



In general, trips are very likely for many of these work activities, though the consequences are relatively minor unless complicated by other factors, such as falling against or pulling over objects such as scene flats or lighting stands. Control measures concentrate on minimising the possibility of causing trips by effective space planning and cable management.

The Department has specified cleaning arrangements for the Media Arts Centre via the relevant College Premises Manager to the College’s cleaning contractor to assist with effective housekeeping arrangements that contribute to prevention of slips and trips.

Work activity general risk assessment	GRA reference	Risk rating
Office work	1.1	Low
Using location filming equipment	2.1	Low
Television studio operations	3.1, 3.5, 3.7, 3.8	All low
Post production operations	4.4	Low
Construction, painting and installation	5.8	Med
Equipment installation, servicing and repair	6.6	Low
Location filming on campus	10.1, 10.7, 10.8, 10.10, 10.13, 10.17	Low to Med

Example work tasks:

- Walking around the work place
- Recording work, especially when it involves use of temporarily connected cables and portable equipment
- Temporary placement of parcels, tools, equipment bags or props in work areas
- Using liquids or powders in work areas, including drinks, props, paints, etc.

Physical environment:

- Work areas must be planned and organised to provide suitable storage arrangements for the work undertaken
- Work areas must be organised so there are clearly designated walk ways that are kept free from obstruction
- Unfamiliar teaching spaces should be visited before the first class session to assess fitness for purpose and to identify potential physical hazards such as raised platforms, steps, trailing cables, floor coverings in disrepair, etc. – any issues to be reported to the relevant premises manager or department office

- As far as is reasonably practicable, all recording locations must be inspected before a shoot to identify issues with floor and ground surfaces, steps, etc., and to plan cable runs, access to power connections and temporary storage arrangements, e.g. for equipment cases. Appropriate working methods must be devised in relation to specified hazards.
- Floor surfaces must be slip resistant and in good repair – changes in floor level must be clearly marked
- Arrangements must be made to prevent floor surfaces from becoming contaminated and for any spillages to be prevented or, if one occurs, to be cleaned up immediately. COSHH regulated substances must be cleared using appropriate spillage kits.
- Temporary floor coverings, for example any used as scene dressing, must be secured to prevent it sliding on smooth surfaces or its edges curling up
- Floors must be cleaned regularly with appropriate equipment and products
- Contracted cleaning staff are responsible for displaying cleaning bollards during any washing or vacuum cleaning of floors
- Floor areas must be well lit, although this is sometimes difficult to achieve during productions and secondary control measures must operate when house lighting has to be dimmed during performance rehearsal and recording, such as zone lighting or similar lighting that is flagged off from the performance area and camera equipment
- Consideration must be given to arrangements for any visitors to the department who will be unfamiliar with the space and how it is used. This will include ensuring an adequate level of supervision during the visit, for example student ambassadors will need to be briefed to point out any hazards before entering the space, and effective formal notices displayed where slips and trips are most likely to occur, and restricting access to any high risk areas

Sequence of tasks:

1. All workers must take the initiative to undertake frequent inspections of their work space to ensure walkways are in good repair and free from obstruction or spillage – any issues to be acted on immediately by removing obstacles for storage in an appropriate location and reporting any defects.
2. The Department's respective premises managers should use the Workplace Health and Safety Inspection Checklist and related guidance instructions to conduct inspections of their managed areas at least once a term.
3. Production of waste must be kept to a minimum and any waste unavoidably created during a work process must be cleared immediately. If not possible to recycle, then disposed of in compliance with the College's [Waste Management Plan](#).
4. Long-term cable routes must be planned to prevent trip hazard. Cables serving desktop equipment must be clear of walkways and footwells and not be stretched or placed in such a way that equipment can be pulled to the floor if the cable is fouled.

5. In production work, adequate time must be allowed to enable proper set up and break down of equipment. An area or areas must be explicitly designated for the sole purpose of providing temporary storage of production items such as empty equipment cases, props not required throughout the scene, etc., and access limited to the immediate crew. Any cables used should be of appropriate type and length for the task, run in spaces unlikely to be used as walk ways and, if necessary, temporarily secured using rubber matting. Umbilical cables, or sections of cable that need to be left free to move, should be laid flat on the floor in a figure of eight pattern with any vertical rise running underneath or alongside the equipment. Whenever possible, such cable arrangements should be tucked away beneath stands, tripods, etc. unless there is risk of overheating, in which case they need to be laid out in a designated space with supervised access. Some situations will require cables to be supervised by a member of the crew to facilitate movement, or require working areas to be cordoned off to prevent entry by unprepared people.
6. In productions requiring use of track and dolly systems, the operating zone must be isolated and only the immediate operating crew allowed to enter the zone. A clearly designated pathway should also be created to allow cast and crew to access the set past any operating zone where tracks have been laid.
7. At the end of any production or exhibition, all temporary items must be removed and stored appropriately, then any waste items removed from the floor, set aside for recycling if possible or disposed of in accordance with College's [Waste Management Plan](#).
8. When dismantling equipment, cables must be wrapped using under and over technique, rather than coiled, in order to prevent loops forming when next used.
9. Any incidents or accidents must be reported using the College incident and accident reporting procedure

Supervision:

- Staff are responsible for supervising their immediate work area
- Line managers are responsible for ensuring their staff understand and comply with instructions, specifically: Head of Department (academic staff), Head of Production Facility (Media Arts Centre staff); Department Manager (administrative staff)
- Academic staff are responsible for supervising the areas used in the course of their teaching
- Technical staff are responsible for the operational supervision of designated areas of student production space
- Certain production operations require continual supervision by the relevant practice course tutor, the Studio Manager or a supervising technician.
- For location recording, all students crews will have a producer who is responsible for undertaking production safety risk assessments using the [Production Buddy](#) on line system and for ensuring cast and crew understand and comply with the required control measures.

Written Instructions:

- [Media Arts Location Filming Code of Practice](#)
- Media Arts Centre Cleaning Scheme

Correct Equipment:

- Clothing must be of suitable design and manufacture to minimise the possibility of stray laces cords and fabrics getting caught underfoot or in machinery. Shoes need to have slip resistant soles and a suitable means of fastening.
- For studio work, with the exception of any costume shoes worn by actors and performers, footwear must also offer a general level of protection against the possibility of stubbing against equipment and will be of a suitable design to allow both step-up access and prevention of damage to the studio floor surface.
- Cables must be effectively managed using proprietary devices such as mini-trunking, cable ties, clips or, for temporary runs, rubber mats.

Training:

After training, the staff member or student must be able to demonstrate:

- an awareness of the circumstances likely to cause trips & slips
- the ability to plan the work area and activity to avoid the hazard occurring
- the ability to apply immediate and appropriate action to eliminate or reduce the hazard

Students and staff involved in production work must also demonstrate the ability:

- to undertake a production risk assessment by using [Production Buddy](#)
- to devise and apply appropriate control measures in relation to the identified hazards and risks

Other measures:

- Unsupervised location recording work must be specifically risk assessed on an event-by-event basis using the department's [Production Buddy](#) on line system and approved by the relevant practice course tutor.
- Members of staff responsible for their own recording work for teaching and research purposes must do a specific risk assessment using [Production Buddy](#) and keep a record on file by sending a copy to the Departmental Health & Safety Coordinator

First Aid

- Designated staff first aiders: Sarah Peacock, Ella Riden, John Roberts, Neil Smith
- First aid boxes are located in Williams Building technicians' offices Wo-16 and Wo-18, the TV Studio Foyer and the Department Office Arts ABG-15

Reference material

- <http://www.hse.gov.uk/slips/>
- HSE leaflet 'Preventing slips and trips at work' (<http://www.hse.gov.uk/pubns/indg225.pdf>)
- HSE leaflet 'Slips and trips: hazard spotting checklist' (<http://www.hse.gov.uk/pubns/ck4.pdf>)

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