

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 th January 2018	Media Arts Centre - Television Studio operations, including the Studio floor, 'The Loft', the Gallery, Dimmer Room, Green Room and Changing Room					
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		
3.1	Someone may trip over cables, camera pedestals, stands, cases, props, personal belongings, etc., resulting in possible bruising or sprain	Academic and technical staff - students - NETS, cast members, other film contributors, etc) - visitors during open day demonstrations, etc. - cleaning staff	Media Arts work method statement 'Preventing Slips and Trips'. Initial skills training followed by repeated practice and monitoring throughout course. Work activity to be supervised staff member, or suitably experienced and briefed student.	X			Ongoing monitoring	Jan 2020
3.2	Someone may suffer strain injury when lifting and carrying equipment or pushing/pulling equipment, props, scene flats, stages, weights	Academic and technical staff - students	Media Arts work method statement 'Manual handling' Initial skills training followed by repeated practice and monitoring throughout course. Higher risk activities such as set builds supervised by at least one appropriate staff member.		X		Trained Manual Handling Assessor (Ella Riden) to review risk assessment and advise on any additional controls required Review documentation	Jan 2020

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3.3	Someone may receive electric shock if electrical connections are damaged or become exposed to liquids during filming. Also consequent risk of causing a fire.	Academic and technical staff - students	Media Arts Work method statements 'Electrical safety' and 'Fire Safety'. Initial skills training followed by repeated practice and monitoring throughout course. Student work supervised by suitably qualified staff member and activity limited to appropriate level of student capability.		X		Certain production actions, for example use of liquids or mains-powered props, will require specific production risk assessment (via Production Buddy)	Jan 2020
3.4	Someone may catch their hands when collapsing or operating telescopic or folding mechanisms (e.g. microphone boom stands and camera pedestals)	Academic and technical staff - students - NETS, cast members, other film contributors, etc)	NB: This has become less risky now a lot of the heavyweight equipment has been eliminated. Media Arts work method statement 'Manual handling'. Initial skills training followed by repeated practice and monitoring throughout course.	X			Ongoing monitoring and supervision	Jan 2020
3.5	Someone may slip on the studio floor if liquids or powders are split from props, resulting in bruising and sprain injury	Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Arts work method statement 'Preventing Slips and Trips'. Initial skills training followed by repeated practice and monitoring throughout course. Work activity to be supervised staff member, or suitably experienced and briefed student.	X			Ongoing monitoring Production risk assessment on Production Buddy for any filmed action that may result in spillages	Jan 2020

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3.6	Hot lights and other potential ignition sources (e.g. practicals) igniting flammable materials may cause a fire on set.	Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Arts work method statement 'Fire Safety'. Initial skills training followed by repeated practice and monitoring throughout course. Consultation with Art Dept technicians about furniture props, drapes and other potentially flammable materials.		X		Ongoing supervision and monitoring Policy on using flame retardant fabrics/materials?	Jan 2020
3.7	A scene flat, equipment stand or scene prop might fall against someone if it is pulled over or knocked down causing bruising	Academic and technical staff - students - NETS, cast members, other film contributors, etc) - visitors during open day demonstrations, etc.	Media Arts work method statement 'Preventing Slips and Trips'. Initial skills training followed by repeated practice and monitoring throughout course. Scene construction to be supervised by at least one appropriate staff member.	X			Ongoing monitoring Review documentation	Jan 2020
3.8	Someone may trip over or strike equipment or other persons when working in dark areas of the studio causing bruising or sprain	Academic and technical staff - students - NETS, cast members, other film contributors, etc) - visitors during open day demonstrations, etc.	Media Arts work method statement 'Preventing Slips and Trips'. Policy of storing personal belongings in Green Room to keep Studio Floor clear. Use safety light during production work whenever house lights are off. Work activity to be supervised staff member, or suitably experienced and briefed student.	X			Ongoing monitoring	Jan 2020

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3.9	Components may fall from the lighting grid, or parts or tools dropped onto someone below when adjusting or servicing light units	Academic and technical staff - students - NETS, cast members, other film contributors, etc) - visitors during open day demonstrations, etc.	Regular inspection of lighting grid equipment in accordance with College lifting equipment inspection register and procedures Policy of using proprietary safety chains or cord as back-up means of securing ALL suspended lighting units -Written procedure to be followed during any lighting maintenance operations, including restricting access, PPE, etc. 'Installing and uninstalling luminaires' All servicing work to be supervised by the Studio Manager Clear the Studio Floor whenever using tools, or fitting or replacing components		X		Ongoing monitoring	Jan 2020
3.10	Someone may fall from the MEWP when accessing the lighting grid or from high parts of scene components or wall installations when using a ladder or stepladder	Technical staff	All operators must be trained and certificated (IPAF card) for Class 3a MEWP before driving. Media Arts work method statement 'work at height'. MEWP key stored in secure staff-only location and not left in the control panel. All access equipment to be inspected and maintained at suitable intervals.		X		Ongoing monitoring	Jan 2020

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3.11	Someone may be exposed to carcinogenic by-products during performed smoking. Also risk of causing a fire.	Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Policy of limiting actual smoking to recorded takes. Studio floor to be cleared and ventilated, assisted by opened doors, at the end of the performance or at more frequent intervals if necessary. Strict procedure for deactivating smoke alarm system controlled by Studio Manager or other designated technician in close liaison with Campus Security. Media Arts work method statement 'Fire Safety'	X		All scenes involving performed smoking or use of smoke effects must be risk assessed and approved using the Production buddy online risk assessment process	Jan 2020
3.12	Performed actions, constructed sets or dramatic props may be intrinsically harmful. Potential electrical or fire hazard.	Academic and technical staff - students - NETS, cast members, other film contributors, etc)	All productions specifically risk assessed using the Production Buddy online risk assessment system and appropriate control measures agreed with course tutor and Studio Manager before approving the booking. Media Arts work method statements 'Fire Safety' and 'Electrical Safety' Higher-risk props to be inspected by Art Department technicians to determine suitability Supervision to be specified in the risk assessment's safety controls		X	By Production Buddy risk assessment	Jan 2020

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3.13	Someone may suffer hearing damage if exposed to loud signal feedback from sound monitoring systems	Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Installations designed to minimise potential for feedback. Layout of any temporary live sound systems to be supervised by suitably qualified/ experienced technician.	X		Ongoing monitoring	Jan 2020
3.14	Someone may become trapped if they are unable to leave the studio in the event of an emergency	Academic and technical staff - students - NETS, cast members, other film contributors, etc) - visitors during open day demonstrations, etc.	Initial briefing for all users and visitors advising on locations of fire exits and nearest assembly point All fire exit doors and exit routes to be kept unobstructed at all times Studio operations constantly supervised by suitably briefed and experienced staff member or student to ensure compliance with above during productions		X	Highest period of risk requires constant vigilance when supervising work involving liquids and powered practical props	Jan 2020
3.15	Someone may suffer strain injury when using pole to moving lighting grid carriages from floor level	Academic and technical staff - students	Consider need for adjustment before attempting to move any of the carriages. Use MEWP to enable access whenever practicable. Restrict activity to suitably experienced persons.		X	Trained Manual Handling Assessor to review risk assessment and advise on any additional controls required	Jan 2020
3.16	Staff member may become ill or suffer injury while working alone in the building	Academic and technical staff	- Media Arts work method statement 'Lone working'	X		Ongoing monitoring	Jan 2018

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3.17	Enhanced risk to mother and unborn child caused by strenuous manual handling and work at height	- Female academic and technical staff - female students	Previous individual risk assessment has determined that an expectant mother should not undertake physically demanding work such as lifting furniture and scene flats, or using access equipment to work at height. Media Arts work method statement 'New and expectant mothers'.	X			WMS being reviewed	Jan 2020
3.18	Student or staff member may suffer eye strain or muscle strain using Gallery work station for long periods	Academic and technical staff - students	Schedule breaks at regular intervals during productions to enable eyes and limbs to recover.	X			Ongoing monitoring	Jan 2020