

**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.**

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

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| **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** | Students, staff, shoot contributors, visitors, actors, members of the publicTripping over trailing cables,tripod legs, stands, cases, props, personal belongings, etc. resulting in possible bruising or sprainPersonal Injury and damage | * 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
 | * 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
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| **Manual Handling** | Students, staff, shoot contributors, visitors, actors, members of the publicThrough moving, pushing, pulling, handling, lifting, transporting, putting down, picking up any loadSprains/Strains, musculoskeletal injuriespushing/pulling equipment trolleysEquipment falling which causes personal injuryTrapped fingers when setting up and operating track and dolly systems | * 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)
 | * 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
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| **Electricity** | Students, staff, shoot contributors, visitors, actors, members of the publicElectric shock if electrical connections are damaged or become exposed to liquids during filming. Overloading of sockets increasing risk of fire and heat. | * 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/repaired/replaced
* Liquids to be kept away from electrical items
* Fixed electrics testing carried out in line with appropriate legislation
* All defects rectified in line with guidance
* All equipment serviced and maintained under a planned and preventative maintenance programme
 | * Instruction in use of equipment to be carried out
* Inspections and audits to be carried out by Risk & Safety
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| **Fire** | Students, staff, shoot contributors, visitors, actors, members of the publicElectrical overloading or hot lights igniting flammable materials may cause a fire on set. | * 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
 | * Instruction in use of equipment to be carried out
* Inspections and audits to be carried out
* Safe Studio Practice document
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| **Lighting** | Students, staff, shoot contributors, visitors, actors, members of the publicTrip over or strike equipment or other persons when working in dark or bright areas of the shoot. | * 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
* Shoot Code of Practice
 | * Instruction in use of equipment to be carried out
* Toolbox talks given to students in use of Steps/stepladders/platforms and documented
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| **Visitors and members of the public visiting Film and Photography Studios** | Students, staff, shoot contributors, contractors, visitors, actors, members of the publicPersonal Injury through violence and aggressionLack of supervision causing injury, damage or harm | * 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
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| **Noise** | Students, staff, shoot contributors, visitors, actors, members of the publicHearing damage when exposed to poorly controlled noise levels on equipment/headphones | * 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
 | * Instruction given to students and documented
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| **Working at Heights** | Students, staff, shoot contributors, visitors, actors, members of the publicFall from a platform when seeking a higher camera view point, falling onto bystander, resulting in potential bruising, fracture or head injury. | * Health and safety induction carried out with all students
* 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
 | * Instruction given to students in use of steps/stepladders/platforms and documented
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