



The Health and Safety Executive define violence as: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This statement sets out the Department's arrangements for implementing the [College's policy and procedure with regard to verbal and physical abuse \(violence\)](#).

Work activity general risk assessment	GRA reference	Risk rating
Working in Media Arts offices	1.12	LOW
Travel on College business	9.4	LOW
Using hand-held equipment for film, sound and photography	12.1	LOW
Location filming work	Specific risk assessment required	As determined by specific risk assessment

Example work tasks:

- Dealings with students, staff and other visitors at service point areas such as the Department Office or Equipment Store, where there may be potential for disagreements, pressures, etc. to escalate
- Class and tutorials, where disagreements may escalate
- Team production work, when operational pressures and disagreements may turn into violent arguments between members of student productions
- Filming scenes that involve staged conflict between actors that may get out of control
- Incidents occurring when filming actuality in public, for example escalation of disorder during protests, incidental fights, intoxicated persons entering the filming area, thieves stealing portable equipment during filming, etc.

Physical environment:

- Service points and other situations on Media Arts premises where there is potential for conflict to occur need to be configured to reduce the risk of physical threat, for example by using furniture layout which offers an informal barrier.
- There must be a readily available means of seeking urgent assistance from the campus Security team for incidents on campus, or the Emergency Services when doing field recording
- All location recording work must be assessed on an event by event basis and due consideration must be given to the nature of the recording content and the environment in which the recording is taking place. While standing risk assessments and working methods are available for relatively low-risk situations, many productions require detailed risk assessment using the on-line *Production Buddy* system

- When planning the recording of an event involving crowds, it is essential that the local operating environment is surveyed before the event and key features noted, particularly routes that may be used by the crew to withdraw from the vicinity in the event of any threat or disturbance occurring, areas that are controlled by temporary barriers, points where emergency services may be contacted, meeting points if crew members become separated, etc.. A local map detailing this information should be produced and circulated to the crew before attending the event.

Sequence of tasks:

1. All staff are encouraged to advise their line manager of any concerns if they feel they may be exposed to situations where there is potential for verbal or physical abuse to occur, so that a risk assessment can be made and appropriate safety controls implemented.
2. Students planning any filming activities will discuss their plans with their practice course tutor, who must determine the appropriateness of proceeding with the planned recording in the context of their course assessment.
3. A risk assessment must be completed by the student using the Media Arts *Production Buddy* online risk assessment system, seeking relevant advice from their tutor and from specialist advisers such as the departmental Health & Safety Coordinator, the College Health and Safety Adviser and/or other specialist authorities such as the Police.
4. The relevant practice course tutor will decide whether or not to approve the risk assessment, referring to the Head of Department if there is uncertainty about any provisions in place for the College to support the activity.
5. Any instances of verbal or physical abuse (violence) occurring during the course of any work activity, whether or not this has been anticipated in a risk assessment, must be reported using the [College Accident/incident reporting procedure](#).

Supervision:

- Line managers must monitor work activity and staff work areas to ensure there is minimal risk of exposure to verbal and physical abuse is kept to a minimum.
- Course tutors supervising student work will monitor student interactions during classes to ensure groups are able to resolve conflicts of view (which are often actively encouraged as part of their learning experience) in a rational manner.
- Practice course tutors must take a proactive role in ensuring students are aware of the potential hazards that may exist in location recording work, particularly where the student may have limited awareness of the environment, culture or attitudes they may find themselves exposed to, seeking advice from specialists when necessary.
- A student who is in control of their team's production has responsibility for ensuring the control measures set out in the Location Safety Form are communicated and adhered to by all members of their team crew.

Written Instructions:

- Verbal and physical abuse (violence) – policy and procedure
- Dignity at work policy
- Location filming code of practice
- Using the Media Arts Centre post production facilities: health and safety guide

Training:

To be determined if additional level of risk assessment is required

Reference material

- HSE leaflet: Preventing workplace harassment and violence <http://www.hse.gov.uk/violence/preventing-workplace-harassment.pdf>
- HSE leaflet: Violence to workers in broadcast and filming <http://www.hse.gov.uk/pubns/etis2.pdf>
- HSE booklet: Preventing Violence to Retail Staff <http://www.hse.gov.uk/pubns/priced/hsg133.pdf>

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