

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 February 2018	<p>Students filming, sound recording, or doing tech recce in private houses and other residential accommodation</p> <p>PLEASE NOTE: It is the responsibility of the designated student crew member (referred to hereafter as the Producer) to ensure that all identified hazards have been cross-checked for the particular film location, and the specified further actions carried out accordingly including effective communicate to the crew, cast, property occupants, or any other affected persons.</p> <p>FURTHERMORE: Prior to filming you must always obtain written permission to film from the property owner or their designated property management agent. Occupants are at risk of breaching their tenancy agreement if there is no evidence of filming permission having been granted. When requested, a copy of this risk assessment should be supplied to the owner or managing agent.</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		
11.1	Someone may trip over cables, tripod legs, stands, cases, props, personal belongings, etc. resulting in possible bruising or sprain	Student crew Cast members Occupants	- Media Arts work method statement 'Preventing Slips and Trips' - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course	X			Producer must agree with the occupants arrangements for stowing equipment, props, etc., laying cables, and restricting access to determined areas in order to minimise exposure to trip hazards	Jan 2020

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11.2	Someone may suffer strain injury when lifting and carrying equipment or pushing/pulling equipment trolleys or wheeled cases	Student crew Cast members Occupants	- 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	Occupants may offer assistance with loading, but crews must be able to manage their own lifting and carrying operations and the Producer advised to politely refuse such offers	Jan 2020
11.3	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 Cast members Occupants	- Media Arts work method statements for 'Electrical safety' and 'Fire Safety' - initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical & Grips course is prerequisite to allowing equipment loan) - frequent visual inspection of equipment by Equipment Store team		X	All electrical equipment must be visually inspected for signs of damage by the crew prior to connection with the mains Occupants to be kept away from electrical equipment at all times College-appointed electrical contractor to do annual inspection (last done June 2017)	Jan 2020
11.4	Someone may catch their hands when collapsing or operating telescopic or folding mechanisms (e.g. stands and tripods)	Student crew	- Media Arts work method statement 'Manual handling' - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course	X		Only trained operators must handle the equipment (Lighting/Electrical/Grips course)	Jan 2020

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11.5	Someone may burn their fingers when adjusting portable lighting equipment	Student crew	<ul style="list-style-type: none"> - Initial training (Lighting, Electrical & Grips course) followed by further practical training - Location Filming Code of Practice - PPE (riggers gloves) provided with all lighting kits 	X		Only trained operators must handle the equipment (Lighting/Electrical/Grips course)	Jan 2020
11.6	Electrical overloading or hot lights igniting flammable materials may cause a fire on set.	Student crew Cast members Building occupants	<ul style="list-style-type: none"> - Media Arts work method statements 'Fire Safety' and 'Electrical Safety' - Location Filming Code of Practice (contains instruction about diffusing and reflecting materials) - initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical & Grips course is prerequisite to allowing equipment loan) 		X	<p>Producers must bear in mind that electrical installations in residential properties are not always installed and maintained to a consistent or compliant standard.</p> <p>The electrical distribution board in the property must be visually inspected for signs of damage (DO NOT USE IF THE INSTALLATION IS OBVIOUSLY OF POOR QUALITY OR DAMAGED), and the ratings (in Amps) noted for each ring main circuit that will be used (normally a ring serving the 13A sockets on each floor of the property). The total wattage of the equipment connected to these rings, including the occupant's own household items, must be well within the circuit's power handling. For example, if a 16 Amp circuit is in place, 16A x 240 volts = 3,840 watts, so best to limit the total to around 3,000 watts.</p> <p align="right">Cont/....</p>	Jan 2020

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						<p>All electrical connection points in the property must be visually inspected for damage prior to connection.</p> <p>All equipment operators must have taken the Department's Lighting/Electrical/ Grips course.</p> <p>All lighting units must be at least 1 metre away from adjacent furnishings and surfaces in order to avoid scorch marks and potential ignition.</p>	
11.7	A stand might fall on top of someone if it is pulled over or knocked down	Student crew Cast members Occupants	<p>- Control of trip hazard as in 2.1 Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical & Grips course is prerequisite to allowing equipment loan) - proprietary sandbags available to stabilize stands</p>	X		Occupants to be kept away from stands and tripods at all times	Jan 2020
11.8	Someone may trip over or strike equipment or other persons when working in dark areas of the film set.	Student crew Cast members Occupants	<p>- Control of trips as in 2.1 - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course - white camera tape and hazard tape available for highlighting protruding ends of equipment</p>	X		Occupants must not be allowed to enter the work area when film lighting equipment is in use	Jan 2020

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11.9	Someone may catch their fingers when setting up and operating track and dolly systems	Student crew	<ul style="list-style-type: none"> - Media Arts work method statement 'Manual handling' - Location Filming Code of Practice - initial skills training followed by repeated practice and monitoring throughout course 	X			Ongoing monitoring	Jan 2020
11.10	Someone may trip over tracks that have been laid in filming area	Student crew Cast members Occupants	<ul style="list-style-type: none"> - Work method statement in Media Arts Safe Systems No.7 - Media Arts Guides: Safe Location Filming Code of Practice - specialist training given to those operating track & dolly equipment as prerequisite to authorizing equipment loan - cones available to mark out exclusion zones where tracks are laid 	X			Occupants must be excluded from the work area when camera tracks are being installed, used, or dismantled	Jan 2020
11.11	Someone may suffer hearing damage if exposed to poorly controlled signal level on headphones	Student crew	<ul style="list-style-type: none"> - short duration exposure levels - Location Filming Code of Practice - Procedure for the safe use of headphones - initial skills training followed by repeated practice and monitoring throughout course 	X			Ongoing monitoring	Jan 2020

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11.12	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 Cast members Occupants	- 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		Occupants must be excluded from work area when any work at height is planned	Jan 2020
11.13	Occupant(s) may be vulnerable, for example a lone elderly resident, and may be placed at risk if it is made widely known that they are less able to deal with malicious persons	Occupant	Assessed previously by Location Safety Form process, when relevant	X		The Producer must ensure that the occupants' best interests are protected by making responsible content editing choices that conceal their full identity and their place of residence. Please bear in mind this may apply to occupants of recognisable properties adjacent to the film location, which may appear in the film incidentally, and must be managed accordingly by responsible content editing.	Jan 2020
11.14	Crew members may be injured as a consequence of poorly managed pets, including being bitten, scratched or having persons equipment knocked over by overly excitable animals	Crew Cast members	Assess via <i>Production Buddy</i> if hazard is reasonably foreseeable	X		The Producer must agree arrangements for keeping any pets away from work areas while using the location, including any designated support rooms.	Jan 2020

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11.15	Crew members may tread on or trip over the occupants' household belongings, for example toys left strewn across the floor by occupants' young children.	Crew Cast members	Assess via Production Buddy if hazard is reasonably foreseeable	X		If it is not possible (or indeed, preferable for film making reasons) for the floor area to be cleared, then the crew and any actors must exercise due care and attention at all times during set up and filming. Operations may be necessary have to be limited in order to reduce additional hazards that exacerbate working conditions, e.g. by not laying any cables, using only available lighting etc.	Jan 2020
11.16	Crew members may be exposed to the occupants' cigarette smoke or vapour, or potentially allergenic substances, such as pet fur.	Crew Cast members	Assess via Production Buddy if hazard is reasonably foreseeable	X		<p>The Producer must ask all crew and cast members about any pre-existing conditions which may be aggravated by the anticipated working environment. Such persons must not be exposed to such harmful conditions and may have to be allocated to other crews or tasks by agreement with their practice course tutor.</p> <p>Crew must politely request that occupants refrain from smoking while working at the location. Work areas must be well ventilated with fresh air while setting up and before closing any doors or windows to facilitate filming.</p>	Jan 2020

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11.17	Filming work may require frequent use (including during recorded scenes) of stairs, outdoor steps, and different operating levels, posing consequent risk of trips and falls.	Crew Cast members Occupants	Assess via Production Buddy if hazard is reasonably foreseeable		X	Designated walkways, particularly any with changes of level, must be kept free of obstruction. Scenes involving stairs and steps must be carefully walked through during rehearsal.	Jan 2020
11.18	Cast, crew and building occupants may become trapped if there is a fire outbreak in the property	Crew Cast members Occupants	Assess via Production Buddy if hazard is reasonably foreseeable		X	<p>The Producer will identify a suitable fire assembly point away from the property, and maintain at least two clear exit routes from all work areas to the assembly point. This will include keeping designated exit doors unlocked during filming, which will require monitoring throughout the filming work.</p> <p>S/he will also keep a readily available record of all persons currently present at the location (which may change throughout the course of a long shoot day) so that emergency services can be notified of evacuation status when arriving at the scene.</p>	Jan 2020

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11.19	Crew or cast member may be working in unfamiliar domestic and hobby environments, including kitchens, bathrooms, garages, gardens, tool sheds, bicycle sheds, and similar outbuildings, pools and saunas, posing hazards such as sharp objects, hot surfaces, spiky or poisonous plants, split household or motor vehicle chemicals, deep water, dilapidated structures, etc.	Crew Cast members	Assess via Production Buddy if hazard is reasonably foreseeable		X	<p>Prior to filming, the Producer must do a location recce with at least one other crew member to identify particular issues in the presence of the occupier. No persons must be allowed to enter into any perceived high risk areas.</p> <p>Particular scenes and environments may require specific risk assessment before proposing the work plan to the course tutor.</p> <p>More general hazards may require removal by polite request to the occupier, or by asking to cordon areas off so that no crew or cast members are exposed to potential dangers.</p>	Jan 2020
11.20	Crew or cast members may become ill by eating or drinking poorly prepared food products or eating in unhygienic conditions	Crew Cast members	Assess via Production Buddy if hazard is reasonably foreseeable	X		<p>The Producer must ask cast and crew members about special dietary requirements, particularly those relating to pre-existing conditions or allergies, and keep a record through the planned filming work.</p> <p>Crews are advised not to accept offers of food and drink from private individuals and to ensure any food and drink prepared and served to the production team complies with relevant local authority food hygiene operating standards.</p> <p style="text-align: right;">Cont/....</p>	Jan 2020

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11.21	Cast and crew members may suffer owing to inadequate or unavailable WC and washroom facilities	Crew Cast members	Assess via Production Buddy if hazard is reasonably foreseeable	X		The Producer will agree arrangements with the occupants about access to WC and washroom facilities. Where necessary, suitable alternative provision may need to be arranged, for example by making use of adjacent public amenities.	Jan 2020
11.22	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.	Crew Contributor Actor	Assess via Production Buddy if hazard is reasonably foreseeable	X		<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>	Jan 2020