



FILM & PHOTOGRAPHY LOCATION SHOOT HANDBOOK

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CONTENTS

1.	Introduction	3
2.	Training and Abilities	3
3.	Risk Assessment	3
4.	Location Considerations	5
5.	Actors, Performers and Contributors	6
6.	Props, Costumes and Make-up	6
7.	Shoot Actions	7
8.	Planning	7
9.	Using Third Party Sources and Services	8
10.	Prior to the Day of the Shoot	8
11.	Good Practice in the Management and Carrying Out of Shoots	9
12.	Collecting and Transporting Equipment	10
13.	Setting Up	10
14.	During Filming	11
15.	After the Shoot	11
16.	In the Event of an Accident or Incident	11

Appendix:

A:	Location Shoot Safety Assessment Form	13
B:	Studio Guidance - Using Externally Sourced Objects & Materials	19
C:	Generic Risk Assessment - Film & Photography Shoots	23

1. Introduction

This handbook has been produced to help students and staff understand their responsibilities when carrying out film and photography shoots and to provide information to ensure shoots are carried out safely, whether off site or within the University. The handbook also includes related activities (sound checks and recording, preparation of sets and props, conducting location recces, and travel to and from location shoots etc.).

The shoots that you are organising, whether off site or at the University, require a sufficient level of forward planning to ensure safe working practices are undertaken during planning, filming and post shoot activity. Adequate systems must be in place to protect your own safety, and the safety of any crew, cast members, models, contributors and others who may be affected, including members of the public.

In addition to ensuring the safety of participants, these procedures are similar to those used in the creative industries and are part of the process of building a professional reputation and skills.

2. Training and Abilities

Risk assessment training is provided for all staff who cascade this information to students in briefing sessions. Health and safety is also reinforced during practical skills workshops and other sessions as an integral part of courses.

It is essential that students attend any sessions that cover health and safety and fully understand the processes outlined in this handbook before carrying out any shoots or location work. If students require further assistance in undertaking the necessary processes, including carrying out risk assessments, this should be discussed with a Lecturer before planning commences.

It may be useful to be aware of any pre-existing conditions that people may have in case their condition may be triggered or aggravated during filming or photography shoots e.g. particular difficulties with certain situations such as height or confined spaces. Often people may be unwilling to disclose such conditions, so students and staff need to be sensitive to this when planning any work that may cause such difficulties.

3. Risk Assessment

Risk assessment is essential to ensure the health and safety of all participants.

Initially, students should outline their proposal to their Module Leader, discuss the feasibility of carrying out the proposed shoot, and seek preliminary approval after a detailed discussion has taken place over ideas and outline.

Module Leaders should use their judgement and make an informed assessment as to the level of risk proposed by the shoot, prior to giving preliminary approval. If necessary, advice may be sought from Estates (Risk & Safety).

Examples of low risk activities:

- Standing in front of a camera talking
- Reading/writing in front of a camera
- Photographing people and items within studios
- General studio activities (not working at heights)

Examples of medium to high risk activities:

- External photography and filming that involves coordinating the actions of others (i.e. film crew or cast/models)
- Use of animals
- Working at heights or with chemicals (other than proprietary brand make up)
- Working with or near transport
- Use of effects such as pyrotechnics

Preliminary approval for the shoot should be given to the student by email, only when this has been received by the student should further planning take place.

If preliminary approval is given and the Module Leader has deemed the shoot is covered by a course generic risk assessment, no further action is needed other than for the student to read the generic risk assessment carefully, these are available on eStudio. If preliminary approval is given and the Module Leader has deemed it is not covered by a course generic risk assessment, students must complete a safety assessment form - location shoot (appendix A and available on eStudio) and submit this to the Module Leader for approval before any further arrangements take place.

In certain cases where the level of expected safety risk is considered medium/high, the Module Leader will need to consult with the Course Leader, Programme Director and/or Estates (Risk & Safety) prior to deciding whether to approve the shoot. They may decide to ask for additional actions or changes as a condition of approval.

If approval is not received then the exhibition/installation cannot take place. If they take place without being approved, students and staff will not be covered by the University's Public Liability Insurance and may be liable for disciplinary action being taken against them.

In the University, risk assessment is a two-tier process:

- Generic risk assessments for film and photography that have already been completed by course staff and approved by the Course Leader, and are for use in low risk and stable operating environments. An example of a generic risk assessment for Film & Photography can be found at Appendix C. These should all be stored on the course S drive and be available on eStudio for students to access.
- A film and photography location shoot risk assessment - which is a specific and more detailed risk assessment that needs to be completed by the student (or staff members) and approved by the relevant staff when the activities do not fall under those covered by the generic risk assessment.

The purpose of any risk assessment is to eliminate or control the risks to as low a level as is reasonably practicable, safeguarding the wellbeing of all participants and of anyone who may be affected by the activity. This includes members of the public or bystanders who work in an adjacent area. Risk assessments should be thought through carefully and involve the following:

- Identify the hazard(s)
- Who will be exposed to the hazard(s)
- A brief description explaining how an accident or illness may occur and what kind of injury might result
- An assessment as to the probability of the hazard occurring, expressed in terms of 'low', 'medium' and 'high'

- An assessment of the consequence of an injury occurring, expressed in terms of ‘low’, ‘medium’ and ‘high’ impact
- A brief description of the control measures to be put in place to eliminate the hazard(s) or reduce the level of risk involved

The way to stay safe is to consider each shooting set up or location individually and think of what exactly could go wrong. Everyone involved in a location shoot is responsible for ensuring filming is conducted safely.

If the shoot is a group project, one named student (organiser) must be responsible for the management of the health and safety arrangements, including conducting location research, shoot safety, risk assessment, completion of all relevant safety documents, seeking safety advice as necessary. All health and safety measures must be effectively communicated by the organiser to all participants or affected parties prior to shoots taking place.

In addition to the risk assessment, the photography and film store require students to have undertaken their safety inductions with them before equipment loans can be made.

4. Location Considerations

Searching for an appropriate location involves a number of considerations. In the event of a claim being made against the University from the inappropriate use of a location by students, the students and Module Leader will be held responsible for this. Most places will require a copy of the University’s Public Liability letter before they will give permission for shoots to take place. This can be found on the [Portal](#).

It should be noted that shooting at night also requires further risk assessment, including contact information and actions in the event of the need for out of hours support and to protect the security and safety of participants.

Offsite locations fall into four areas where approval must be obtained:

Private Property

- Many students choose to film in rented accommodation. In the event that the film/photographs are to be used in any public or commercial context it will be essential to obtain the necessary permissions in writing from the owner or managing agent of the property in addition to the occupier. Unauthorised use of premises may contravene tenancy agreements and have the potential for the occupier to be evicted.

Commercial Property

- A number of commercial or managed spaces could be identified as appropriate locations such as shops, offices, railway premises, bus stations, galleries, museums, theatres, etc. It is essential to obtain permission in writing from the relevant manager prior to any shoots taking place.

Street

- If you are carrying out shoots in the street, i.e. on the pavement, this is considered the public highway. Where the activity will have an impact on other users (e.g. through restricting or affecting access) you must obtain permission from the local authority and inform the appropriate police authority.

Overseas

- Notwithstanding an assessment of the risks to equipment or the practicalities and logistics of equipment loan, transport and travel, overseas shoots are also subject to an assessment of risks that local laws, protocols, customs, expectations or political climate may also bring about.

Shoots on University premises

- Estates must be asked for approval in advance by the Module Leader for shoots on University premises other than in the photography/film or course studios and which impede others; examples include taking over toilet blocks or blocking corridors. Estates may have to consult other staff before permission is given if the location is one where other staff work.

5. Actors, Performers and Contributors

Actors, performers, models or contributors should ideally be volunteers as this avoids contractual obligations on either party.

Actors, performers, models and contributors should be asked to sign a release form for the work produced before any shoot takes place and a signed copy should be retained for recording purposes.

Students may invite visitors onto University premises for reasons related to their studies, in this case students must get prior approval by email from the Module Leader/Course Leader which gives details of the person visiting, which areas of the building they will be accessing and the reason for the visit. This email must be shown to the reception staff for the visitor to gain access to the building. Students and staff should feel comfortable that the people they are inviting into our buildings will follow all conduct and safety requirements of the University. The visitor must be met by their host at reception, be registered into the visitors book and be accompanied by their host at all times.

6. Props, Costumes and Make-up

Students may wish to use costumes, props and make up for their shoots and these should be considered as part of the risk assessment. Advice should be sought from your Module Leader in relation to types of props, which should not be used.

If there is an intention to use replica weapons, the Module Leader must seek permission from the Course Leader before approving the shoot. If there is an intention to use knives or other sharp implements, they must be blunted or modified safely before use. The risk assessment must include details of how participants will be properly briefed in their use and strict safety procedures put in place.

In general, any items such as make-up products, fake blood etc. must be proprietary (shop purchased) products that are used for their intended purpose. Information on substances being used should be included within the risk assessment and the Module Leader should consider whether a COSHH assessment should take place prior to use.

See Appendix B Student Guidance - Using Externally Sourced Objects & Materials for further guidance on bringing in objects.

7. Shoot Actions

All actions taking place in the shoot must be risk assessed. If a high level of risk is present then the student must seek advice from the Module Leader to establish whether or not it is necessary to carry out the shoot in the planned way. Often there will be creative ways of carrying out the shoot, which will reduce potential risks.

Some actions will require special approval due to the nature of the hazards and the higher risks involved before the planned shoot can proceed. In this instance, the Module Leader should seek advice from the Course Leader prior to approval being given, who in turn may seek advice from the Programme Director and Estates (Risk & Safety).

8. Planning

Organisers will normally be expected to visit all locations in advance of any planned shoot, so its suitability and any hazards associated with the particular environment can be assessed.

If an advance location visit has not been possible then evidence of an appropriate level of location research, for example correspondence with an appropriate location contact, will need to be provided. It is essential that there is close liaison with the location contact.

Where approval from a third party is required (e.g. venue owner/manager), any local health and safety requirements for that location must be understood and observed.

Whichever location is chosen, the emergency procedures (fire, first aid etc.) must be understood by everyone involved within the shoot.

In the case of certain shoots, which are higher risk activities (stunts, visual effects, simulations, weapons, work at heights, children and young persons, transport etc.), students would need to discuss with their Module Leader the necessity of including such activities in their shoots, in the context of coursework assessment and the Course Leader may need to be consulted.

Risk assessments by students must be submitted by email to your Module Leader two weeks prior to the intended shoot. This is to provide sufficient opportunity for the Module Leader to discuss any aspects of it. This will also allow time to seek any further advice needed before approval is given by the relevant staff. Before submitting the risk assessment form to your Module Leader, it is important to read and understand the declaration since by sending an electronic form, students accept full responsibility for implementing the health and safety arrangements for the shoot.

If, after considering the contents of the risk assessment, approval to the shoot being carried out is given, the form will be signed by the relevant staff and given to the HE Administrative Assistants who will email a copy to the student and scan and file the approved risk assessment on the course S drive. This form should be saved in the organisers name using the convention initial.surname.dd.mm.yy.SAF (event date).

Where specific shoots for students are organised by staff, risk assessments must also be carried out using the same form by course staff. The same approvals will apply and the form, once signed by the necessary signatories, must be given to the HE Administrative Assistants to be stored on the course S drive.

When booking equipment, students should seek advice from the Module Leader and support staff on the most appropriate equipment to use for the task. This may assist in eliminating the need for

unnecessary lifting and carrying as well as reduce the financial risk to the student and the University.

9. Using Third Party Sources and Services

The use of third party services and sourced items not supplied by the University may include actors, performers, models, food, electrical and mechanical equipment and props, transport, accommodation, etc.

Before externally sourced objects and materials are brought onto University premises, please refer to the guidance document, Appendix B, which can also be found on eStudio. If in doubt please speak to your Module Leader.

Any third party service providers or suppliers that are not volunteers or visitors should have a recognised trading status and are willing to provide on request the necessary documents with regards health and safety. They should also have Public Liability Insurance cover for the services they provide.

There may be a temptation for shoots to provide their own catering in order to save on outlay, but this creates potential issues regarding standards of food hygiene, storage at correct temperature, preparation, cooking, serving, consuming within required time limits, etc. Students and staff are not covered by the University's Public Liability Insurance in the event of your actor, models or contributors claiming against you for food poisoning.

Any electrical or mechanical equipment supplied by a third party must be properly checked, ensuring they have valid Portable Appliance Testing (PAT), are appropriately maintained, and fit for the intended use. If students require items to be PAT tested this should be discussed with a Lecturer who can complete an Estates Helpdesk request. The consequences of error could be potentially fatal.

10. Prior to the Day of the Shoot

Scripted pieces should be rehearsed in advance to ensure actors, models and presenters are fully prepared and have walked through their actions. This will assist with planning the layout of the set and adjacent work areas. Effective preparation at this stage will avoid having to manage problems with shoots with the associated time pressures normally imposed by the process.

An itinerary for the shoot should be prepared, including travel arrangements, shooting schedule, break times, etc. Arrangements should allow realistic times for travel (taking into account the need to avoid people having to drive home fatigued after a long shoot day) and for the set up and break down of the equipment, remembering that lights will take time to cool down, ready for packing away. Also, be aware that many shoots will over run, so try to take this into account.

A sufficient number of people to fulfil all tasks in the time available should be participating and they should have a clear understanding of their responsibilities, particularly concerning the health and safety controls that are being implemented during the shoot. This includes having an appropriate number of people available at the time of both collection and return to lift and carry any items of equipment.

Students using their own vehicle to transport those involved in the shoot or the equipment being used are personally responsible for making certain it is suitable for the task. This includes that it is in road worthy condition with the necessary certification, and that the driver has the correct driving

license classifications and level of motor insurance cover to allow the vehicle to be used for this purpose. Similarly, anyone else driving or providing vehicles for the shoot must adopt the same standard.

Monitor the weather forecasts, particularly if adverse conditions are likely to increase safety risks. If it is an interior shoot, remember adverse weather conditions are likely to affect any loading, unloading or transporting work.

Examples of relevant hazards include rain, which will increase the incidence of slips or exposure to electric shock, gusts of wind blowing equipment over or causing debris to fall from any structures above the work area, exposure to sun, heat or cold over a period of several hours. You may need to make special arrangements for shelter, protective clothing, sun cream, etc.

11. Good Practice in the Management and Carrying Out of Shoots

There are also a number of personal preparations you need to make. Wear appropriate footwear for the task, the exact nature will depend on the terrain you are planning to work on, but shoes offering some overall protection (closed toe) with flexible soles and good grip will suit the more usual applications. Bear in mind you will need to wear them for several hours at a time so they need to be comfortable and worn-in, and ensure they don't cause unwanted noise if you are required to walk during a shoot.

For shoot purposes it is desirable for everyone (where necessary) involved within the shoot to wear dark clothing to avoid causing reflections, and clothing made from fabric that doesn't generate noise when moving. However, there may be overriding safety requirements to consider, such as the need for waterproof clothing (which is often quite noisy), light clothing to reduce heat absorption and hi-visibility clothing in areas where there may be moving vehicles or at night.

Make certain you take with you a practical quantity of drinking water and healthy snacks to maintain energy levels, especially if catering facilities are unlikely to be readily accessible. Ensure you have made adequate provision for any members who have nut allergies, diabetes or other conditions that may be aggravated by certain food contents.

Ensure your mobile phone is fully charged and your account has sufficient credit to make any required calls. Programme in any relevant numbers, as identified in your Location Shoot Safety Assessment Form, so you can make rapid contact in the event of an emergency. For shoots outside the University, make sure you have located the nearest GP walk-in centre and hospital for situations that may not be serious enough to warrant calling an ambulance, but nevertheless require treatment.

Personal contacts need to be made aware that you will have to switch your phone off during recording and it is helpful to indicate a time when you may next be able to respond to any messages in order to avoid causing unnecessary concern.

In addition to the technical equipment you are borrowing, you will find it helpful to assemble a location kit which may contain some of the following items:

- production papers (including LSFs, evidence of filming permission, important contacts information etc.)
- notebook and pens
- waterproof wallet to keep papers in
- camera tape

- gaffer tape
- torch
- work gloves
- marker pens
- lens cloth
- lens cleaner
- a roll of dustbin bags
- camera rain cover
- copy of equipment operating manual
- mobile phone (charged and in credit)
- utility toolkit including scissors, penknife, screwdrivers and pliers
- spare batteries and blank recording media
- anything else that you wished you had taken on your previous shoot
- waterproof holdall in which to keep all of the above

12. Collecting and Transporting Equipment

You must exercise care when lifting and carrying equipment, taking into consideration the weight and size of any items or combination of items, the position of any carrying straps or handles, and any hard corners or projections.

There are trolleys available to assist in transporting heavy items of equipment to and from loading areas so please obtain these where necessary from the film and photography store or Estates. If you are carrying equipment on public transport, ensure you have an adequate number of people to share the load and avoid causing injury to other passengers when moving and stowing any items.

Keep alert for any suspicious activity that may pose a threat to your personal wellbeing and that of your shoot members. Always keep any items of baggage attended and in view, and comply with any directions given by official transport personnel, especially if they advise your baggage handling arrangements are deemed to be causing safety or security issues.

If you are using your own vehicle to collect equipment you may park temporarily in the area designated for loading (undercroft). Permission must be sought in advance from reception, who may need to seek advice from Estates. You must park in the area designated and keep building exits free from obstruction and any emergency vehicle access routes clear at all times. You should not take shoot equipment (tripods, dolly's, jibs etc.) through the main entrance.

13. Setting Up

Upon arrival at the location shoot, check the layout for any additional hazards, which may be present and have not been accounted for previously. Check the whole shoot environment to ensure there are no unexpected conditions that will affect the health and safety procedures and controls you have accounted for.

If there are any adverse changes to the initial assessment of the location and shoot then you must consult with your Lecturer prior to continuing the shoot. If you find any adverse changes when you arrive on location, contact your Course Administrator by phone. A Lecturer will then call you back as soon as possible to discuss the situation before you start shooting.

Ensure the work area is clear of any slip or trip hazards and any people who are not directly involved in the shoot.

Take care when erecting stands. Check for any overhead fixtures and fittings, including lighting and other electrical installations that could pose a hazard. Telescopic systems can collapse if left improperly secured and stand legs can cause trips if poorly positioned. Also be aware the higher you extend a stand, the less stable the structure becomes. This is a particular risk with lighting units, which often have to be set above head height. Risks can be reduced by weighing the stand legs down with sand bags, ensuring cables are kept free from tripping, and securing stands or light units to firm structures using proprietary ties.

You need to ensure any mains extension reels are fully extended to prevent the cable from overheating. This however increases the potential for trips, so you must ensure any excess cable is laid out in a safe area. Do not overload sockets of extension leads (maximum 13amps unless otherwise stated). You must prevent any electrical cables or connectors from being overloaded, exposed to water, which includes puddles, spilled liquids, etc.

14. During Filming

During any location shoot, there is a high risk of becoming preoccupied with the demands of the perfect shoot and this is when there is a greater chance of an accident occurring.

All control measures put in place should be applied for the shoot and safety arrangements monitored continually for changing conditions. For example, when shooting outdoors you need to be aware of over-exposure to sun, cold and heat over a period of time.

Work areas may be darker in relation to any shoot where lighting is in use. This makes trip hazards less visible so check the floor frequently and remove any items that may have been placed in work areas to a suitable safe place.

It may be necessary to simulate some actions that will be included in the performance to reduce exposure to hazards. For example, if a shoot includes performed smoking (which will have been risk-assessed in advance) then cigarettes must only be lit for the actual recording and not rehearsals.

15. After the Shoot

After you have finished the shoot it is very likely everyone involved in the shoot will be in a rush to leave. This puts everyone involved at greater risk and you must give proper consideration to leaving a shoot safely.

Once all equipment, props, cables, etc. have been removed from the shoot, clear the rest of the location picking up any litter and cleaning up any spillages to prevent endangering subsequent users of the space.

Remember that you are likely to be tired after a long day's shoot and must therefore avoid the risk of falling asleep while driving or performing a similar high-risk activity until fully rested.

16. In the Event of an Accident or Incident

If there is an accident or incident (whether or not it causes injury), you will need to take prompt action. The steps below should be followed in any event:

1. Stay calm and take control of the situation.
2. Ensure no one else (including yourself) is exposed - this may require as far as is possible such measures as evacuation from the scene to a safe area, shutting off mains electrical supply, extinguishing potential sources of ignition, isolating the area, etc.
3. If a person falls ill, or is injured, or there is a life threatening emergency call 999, otherwise seek urgent medical assistance by calling 111 for advice and support or visit the nearest GP walk-in centre or hospital that you identified prior to the shoot.
4. If the injured/sick person is taken away by ambulance, make certain you know which Accident & Emergency department they are being taken to so that next of kin can be informed.
5. The University should be informed immediately of the incident.
6. In compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and University policy, all accidents, or any incident that could have resulted in an accident (near miss), must be reported as soon as possible. Contact your Module Leader to ensure that an accident/incident report form is completed.
7. Inform your location contact (as designated in your Location Shoot Safety Assessment Form) that an incident has occurred. They may have local operating procedures that need to be followed.
8. If safe to do so, take photographs of the scene, obtain witness contact details and if possible isolate any relevant items that can be used as evidence in the event of an accident investigation.
9. Only resume the shoot if you are absolutely certain the events leading up to the incident will cause no further harm or injury to others.

Appendix A:

Safety Assessment Form
Location Shoot

To be used for shoots that would not be covered under a course generic risk assessment.

Before completing this form please refer to the Film & Photography Health & Safety Location Shoot Handbook for guidance, to ensure your shoot is as safe as is reasonably practicable.

Organiser details				
Name:		Tel:		
Course: Level:		Student Number:		
		Module Leader:		
Title of Shoot:				
Shoot Date(s):	From:		To:	

Number of participants:	
Total number of all persons involved. For legal reasons please provide details of any participants under 18.	

Shoot Location:	
Location approval received from:	
If on University premises (outside of course studios) this is required from Estates before the shoot takes place	
State which paperwork has been submitted/received from the list below:	
(As a University we do not have control of how the externally owned venues we may want to use for exhibitions are managed. It is therefore important that we make checks that buildings are safe and meet legislative compliance as a public venue before we use them. We can do this by asking the venue owner/ operator to provide the relevant documents listed below)	
<ul style="list-style-type: none"> Fire risk assessment & Evacuation Procedures (This will inform you how fire risks are managed and what to do in an evacuation) 	
<ul style="list-style-type: none"> Periodic/Fixed Electrical Testing Certificates (These ensure that the electrical systems are safe to use in a building) 	
<ul style="list-style-type: none"> Venue Sound Level risk assessment - music (A venue may have a policy or risk assessment for sound level control, ensuring it does not exceed levels where it has the potential to cause damage to hearing?) 	
<ul style="list-style-type: none"> Public Liability Insurance (All public venues are required to have public liability insurance, to ensure they are covered should an incident occur) 	
<ul style="list-style-type: none"> Asbestos Risk Assessment/Report (All properties built up until 1992 have the potential to contain asbestos materials, even accidental damage to these materials can be hazardous. Most venues of this age will have had asbestos surveys undertaken and will have reports which give information 	

about how asbestos is managed if present. It is important you know this before installing an exhibition in a venue.)	
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Description of the shoot - Include all details such as the schedule, equipment to be used, any props, main safety precautions, type of shoot, activities, transport, any external contributors, chemicals etc.

Identifying, evaluating, controlling and rating risk

Risk Rating Guidance

Severity of potential risk		Likelihood of potential risk	
High <ul style="list-style-type: none"> • Hazards capable of resulting in death, severe injury, disability or serious illness • High cost both to individual and organisation 	3	High <ul style="list-style-type: none"> • Likely to occur at any time during the shoot 	3
Medium <ul style="list-style-type: none"> • Hazard capable of resulting in moderate personal injury/illness/damage/loss capability 	2	Medium <ul style="list-style-type: none"> • May occur during the shoot 	2
Low <ul style="list-style-type: none"> • Hazard resulting in minor injury requiring first aid treatment • A minor loss event to the individual or the organisation 	1	Low <ul style="list-style-type: none"> • Unlikely to occur 	1

The risk rating guidance above should be used to assist you in determining the severity of the potential risk and likelihood of potential risk of hazards. In the table below tick the items that you believe are potential hazards (any not listed put in ‘other hazards’).

Having identified the hazards, you then have to consider how likely it is that harm will occur and to who; i.e. the level of risk and what to do about it. Risk is a part of everyday life and

you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly.

The risk rating guidance above should be used to assist you in determining the severity of the potential risk and likelihood of potential risk in the table below.

When you allocate the rating you do so after taking into consideration any measures - called control measures - that you have/or will put in place to reduce the risks.

Potential hazards or hazardous activity (please tick)	Who may be affected ¹ and how? ²	Action taken to remove, reduce or control risks	Severity of potential risk	Likelihood of potential risk
Access/ Egress <input type="checkbox"/> (obstructions, doors & access routes)				
Animals/reptiles/birds <input type="checkbox"/>				
Audience/ members of the public <input type="checkbox"/>				
Chemicals or substances hazardous to health <input type="checkbox"/> (e.g. compressed air, dust, sand, fake blood etc)				
Confined spaces <input type="checkbox"/>				
Cranes, hoists, lifts & access platforms <input type="checkbox"/>				
Dangerous structures <input type="checkbox"/>				
Drones & aerial cameras <input type="checkbox"/>				
Electrical <input type="checkbox"/>				
Falling objects <input type="checkbox"/>				
Fire or heat <input type="checkbox"/>				
Food & drink (e.g.allergens) <input type="checkbox"/>				

Heat/cold <input type="checkbox"/>				
Lighting & visibility <input type="checkbox"/> (e.g. reduced light, fog, smoke)				
Lone working <input type="checkbox"/>				
Manual Handling (e.g. lifting and carrying) <input type="checkbox"/>				
Noise <input type="checkbox"/> (e.g. loud machinery, music, address systems)				
People at higher risk <input type="checkbox"/> (e.g. pregnant women, infants/children, elderly, vulnerable persons, known medical conditions of any participants)				
Props & equipment <input type="checkbox"/>				
Security/ Theft <input type="checkbox"/>				
Slip, trip or fall <input type="checkbox"/>				
Stunts & hazardous activities <input type="checkbox"/> (including being near vehicles)				
Special effects <input type="checkbox"/> e.g. fireworks, pyrotechnics				
Violence, aggression (real or simulated) <input type="checkbox"/>				
Working in/near water <input type="checkbox"/>				
Working at heights <input type="checkbox"/>				
Other hazards not listed above				

¹ E.g. staff, student, member of the public

² E.g. cuts, bruises, fractures, electric shock, burns, allergic reactions

Overall Risk Rating

Having identified and assessed the risks above, use the table below to consider an overall rating for the activity on the basis of the severity and likelihood of it leading to severe injury or severe impact on the health of anyone involved.

	Tick next to the risk level					
Severity: With control measures in place what is the potential severity of an injury or health effect?	Low 1		Medium 2		High 3	
Likelihood: How likely is the most significant hazard to cause harm?	Low 1		Medium 2		High 3	
Total risk score: (severity multiplied by likelihood)	Low 1-2		Medium 3-4		High 6-9	

<p>Is the shoot of a sensitive nature or likely to cause offense to the beliefs or values of others?</p> <p>(Information may need to be given to involved parties or audiences, advice can be sought from the Module Leader or Course Leader)</p>	
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<p><u>Declaration</u></p> <p>Name:</p> <p>Date:</p>

This form should be emailed to the Module Leader who will need to consult and seek approval from the members of staff detailed below where the risk is medium/high. Students should not carry out any further work until this risk assessment has been approved.

Staff Authorisation			
The staff below are confirming they have read and understood this risk assessment, and where necessary discussed further with the student prior to authorising. It is noted that the control measures are considered appropriate unless additional controls are identified in the box below.			
Position	Risk	Name and Signature	Date

Module Leader	Low		
Course Leader	Medium		
Programme Director	High		
Estates (Risk & Safety)	High		

Additional control measures required by any of the above named?

Once authorised, the member of staff should give this form to the HE Administrative Assistants who will scan and file a copy in the course S Drive and email a copy to the student.

This form should be saved in the organisers name using the convention initial.surname.dd.mm.yy.SAF (date of event).

**Appendix B:
Student Guidance - Using Externally Sourced Objects & Materials**

Introduction

The University is a creative environment and one in which experimentation and innovation are to be championed and encouraged. However, this needs to be carried out in a manner, which does not pose a risk to yourself or to any other people who may be affected by your activities.

This guidance has been produced to assist staff and students in the following:

- Identifying items, objects and materials which pose too high a risk and should not be brought into University buildings
- Determining the processes which should be followed for items that, although posing a risk, with the right control measures, can be managed so they may be used.

Items, Objects and Materials

Mattresses

Old mattresses are not hygienic and if damaged are no longer fire retardant therefore should not be brought in. New mattresses may be used bearing in mind that there are manual handling risks with the movement of a mattress due to the bulky size and weight, which would need a risk assessment.

Asbestos

Asbestos is a high risk material and has been banned in the UK since 1999 therefore must not be brought into the University. Prior to 1999 it had been used in the building and fit out of many places in the UK for many years, therefore is still present in some buildings. It can be in many forms including lagging around pipes and boiler, gaskets, insulation board, floor tiles, cement products for example; downpipes, soffits boards and corrugated roof sheeting and window putty. Care must be taken when bringing in any old objects since there may be a possibility that they contain asbestos.

Asbestos must never be handled, broken or tampered with, below are some picture examples of asbestos materials to help in identifying it:





Old or damaged mains electrical equipment

Old or damaged electrical equipment can only be used for non-powered, decorative purpose. A risk assessment will need to be carried out and the item will need to be decommissioned so it can't be used electrically.

New and other mains electrical equipment

Only off-the-shelf electrical devices that meet British Safety Standards can be operated within University buildings. All mains electrical devices brought into the University need to be inspected by a member of Estates before they can be used. Mains electrical equipment should only be used for its intended purpose and must never be modified or adapted. The University requires that all mains electrical equipment must be PAT tested annually, a visual inspection must be undertaken each time before an appliance is used.

Students wishing to use mains electrical equipment that is not provided by the University should speak to their Module Leader, who will request via the Estates helpdesk a PAT test if necessary, and a risk assessment should be carried out. This does not include phone chargers or laptop cables, provided they are only used for their intended purpose, are in good condition and of a suitable standard.

Large electrical/domestic appliances must not be brought into the University without an approved risk assessment that also considers its safe transit in and out of the building.

Electrical work

Staff and students must not install or tamper with any electrical systems or devices within University buildings. All University electrical work is managed by the Estates department and carried out by qualified electrical contractors.

Glass / mirrors

There is a risk when transporting or handling glass and mirrors, therefore proposals for working with glass or mirrors need to be risk assessed and approved before the material is brought into University buildings.

Chemicals

Chemicals should only be used if they have been approved by the University and have safety material data sheets, COSHH risk assessments, storage and disposal measures in place.

If a member of staff wishes to try out a process using a new chemical this will need to be risk assessed under COSHH regulations and approved by Estates prior to the chemical being brought onto University premises.

Proprietary brand make-up may be used.

Paint and painted timber

Use of paint should be limited to general emulsion, water based paint and approved oil based paint only. Any deviation from this must be risk assessed. In general paint should be new and proprietary brands, however, paint from established companies which reuse/recycle paint may also be considered new provided the companies can demonstrate they have undergone the correct inspections and the measures they have taken to ensure the safety of their products can be relied upon n.b. advice may need to be taken from Estates (Risk and Safety) to ensure this.

Old paint tins or old painted timber may have lead content, which is a high risk, therefore a risk assessment must be carried out and approved before such items are brought into the University.

Gas bottles, fuel or flammable substances

These items pose too high a risk and under no circumstances should gas bottles or fuel be brought into University buildings.

Metal materials

The University provides students with metal materials for creative practice in its Workshops. Proposals for working with metals that are not supplied by the University need to be risk assessed and approved before the material is brought into University buildings.

Lead must not be brought into the University. It can be absorbed into the blood stream, cause symptoms such as headaches, tiredness, irritability, anaemia or stomach pains and anyone pregnant should not come into contact with it. Lead in the form of cast type for type-setting is subject to strict control within the University's printmaking resource and should not be augmented without a risk assessment by the Workshop Manager and approval by Estates.

Upholstered furniture

Upholstered furniture must not be brought into the University without a risk assessment since it is a combustible material and if the fabric is damaged it will be highly flammable. Furniture can be bulky and heavy and there are manual handling implications with lifting or moving heavy items that will form part of the risk assessment.

Expanding foam

Expanding foam is highly flammable and must not be used. The chemical vapours can expose individuals to isocyanates, which can cause asthma, sensitisation, respiratory problems, skin and eye irritation.

Old or used batteries

These must not be brought into the University buildings.

Pets and animals

A risk assessment will be required prior to any animals being brought into the University. Examples where risk assessments may be approved are:

- where they are required for a film/photo shoot
- assistive animals for persons with disabilities, or those in training for such a purpose
- Police dogs on duty
- Student Union arranged activities involving assistive animals

Firearms/replicas/offensive weapons

Firearms are not permitted within the University buildings.

Proposals for the use of replicas or items, which could be used as weapons will be subject to consideration and recommendation through a risk assessment. The request may be referred to the University's Research Ethics Committee in the first instance.

Any items not referenced in this guidance

If a student wishes to bring any item, object or material into the University that is not referenced in this document, they should discuss this with their Module Leader prior to bringing it into the buildings. Module Leaders will make an initial assessment as to the suitability of the item and the risks that may be posed and may seek advice and guidance from Estates (Risk and Safety) via the Estates Helpdesk.

If a member of staff wishes to bring an item or material into the building that isn't referenced in this document, they should seek advice and guidance from Estates (Risk and Safety) through the Estates Helpdesk.

Appendix C:



Generic Risk Assessment – Film & Photography Shoots

This risk assessment covers general operations when using film and photography equipment in relatively stable and managed environments. Used for general shoots on site which are low risk (still life, person standing, sitting, reading, walking across room, group portraits etc.) It excludes off site shoots or higher risk shoots (animals, working at heights, pyrotechnics, props which are potentially hazardous, etc) which must be individually risk assessed using the Location Shoot Safety Form. Please refer to the Film and Photography location shoots handbook.

For off-site or outside the course activities and ones where the risk may be higher, a specific safety assessment form for location shoots must be completed by the student or member of staff and approved prior to any exhibitions or installations taking place.

Course:		Date:	2019/20
Module Leader Name: Signature:			
Course Leader Name: Signature:			
Activity:	Low risk film and photography Shoots	Next review date:	July 2020

Hazards and Risks		Control Measures	
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action is required?
Slips, Trips and Falls	<p>Students, staff, shoot contributors, visitors, actors, members of the public</p> <p>Tripping over trailing cables, tripod legs, stands, cases, props, personal belongings, etc. resulting in possible bruising or sprain</p> <p>Personal Injury and damage</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented • Contracted cleaning staff carry out periodic cleaning of the areas within studios • Departmental and studio inductions carried out and documented • Supervision of shoot areas and environmental awareness by shoot organiser • Periodic housekeeping carried out by students and staff • Safety briefings given prior to shoots • Cable tidies/covers used where required • Reporting procedure in place if there are any slip, trip and fall hazards to raise any concerns 	<ul style="list-style-type: none"> • Instruction on guarding against slips, trips and falls and appropriate footwear • Inspections and audits carried out within departmental areas. • Initial skills training followed by repeated practice and monitoring throughout course

<p>Manual Handling</p>	<p>Students, staff, shoot contributors, visitors, actors, members of the public</p> <p>Through moving, pushing, pulling, handling, lifting, transporting, putting down, picking up any load</p> <p>Sprains/Strains, musculoskeletal injuries pushing/pulling equipment trolleys</p> <p>Equipment falling which causes personal injury</p> <p>Trapped fingers when setting up and operating track and dolly systems</p>	<ul style="list-style-type: none"> • Avoid where possible • Health and safety induction carried out with all students and documented • Use of trolleys and appropriate lifting equipment where required. Assistance sought where needed • Departmental and studio induction and training carried out and documented • Supervision in place by shoot organiser • Reporting procedure in place to raise concerns • Safety briefings given prior to shoot • Personal Protective Equipment (PPE) provided as required • Routes planned and approved prior to moving bulky, heavy and large loads/exhibit's through the University (Estates) 	<ul style="list-style-type: none"> • Instruction on manual handling carried out • Inspections and audits carried out within departmental areas • Appropriate footwear(closed toe, sufficient grip) worn within studios • initial skills training followed by repeated practice and monitoring throughout course
<p>Electricity</p>	<p>Students, staff, shoot contributors, visitors, actors, members of the public</p> <p>Electric shock if electrical connections are damaged or become exposed to liquids during filming. Overloading of sockets increasing risk of fire and heat.</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented • User checks carried out prior to using equipment • Portable Appliance Testing (PAT) carried out. PAT is documented carried out annually with defective items removed/repared/replaced • Liquids to be kept away from electrical items • Fixed electrics testing carried out in line with appropriate legislation 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out • Inspections and audits to be carried out by Risk & Safety

		<ul style="list-style-type: none"> • All defects rectified in line with guidance • All equipment serviced and maintained under a planned and preventative maintenance programme 	
Fire	<p>Students, staff, shoot contributors, visitors, actors, members of the public</p> <p>Electrical overloading or hot lights igniting flammable materials may cause a fire on set.</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented • Contracted cleaning staff employed by the University (housekeeping) • Departmental housekeeping carried out • Fire Warden training carried out with departmental staff • Fire evacuations carried out annually • Assembly points in place • Fire extinguishing media available with annual servicing carried out and documented by an approved Contractor • Emergency lighting in place with periodic checks and servicing carried out by approved Contractor • Smoke detection and means of detection in place with servicing carried out by an approved Contractor • Supervision in place with reporting procedure in place to raise concerns 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out • Inspections and audits to be carried out • Safe Studio Practice document
Lighting	<p>Students, staff, shoot contributors, visitors, actors, members of the public</p> <p>Trip over or strike equipment or other persons when working</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented. • Illumination in place to direct persons to areas of safety when working in dark rooms etc. • Safety briefings given prior to shoots 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out • Toolbox talks given to students in use of Steps/stepladders/platforms and documented

	in dark or bright areas of the shoot.	<ul style="list-style-type: none"> • Shoot Code of Practice 	
Visitors and members of the public visiting Film and Photography Studios	<p>Students, staff, shoot contributors, contractors, visitors, actors, members of the public</p> <p>Personal Injury through violence and aggression</p> <p>Lack of supervision causing injury, damage or harm</p>	<ul style="list-style-type: none"> • Visitors and members of the public attending at the request of a student have prior approval from their Module Leader • All visitors and members of the public enter the building via reception and sign in • All visitors and members of the public are hosted throughout their visit by their point of contact • CCTV fitted to parts of University premises • Safety brief given prior to any shoot activity 	
Noise	<p>Students, staff, shoot contributors, visitors, actors, members of the public</p> <p>Hearing damage when exposed to poorly controlled noise levels on equipment/headphones</p>	<ul style="list-style-type: none"> • Health and Safety Induction carried out with all students • Supervision of noise levels carried out within departments • Reporting procedure in place where concerns are identified • User checks prior to use of noise producing equipment to ensure volume levels are at an acceptable level • Appropriate PPE issued/used where the risk cannot be controlled by other means 	<ul style="list-style-type: none"> • Instruction given to students and documented
Working at Heights	Students, staff, shoot contributors, visitors, actors,	<ul style="list-style-type: none"> • Health and safety induction carried out with all students 	<ul style="list-style-type: none"> • Instruction given to students in use of

	<p>members of the public</p> <p>Fall from a platform when seeking a higher camera view point, falling onto bystander, resulting in potential bruising, fracture or head injury.</p>	<ul style="list-style-type: none"> • Departmental inductions carried out and documented • Students monitored and supervised • User checks carried out prior to use • Reporting procedure in place to raise concerns • Safety briefings given prior to shoots 	<p>steps/stepladders/platforms and documented</p>
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