivers take avoiding action leading to an accident	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public	<p>All film crews are required to work on pedestrian walkways or other pedestrian areas unless specific arrangements have been agreed with Security by means of a Location Safety Form risk assessment for the scene, which would normally require traffic control</p> <p>Care must always be exercised when carrying equipment across campus roads and designated pedestrian crossings must be used as far as is reasonably practicable</p>		X		Ongoing monitoring	Jan 2020

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10.16	Person may be stuck by cyclist, runner, skateboarder, etc., on pedestrian pathways	Student crew members, cast members or contributors, any passers-by including College students and staff, contractors, and members of the public Including the cyclist, runner or skateboarder	Designate crew member to look out for approaching hazards Ensure any approaching cyclists etc can see the film 'set' (i.e. the crew and the actors or contributors) from a distance and has sufficient operating space to slow down and safely go around any obstruction presented by the filming work	X			Ongoing monitoring	Jan 2020
10.17	When working in woodland areas, persons may come to harm through uneven terrain, slippery surfaces, immersion in water, contact with certain plants and animals, insect stings or bites, or debris falling from trees	Student crew members and cast members	Work only in areas intended for frequent pedestrian passage. Check weather forecast and avoid filming if heavy rain or wind is expected. Wear suitable clothing and footwear for the expected conditions Do not enter or work immediately next to any ponds, streams or ditches Do not attempt to remove parts of any plants or disturb any animals or nests	X			Ongoing monitoring	Jan 2020

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10.18	Someone may come to harm if working alone and be unable to summon assistance	Student film maker	Lone working is discouraged, but if unavoidable then arrangements should be made to stay in contact with a friend, carry a charged mobile phone, carry a personal alarm, and make work plan and return time know to others so that they can call Campus Security should they become concerned if the film maker has not returned by a stated time.	X			Consider if a specific risk assessment using <i>Production Buddy</i> would be more appropriate for the particular filming activity. Ongoing monitoring.	Jan 2020
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