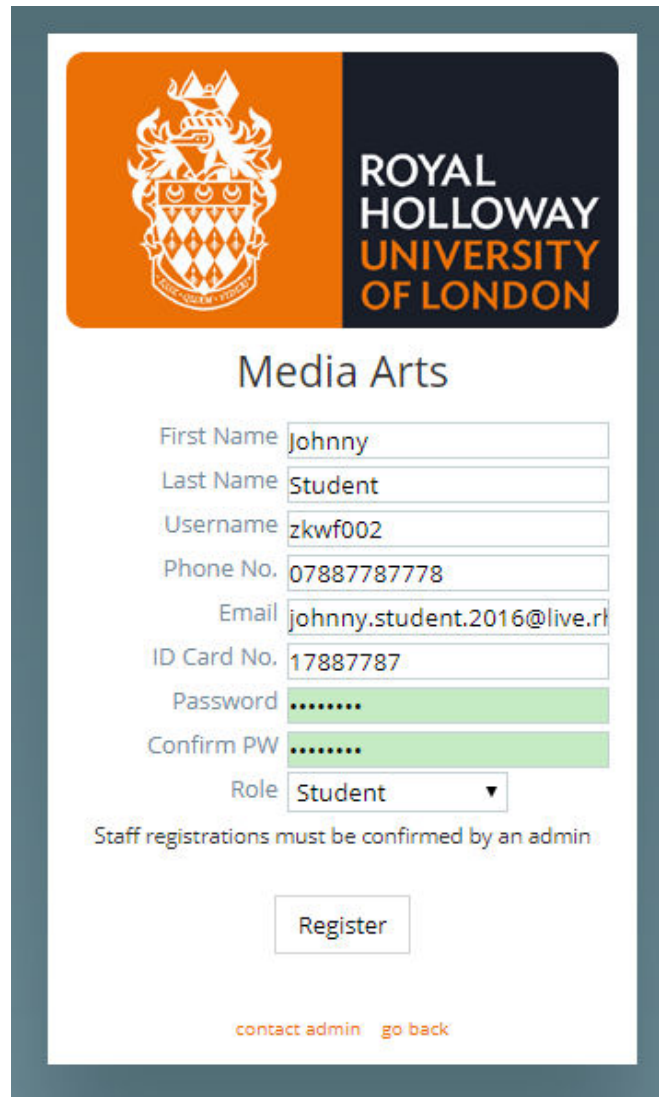


'Production Buddy' Risk Assessment System

Registration

Before using the system, you will need to register. In your browser, go to <http://productionbuddy.royalholloway.ac.uk/> and click the 'register' link at the bottom of the Login panel. Fill out the boxes with your own information. The Username must be unique (you can use your college username if you wish) and your password must contain at least 8 characters. The email address you supply must be valid and you must be able to access it, so please check it before you hit the Register button.



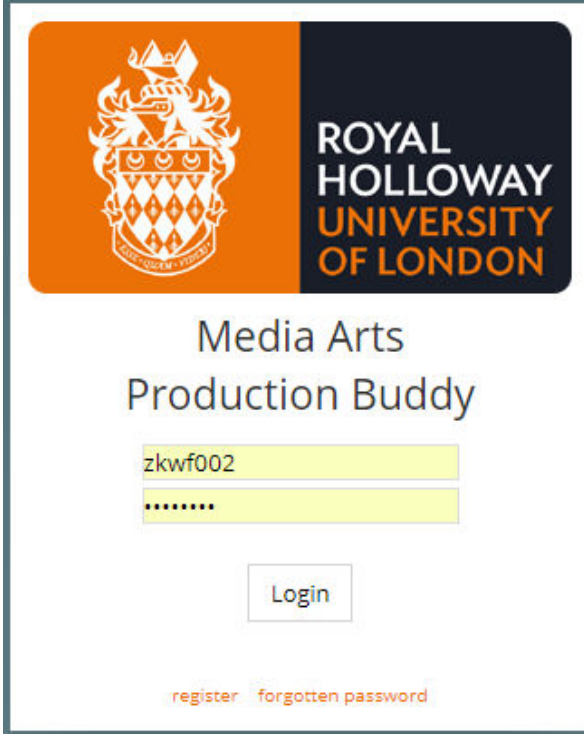
The screenshot shows a registration form for 'Media Arts' at Royal Holloway University of London. The form includes the following fields and options:

- First Name: Johnny
- Last Name: Student
- Username: zkwf002
- Phone No.: 07887787778
- Email: johnny.student.2016@live.rhul.ac.uk
- ID Card No.: 17887787
- Password: [masked with dots]
- Confirm PW: [masked with dots]
- Role: Student (dropdown menu)

Below the form, there is a note: "Staff registrations must be confirmed by an admin". At the bottom of the form, there is a "Register" button and two links: "contact admin" and "go back".

The system will send you an email to confirm that your email is working. When you receive the email, click the confirmation link, otherwise you will not be able to log in. Please note, some email services tend to reject emails from this app so, if you do not receive a confirmation email, please email n.smith@rhul.ac.uk, using the email address you registered with, to be manually confirmed.

Logging in

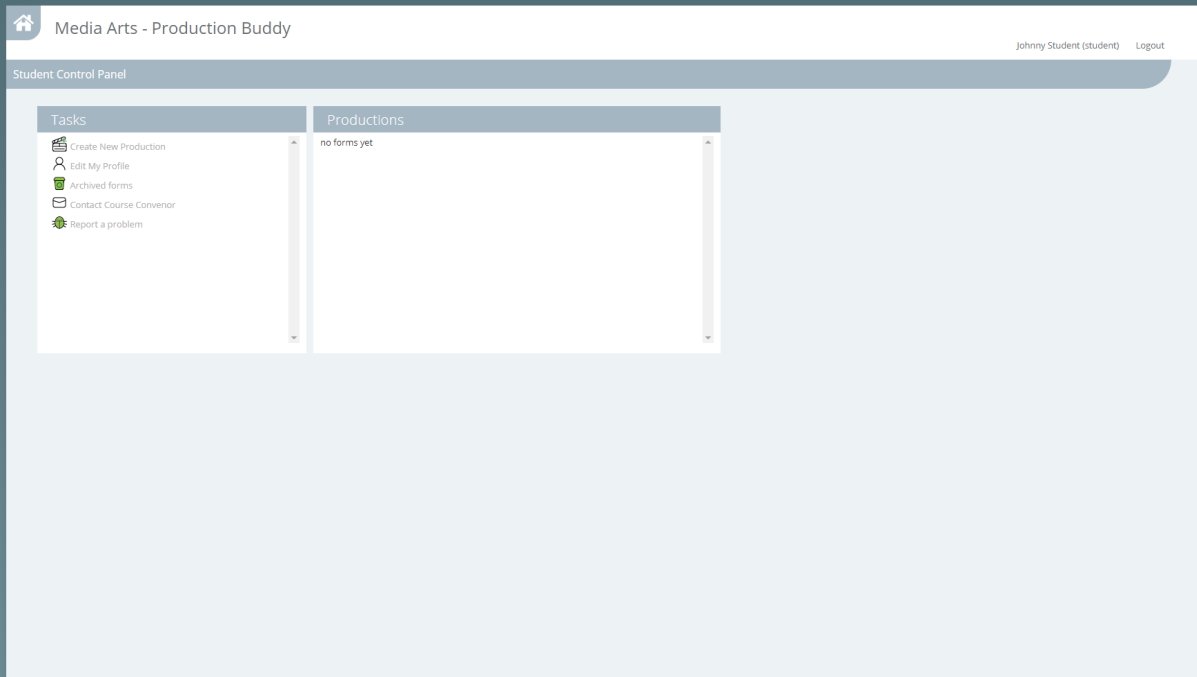


The login page features the Royal Holloway University of London crest on an orange background and the university name on a dark blue background. Below this, the text 'Media Arts Production Buddy' is centered. There are two input fields: the first contains the username 'zkwf002' and the second contains a masked password '*****'. A 'Login' button is positioned below the password field. At the bottom, there are links for 'register' and 'forgotten password'.

Using the username and password you set up whilst registering, you can now log in to the system. If you forget your password, you can hit the 'forgotten password' link and it will email you a reset link.

Control Panel

Once logged in, you will see your control panel; from here, you can create a New Production (including Risk Assessments and Recces etc.), edit your profile, see any forms that you have archived, contact a course convenor or report a problem. You can see a list of all of your active productions in the second panel.



The screenshot shows the 'Student Control Panel' interface. At the top, there is a navigation bar with a home icon, the text 'Media Arts - Production Buddy', and the user's name 'Johnny Student (student)' with a 'Logout' link. Below the navigation bar, the main content area is divided into two columns. The left column, titled 'Tasks', contains a list of actions: 'Create New Production', 'Edit My Profile', 'Archived forms', 'Contact Course Convenor', and 'Report a problem'. The right column, titled 'Productions', currently displays 'no forms yet'.

Each production will contain at least one Risk Assessment and there are buttons next to the Production name to Edit the Production, Add a New Risk Assessments, Add a Recce and Upload an Attachment.

You will also see a Submit button next to a production once it is ready for submission.

Creating a Production

To create a new Production, click the appropriate link in the left panel. You should now fill out the details about the production, including the course unit that it is for, the name of the production, and a list of the locations that you will be filming at. **Be aware that you will have to complete a Risk Assessment for each Location you add.**

If you are making a Personal Production, you can select a member of the Practice academic staff to send the Risk Assessment etc. to, otherwise the Staff Member box will be automatically filled out with the course convenor of the course unit you select.

The screenshot shows two sections of a web form. The top section, titled "Production", contains several input fields: "Name" (Johnny Student), "Phone Number" (07887787778), "Email" (johnny.student.2016@live.rhul.ac.uk), "Course Unit" (MA1007 - First Year), "Staff Member" (Fred Bloggs), and "Production Title" (Finding Space). The bottom section, titled "Location(s)", has a heading "Please list all locations you will be using, you will need to complete a Risk Assessment for each." Below this is a "Location" input field containing "Crosslands bar, Founders building" and an "Add Location" button.

If you add a new Location box and then decide you don't want it any more, hit the delete button next to it, otherwise the system will not let you continue if you have empty locations.

Adding a Risk Assessment

When you first create a production, it moves straight into creating your first Risk Assessment (the process is the same, though, if you add a new Risk Assessment later)

The screenshot shows a four-column form for a Risk Assessment. The "Production" column shows location details and a description of the shoot. The "People" column lists crew members like Jenny Student and Billy Actor. The "Equipment" column has a checklist for items like Camera, Tripod, and Boom Microphone. The "Simplified Risk Assessment Process" column contains a disclaimer and a "Next >" button.

Select one of the locations that you have added or choose **All** if you wish to complete one Risk Assessment for the entire shoot – be aware that if you choose this option, you will have to complete ALL risks associated with EVERY location you have entered. While this may seem the easiest route, you have to be thorough and your form may get rejected if you miss one item, slowing down the entire process.

Fill out the rest of the information on this page to the best of your ability. When filling out the actor/contributor section, if they are children or young adults, you will need to read the Department’s ‘Working with Children’ policy at:

<https://www.royalholloway.ac.uk/mediaarts/documents/pdf/working-with-children-policy-final-2016-17.pdf>

If they fall within this bracket, you **MUST** tick the ‘Under age’ box next to their name.

When you are ready, click Next to take you to the actual Risk Assessment page. Select all of the risks that may apply to your shoot. Each risk selected will open a new panel for you to detail the risks involved, who will be at risk, what the likelihood of this happening is, how severe the injury would be if it did happen and, finally, what control measures you will take to prevent this from happening.

Please do not skim over this and only write the bare minimum, the safety of the people around you on your shoot is your responsibility. Although everyone on location has a responsibility to the safety of others, this is the document that everyone should adhere to, so it should cover everything that may reasonably be expected to happen.

The screenshot shows a web-based risk assessment form. On the left is a vertical list of risks, with 'Broken glass and other sharp objects' and 'Exposure to harmful fluids' highlighted. The main area contains several assessment panels for these risks. Each panel includes: 'Who is at risk?' (Crew, Cast, Others), 'How might they be harmed?' (text description), 'What is the likelihood of this happening?' (a progress bar from 0 to 100%), 'What is the severity of injury if this happened?' (a progress bar from 0 to 100%), and 'Control Measures you will implement' (a text box). For 'Broken glass and other sharp objects', the likelihood is 'Very Low' and severity is 'Medium'. For 'Exposure to harmful fluids', the likelihood is 'Very Low' and severity is 'Low'. Other visible panels include 'Injury while lifting and carrying', 'Slipping or tripping', and 'Potential to obstruct emergency exits'. A 'Next >' button is at the bottom right.

Once you have completed all of the panels, click Next to take you to the Summary page.

Work Method Statements

If you added any risks that require a Work Method Statement, you will be taken to a page with extra information to fill out. Please take your time to consider the answers to these questions as this section only shows up for risks that are considered beyond the normal, everyday risks.

Work Method Statement for Scenes involving weapons

Describe the hazardous action or situation, stating what options have been considered and eliminated (please upload a storyboard for any directed sequence)

One of the actors picks up a steak knife and waves it at the other in anger. We considered removing the scene but felt it was necessary to show her state of mind and his lack of reaction.

Describe the physical environment where you are filming the sequence (please upload a floor plan if possible)

Cafe environment, area will be roped off from general public. Tables and chairs around the area.

What props and equipment do you intend to use?

Steak knife (blunted)

Describe any specialist training that is required by the actors, performers or anyone operating props or specialist equipment (please upload a scan/photo of any training certification and their current public liability and other relevant insurance cover)

none

State what instructions will be given to anyone involved or potentially affected by the sequence

Only use the knife that has been specially blunted for the scene; be careful when waving around not to get too close to other actor and/or crew members
Place warning signs around exterior areas so passers-by are not alarmed and inform campus security in case they get calls from concerned passers-by.

Who is responsible for supervising the sequence?

Johnny Student

Describe the sequence of tasks required in order to film the action

Figure out limits of movement
Rehearse with plastic replacement
Clear the area of anyone not deemed necessary
Shoot the scene

Summary

The final page in the Risk Assessment is the summary, which will show all of the answers you gave. In the red panel, there is the legal agreement. Please read this! If you agree to the terms, tick the box and hit Save Form. This will mark it as ready to be submitted (though there are a couple of other things you may want to do first). If there is a problem at this point, don't click Save Form, just hit the Home button (top left). The form will still be saved but as a Draft.

You can click on the Risk Assessment later in the Control Panel to complete/adjust the form before marking it Ready for submission.

Location Safety form for

Title: Finding Space
From: Tue Sep 05 2017
To: Tue Sep 05 2017
Crew: Jenny Student - 0788877777
Actor(s): Ali Actor
Billy Actor
Equipment: Camera
Tripod
Boom Microphone
Action: Filming two people having a conversation over coffee. One will stand up and storm out, knocking over a chair on the way.
Location: Crosslands bar, Founders building

Injury while lifting and carrying

Who may be harmed: Crew
How would they be harmed: Camera box is heavy, so if lifted incorrectly, it could hurt someone's back
Likelihood: **Very Low**
Severity: **Low**
Measures to be taken to reduce risk: Ensure box is lifted and carried correctly, with two people if necessary

Slipping or tripping

Who may be harmed: Cast Crew
How would they be harmed: People could trip over equipment boxes, tripod legs or chair legs
Likelihood: **Low**
Severity: **Low**
Measures to be taken to reduce risk: Ensure all boxes etc. are placed against walls, out of the pathway of others. Care should be taken around other trip hazards

Potential to obstruct emergency exits

Who may be harmed: Cast Crew Others
How would they be harmed: In the event of a fire/similar emergency, if exits are blocked, people could be seriously harmed
Likelihood: **Very Low**
Severity: **Very High**
Measures to be taken to reduce risk: Ensure all emergency exit routes are clear and unobstructed by anything, including items not belonging to cast or crew

Broken glass and other sharp objects

Who may be harmed: Cast Crew Others
How would they be harmed: If a glass/cup is broken during the 'storming out' scene, it could cause someone to be cut.
Likelihood: **Very Low**
Severity: **Medium**
Measures to be taken to reduce risk: Use plastic glasses and paper cups, if any broken glass etc. is found in the vicinity, ensure it is cleared away safely

Exposure to harmful fluids

Who may be harmed: Cast Crew
How would they be harmed: Hot drinks could cause scalds if not handled safely
Likelihood: **Very Low**
Severity: **Low**
Measures to be taken to reduce risk: Use cold drinks only

By sending this form to your course tutor, you are effectively signing the following declaration:

I hereby state that I have been trained by the Department of Media Arts in location safety risk assessment and take full responsibility for implementing appropriate safety precautions for this recording, as described in this form, which is to the best of my knowledge accurate and complete. I have also obtained the necessary permissions to record as set out above and can provide written evidence on demand. Furthermore, if the actual safety risks are found to be higher than expected, I will suspend all recording activity and seek instruction from my course tutor.

Your course tutor will consider your form and either reject the form, giving reasons, which you can then alter and re-submit, or approve the form, which will then be sent to the Location Store (CCG to you). Once your form has been approved, you can then contact the Location Store to book out the equipment you require.

Once your form is approved, you must ensure that any significant safety risks, and their associated control measures, are effectively communicated to anyone that may be affected by them.

You must keep a copy of this form (the email you receive will contain a summary) and be prepared to show or send copies to interested parties, such as location contacts, local authorities, police officers, Royal Holloway staff, HSE officials, etc., as required.

In the event of injury or serious illness occurring during the filming work, call the following numbers:
For potentially life-threatening emergencies call **999**. When you need medical help fast but it's not an emergency, call **111**.

If the person suffering is a student and they are unable to contact their next of kin, call the College Security Services (24hr service) on 01784 443063 and supply details so that these may be conveyed by the College.

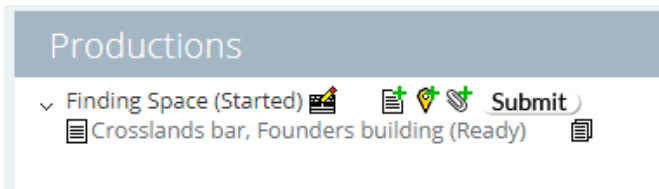
All accidents and incidents with potential to cause injury must be reported as soon as possible to the Department Office and an Accident/Incident Report Form completed.

If you are contacted by the press or media in relation to the incident, you should not answer questions but refer enquiries to the College Press Office on 01784 443967.

Please tick this box to state that you agree to the terms and conditions outlined on this page

Save form

Back in the Control Panel, you will see your new production in the panel on the right; if you expand it, you will see the Risk Assessment for your first location.



Click on the Location marker next to the Production name to create a Recce for this location. A Recce is important to show that you or someone on your team has visited the location and carried out basic checks and observations which will help to plan your shoot in advance. If you do not complete a Recce, your Course Convenor may reject your forms until one has been carried out.

Recce

Firstly, select the location from the dropdown, then add as much detail as you can. If any sections are not applicable, just put n/a in the box.

Recce for Finding Space

Location: Crosslands bar, Founders building ▾
Location Address: Founders Building
RHUL
Egham
Surrey

Date recce carried out: Fri Sep 01 2017
INT/EXT/BOTH: INT ▾
DAY/NIGHT/BOTH: DAY ▾
General type of location (e.g. street, station, living room, kitchen, café, etc): Cafe

If any of the boxes below are not applicable to your shoot, please just enter 'n/a'

If filming in rented accommodation, please give contact details for the relevant landlord or their managing agent, and supply evidence that written permission has been obtained. n/a

If filming in the street (i.e. on the public highway, including the pavement, roadside, pedestrian precincts, etc.) please state the relevant film office contact and supply evidence that written permission has been obtained. n/a

For street filming you also need to notify the Police – please supply details including the Police station that you notified, the date and time of your call, the name of the Police Officer you spoke to and any reference number you were given. n/a

If filming in other spaces open to the public, including parks, railway stations, airports, waterways, museums, galleries, theatres, venues, clubs, pubs, etc, please supply the relevant contact details and supply evidence that written permission has been obtained. n/a

If filming in or on private property, including any College facilities, private houses, businesses, educational establishments, farms, etc., please supply contact details and evidence that filming permission has been obtained. Joe Officeperson
(Estate Manager)
ext. 333
joe.officeperson@rhul.ac.uk

Agreed arrival date: Tue Sep 05 2017
Agreed 'clear out by' date: Tue Sep 05 2017
Nearest public transport stops (bus/train/tube): Bus stop on campus
Equipment loading access: Ramp access throughout

Parking permission obtained: n/a ▾
Members of public or others who may be affected by filming: Some college members (staff, students)

Facilities (food, drink, lavatories, etc): Food/drink on site. Lavatories close by

Sound recording issues: Cafe environment, so noise from other patrons

Light issues: Well lit area

Identify fire exit routes: Exit to main Founders entrance, exit to North quad and exit to rear of Crosslands

Identify Assembly point: Assembly point X

Identify person responsible for checking everyone involved has gone to assembly point: Billy Firemarshal
How will you communicate this info to everyone involved: via email

Add Attachment

Emergency Care
In the event of injury or serious illness occurring during the filming work, call the following numbers:
• For potentially life-threatening emergencies call 999
• When you need medical help fast but it's not a 999 emergency, call 111
If the person suffering is a student and they are unable to contact their next of kin, call the College Security Services (24hr service) on 01784 443063 and supply details so that these may be conveyed by the College.
All accidents and incidents with potential to cause injury must be reported as soon as possible to the Department Office and an Accident/Incident Report Form completed.
If you are contacted by the press or media in relation to the incident, you should not answer questions but refer enquiries to the College Press Office on 01784 443967.

Submit

At the end of the form is a button to allow you to add attachments to the production, including PDFs, JPGs or PNGs. Things like floor plans, maps, photos of the area, letters of permission etc. are useful for your Course Convenor to be able to visualise your location. You can also do this later, by clicking the paperclip icon next to the production name in the Control Panel.

Editing your Production

Clicking the small clapperboard icon next to the Production allows you to edit the production details, including changing the course unit, title of the production and adding new locations.

Adding more Risk Assessments

To add another Risk Assessment, you do not need to create a new production, you should add a new Risk Assessment to the same production. Then just click the Add Risk Assessment button and it will allow you to pick any of the locations associated with that production.

Submitting your Production

Once you are happy that you have filled out the forms to the best of your ability, you should click the Submit button next to the production name. This will mark all of your completed forms as submitted (and now unchangeable) and email the Course Convenor for them to check.

Once they have checked your forms, your Course Convenor will, hopefully, mark them as Accepted, in which case you will be emailed to let you know and an email will be sent to the Equipment store, notifying them, so you can then go and book equipment for this shoot.

If there is a problem with your forms, your Course Convenor will Reject the form and you will receive an email, notifying you of that, with a copy of their comments. In this case, click on the form(s) that are marked as rejected (in red) and make any changes necessary, before saving it as Ready and re-submitting. You can also add a note for your Course Convenor if you feel the need.

Once a form has been agreed, you will see a new icon next to it, allowing you to create a PDF version of the form. You can then save that and send the PDF to any contacts that may require a copy (e.g. the crew and location owners etc.)

Adding new Risk Assessments

If you need to add a new Risk Assessment (e.g. a new location or a change in circumstances) you can click the Add risk Assessment button next to the Production name, even for an already accepted production. Just remember to submit it after creating it.

Archiving

Any Risk Assessment forms that you do not want to submit or that have been rejected and you have decided to start again (for example), you can archive. This cleans up your production by removing them from the list. You can archive a Risk Assessment in two ways – either by clicking on the Archive this Form icon next to the form or, when editing the form, by clicking on the big red trashcan item in the top left.

Archives

To view the forms in the Archive, click on the Archived Forms option in your control panel, then click on the form you wish to see/retrieve. In the top left, you will now see a Recycle button. Click that to retrieve the form back into the production.

Contacting Staff

If you want to contact a Course Convenor, you can send them a message through the appropriate option in your control panel. It will send them an email.

Reporting a problem

If you find something that doesn't work or an error message pops up, please let us know by using the Report a problem link in the control panel. If you can explain what you were doing when the problem occurred, what the message (if any) was and, importantly, what time it happened, we can look into it.