

## 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)		16 <sup>th</sup> January 2018	Location filming equipment - This risk assessment covers general operations when using equipment in managed environments such as Williams Practice Teaching Space and the TV Studio, but excludes location and action specific hazards which must be individually risk assessed using the Media Arts Location Safety Form					
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		
2.1	Someone may trip over cables, tripod legs, stands, cases, props, personal belongings, etc. resulting in possible bruising or sprain	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Arts work method statement 'Preventing slips and trips' <a href="#">Location Filming Code of Practice</a> Initial skills training (Lighting, Electrical and Grips course) followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020

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2.2	Someone may suffer strain injury when lifting and carrying equipment or pushing/pulling equipment trolleys or wheeled cases	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Ella Riden trained as Manual Handling Assessor. Media Arts work method statement 'Preventing slips and trips' . <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course. Heavy items labelled with gross weight.		X		Trained Manual Handling Assessor to review risk assessments for department's activities and advise on any required changes to existing controls	Jan 2020
2..3	Someone may receive electric shock if electrical connections are damaged or become exposed to liquids during filming. Also risk of causing a fire.	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Arts work method statements 'Electrical safety' and 'Fire Safety'. <a href="#">Location Filming Code of Practice</a> 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 technical staff in Equipment Store.		X		Ensure that regular PAT inspections by College appointed electrical contractor are completed on schedule. Most recent undertaken in June 2017.	July 2019
2.4	Someone may catch their hands when collapsing or operating telescopic or folding mechanisms (e.g. stands and tripods)	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Art work method statement 'Manual handling' <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020

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2.5	Someone may burn their fingers when adjusting portable lighting equipment	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> </ul>	<p>Initial training (Lighting, Electrical &amp; Grips course) followed by further practical training.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>PPE (riggers gloves) provided with all lighting kits.</p>	X		Ongoing monitoring	Jan 2020
2.6	Electrical overloading or hot lights igniting flammable materials may cause a fire on set.	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> </ul>	<p>Media Arts work method statements 'Fire Safety' and 'Electrical Safety'</p> <p>Location Filming Code of Practice (contains instruction about diffusing and reflecting materials and Compliance with BS 3944- 1:1992 'Colour and diffusion filter material for theatre, television and similar entertainment purposes. Specification for flammability and dimensional stability'.</p> <p>Initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical &amp; Grips course is prerequisite to allowing equipment loan).</p>		X	Rated as very unlikely (2 x 6 = 12 = MED) but it is not reasonably practical to reduce likelihood to an absolute zero without eliminating any practice work with the lighting equipment. Ongoing monitoring and frequent visual inspection of portable equipment.	Jan 2020

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2.7	A stand might fall on top of someone if it is pulled over or knocked down	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> </ul>	<p>Control of trip hazard as in 2.1. <a href="#">Location Filming Code of Practice</a>.</p> <p>Initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical &amp; Grips course is prerequisite to allowing equipment loan). Proprietary sandbags available to stabilize stands.</p>	X			Ongoing monitoring	Jan 2020
2.8	Someone may trip over or strike equipment or other persons when working in dark areas of the film set.	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> </ul>	<p>Control of trips as in 2.1. <a href="#">Location Filming Code of Practice</a></p> <p>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			Ongoing monitoring	Jan 2020
2.9	Someone may catch their fingers when setting up and operating track and dolly systems	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> </ul>	<p>Work method statement 'manual handling'. <a href="#">Location Filming Code of Practice</a></p> <p>Initial skills training followed by repeated practice and monitoring throughout course</p>	X			Ongoing monitoring	Jan 2020

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2.10	Someone may trip over tracks that have been laid in filming area	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> <li>- visitors during open day demonstrations, etc.</li> </ul>	<p>Media Arts Work method statement 'Preventing slips and trips'.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>Specialist training given to those operating track &amp; dolly equipment as prerequisite to authorizing equipment loan. Cones available to mark out exclusion zones where tracks are laid.</p>	X			Ongoing monitoring	Feb 2020
2.11	Someone may suffer hearing damage if exposed to poorly controlled signal level on headphones	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS</li> </ul>	<p>Media Arts guide '<a href="#">Safe use of headphones in sound recording</a>'</p> <p>Media Arts guide '<a href="#">Safe use of talkback headsets</a>'.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>Initial skills training followed by repeated practice and monitoring throughout course.</p>	X			Ongoing monitoring	Feb 2020
2.12	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.	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, bystanders, etc)</li> </ul>	<p>Media Arts work method statement 'Work at height'.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>Initial skills training followed by repeated practice and monitoring throughout course.</p>	X			Ongoing monitoring	Feb 2020