**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) | |
| * **Fire risk assessment & Evacuation Procedures**   (This will inform you how fire risks are managed and what to do in an evacuation) |  |
| * **Periodic/Fixed Electrical Testing Certificates**   (These ensure that the electrical systems are safe to use in a building) |  |
| * **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?) |  |
| * **Public Liability Insurance**   (All public venues are required to have public liability insurance, to ensure they are covered should an incident occur) |  |
| * **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.) |  |

|  |
| --- |
| **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   * Hazards capable of resulting in death, severe injury, disability or serious illness * High cost both to individual and organisation | 3 | High   * Likely to occur at any time during the shoot | 3 |
| Medium   * Hazard capable of resulting in moderate personal injury/illness/damage/loss capability | 2 | Medium   * May occur during the shoot | 2 |
| Low   * Hazard resulting in minor injury requiring first aid treatment * A minor loss event to the individual or the organisation | 1 | Low   * 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 affected¹ and how?²** | **Action taken to remove, reduce or control risks** | **Severity of potential risk** | **Likelihood of potential risk** |
| Access/ Egress □  (obstructions, doors & access routes) |  |  |  |  |
| Animals/reptiles/birds □ |  |  |  |  |
| Audience/ members of the public □ |  |  |  |  |
| Chemicals or substances hazardous to health □  (e.g. compressed air, dust, sand, fake blood etc) |  |  |  |  |
| Confined spaces □ |  |  |  |  |
| Cranes, hoists, lifts & access platforms □ |  |  |  |  |
| Dangerous structures □ |  |  |  |  |
| Drones & aerial cameras □ |  |  |  |  |
| Electrical □ |  |  |  |  |
| Falling objects □ |  |  |  |  |
| Fire or heat □ |  |  |  |  |
| Food & drink (e.g.allergens) □ |  |  |  |  |
| Heat/cold □ |  |  |  |  |
| Lighting & visibility □  (e.g.reduced light, fog, smoke) |  |  |  |  |
| Lone working □ |  |  |  |  |
| Manual Handling (e.g. lifting and carrying)□ |  |  |  |  |
| Noise □  (e.g. loud machinery, music, address systems) |  |  |  |  |
| People at higher risk □  (e.g.pregnant women, infants/children, elderly, vulnerable persons, known medical conditions of any participants) |  |  |  |  |
| Props & equipment □ |  |  |  |  |
| Security/ Theft □ |  |  |  |  |
| Slip, trip or fall □ |  |  |  |  |
| Stunts & hazardous activities □  (including being near vehicles) |  |  |  |  |
| Special effects □  e.g. fireworks, pyrotechnics |  |  |  |  |
| Violence, aggression (real or simulated) □ |  |  |  |  |
| Working in/near water □ |  |  |  |  |
| Working at heights □ |  |  |  |  |
| 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 |  |

|  |  |
| --- | --- |
| Is the shoot of a sensitive nature or likely to cause offense to the beliefs or values of others?  (Information may need to be given to involved parties or audiences, advice can be sought from the Module Leader or Course Leader) |  |

|  |
| --- |
| **Declaration**  Name:  Date: |

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).