

Portfolio checklist:

- Outline of scenario and proposed filming; ✓
- Production Risk Assessment; ✓
- Emergency Plan ✓
- Call Sheet ✓
- Filming Methods- Equipment, position, operator. ✓
- Participant Fitness Review ✓
- Location Review (recce) ✓
- Safety Review Based on Initial Risk Assessment ✓
- List of Control Measures ✓
- Safety Vetting Form ✓
- Record of Any Accident (If Relevant) ✓ (empty example)
- Manual Handling Assessment ✓

Outline of scenario and proposed filming

- **Working Title:** “The Escape”
- **Genre:** Short Film
- **Duration:** 3 minutes
- **Target Audience:** 18-35 Male or female
- **Outline:** The main protagonist, David, was a hiker who likes to look for hidden paths to walk on. One day, when he was finding for a cave, he was being hit by some one on his head and he passed out. When he has woken up, he found himself inside trapped in a dark, wet and cold cave. He tried to find a way out, while obstacles such as deep-water puddles, slippery surface and falling rocks are blocking his way. Finally, he managed to find a way out to the exit of the cave.
- **Character breakdown:** David – A 30 years old male adventurous hiker. Likes to find hidden hiking trails to walk on. Safety is not part on his consideration while he hikes therefore there are always accident when he was looking for the hidden trails.
- **Visual and Audio elements:** The lighting in the cave is extremely dark. The surface of the cave will be extremely wet and water puddles will be seen everywhere. There are also falling rocks along the path. Water dripping and rocks falling will be heard.
- **Legal & Ethical Considerations:** We will use copyright free music for this video.

Risk Assessment Form – Part A

Production Name:	“The Escape”	Organisation	UWTSD Adventure Filmmaking
Production Address:	University of Wales Trinity Saint David Carmarthen Campus Carmarthen SA31 3EP	Producer / Editor Tel: Mobile:	Yu Kan Chung +852 25273315 +852 96836474
Start date	1 st October, 2019	End date	14 th October, 2019
Distribution <i>Who gets a copy of the assessment</i>	Dr Brett Aggersberg		
Outline of risk assessment <i>Summary of what is proposed in terms of sequences and set ups.</i>			
Team members / experts / contractors / contributors etc. <i>List those involved</i>	Yu Kan Chung – Producer/Director		
Locations <i>Outline locations involved – indicate any which are hostile environments</i>	Dolaucothi Gold Mines (Pumsaint, Llanwrda SA19 8US)		
Assessor Name Signature	Yu Kan Chung	Date completed	1 st October, 2019
Authoriser (if not Assessor) Name Signature	Dr Brett Aggersberg	Date authorised	14 th October, 2019

Hazard list – select your hazards from the list below and use these to complete Part B					
Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person		Contact with cold liquid / vapour	✓	Disease causative agent	
Attack by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Allergic reaction	
Cold environment	✓	Contact with hot surface		Lack of food / water	
Crush by load		Electric shock		Lack of oxygen	
Drowning		Explosive blast		Physical fatigue	
Entanglement in moving machinery		Explosive release of stored pressure		Repetitive action	
High atmospheric pressure		Fire		Static body posture	
Hot environment		Hazardous substance		Stress / anxiety	✓
Manual handling		Ionizing radiation		Venom poisoning	
Object falling, moving or flying	✓	Laser light			
Obstruction / exposed feature		Lightning strike		Environmental hazards	
Sharp object / material		Noise		Litter	
Shot by firearm		Non-ionizing radiation		Nuisance noise / vibration	
Slippery surface	✓	Stroboscopic light		Physical damage	
Trap in moving machinery		Vibration		Waste substance released into air	
Trip hazard	✓			Waste substance released into soil / water	
Vehicle impact / collision		Managerial / organisational hazards			
Falls from height		Management factors (lack of communication, co-operation, co-ordination and competence)	✓		

Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’	Likelihood of Harm				
Severity of Harm	Remote <i>e.g. <1 in 1000 chance</i>	Very unlikely <i>e.g. 1 in 200 chance</i>	Unlikely <i>e.g. 1 in 50 chance</i>	Possible <i>e.g. 1 in 10 chance</i>	Likely <i>e.g. >1 in 3 chance</i>
Negligible <i>e.g. small bruise</i>	Trivial	Trivial	Trivial	Low	Low
Slight <i>e.g. small cut, deep bruise</i>	Trivial	Trivial	Low	Low	Medium
Moderate <i>e.g. deep cut, torn muscle</i>	Trivial	Low	Medium	Medium	High
Severe <i>e.g. fracture, loss of consciousness</i>	Low	Medium	High	High	Extremely high
Very Severe <i>e.g. death, permanent disability</i>	Low	Medium	High	Extremely high	Extremely high

Risk Assessment Form – Part B

Activity¹ – Each individual activity you are proposing: Walking, running in the cave (Actors, crew) Move of equipment in the cave (Crew)			Location – where this activity will take place: Dolaucothi Gold Mines		Dates / times: 8 th October 2019
Hazards² List what could cause harm from this activity e.g. falls from height, trip hazard, fire, etc.	Who exposed List who might be harmed from this activity e.g. staff, contractors, contributors, public, etc.	Risk³ For each hazard, decide level of risk as if you were to do the activity without your controls	Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning and rehearsals, use of personal protective equipment, provision of first aid, etc.		Risk³ For each hazard, decide level of risk once all your controls are in place
Cold environment	Everyone inside the cave	Low	Ask everyone to bring warm clothes; And prepare extra clothes in case someone didn't bring enough clothes		Trivial
Object falling, moving or flying (or hitting object while moving inside the cave)	Everyone inside the cave	High	Helmet should be worn when inside the cave.		Low
Slippery surface	Crew / actor who are walking or standing in the cave	Low	Ask everyone to wear hiking or non-slip shoes; Put warning signs near the slippery surface.		Trivial
Trip hazard	Crew / actor who are walking or standing in the cave	Medium	Put warning signs near the item which will trip the crew.		Low
Contact with cold liquid / vapour	Crew / actor who will move around	Low	Water-proof shoes will be provided to crew and actors who will be walking near water puddles.		Trivial
Management factors (lack of phone signal)	Everyone within the area of the gold mines	Trivial	Use Walkie-talkie instead of mobile phones. Borrow the phone from the gold mine's reception's phone to call the emergency if needed.		Trivial
Stress / anxiety (claustrophobia)	Actors and crew who have claustrophobia	Trivial	Ask them to stand outside of the cave if possible.		Trivial

Continue on separate sheet if necessary

1 – complete separate table for each activity 2 - from hazard list in Part A 3 - from risk matrix in Part A

Emergency Plan

In case of the following emergencies:

- **Fire**

If the fire is not large, trained personnel can use the fire extinguishers prepared by the equipment team. It is located at the craft table. If it's uncontrollable, call 999 for the fire department immediately and evacuate for the nearest fire exit.

- **Injuries**

On-site trained first aiders can provide care on minor injuries. If the injury is too serious, bring the injured person to the nearest exit (if possible) or wait inside the cave and call 999 for the paramedics.

- **Power outage**

If the lights go off in the cave, it will be extremely dark but green lights of the emergency exit will be lit up. Follow the lights to the nearest exit. Flashlights will be found on the craft table, use them to lead the way to the exit in order to avoid tripping on items such as rocks and wires.

- **Theft/Robbery**

As the gold mines are a quiet and far place, thieves stealing, or robbery will be possible. Report to the police immediately you notice the loss of property or got robbed. Ask the gold mine's reception if they have any sight on the theft.

Executive Producer: Yu Kan Chung Producer: Yu Kan Chung Director: Yu Kan Chung Production Manager: AAA AAAAA Production Coordinator: BBB BBBBB 1 st Assistant Director: CC CCCC	THE ESCAPE	DATE: 8 th October 2019 Tuesday SHUTTLE INFO: 0730 Departs from carpark next to Canolfan S4C Yr Egin
WEATHER: Cloudy with showers First Aid kit and fire extinguisher at the craft table.	CALL TIME 08:30 Check grid for individual call times	LUNCH 12:30

Production Office	Nearest Hospital to Set
University of Wales Trinity Saint David Carmarthen Campus Carmarthen SA31 3EP	Llandovery Hospital Llanfair Rd, Llandovery SA20 0LA

LOCATIONS					
#	Location	Address	Parking	Contact	
1	Dolaucothi Gold Mines	Pumsaint, Llanwrda SA19 8US	Parking below entrance	Donna Sharp (Dolaucothi Operations Manager) 01558 650809 opt 2	
Scene and Description			Cast	Pgs	Loc
S1: David was looking for the hidden path and got hit on his head by a secret man.			2	1	1
S2: David had woken up in the cave and looks for a way out.			1	2	1
				TOTAL PAGES:	3

#	Cast	Role	Call Time	Pick Up Time	MU/WD	Set Call
1.	John David	David	0830	0730	MU	0915
2.	Harry John	Secret Man	0830	0730	MU	0915
3.						

Extras/Background
Transportation
Shuttle bus and equipment van departs at S4C Yr Egin carpark on 07:30
Craft – Hot & Ready @ 0930
Cast/Crew Subs x 20 @ 0930
Catering
Cast/Crew Lunch x 20 to be Hot & Ready @ 1215 to be served @ 1230

SET REQUIREMENTS
Props: Rocks, chains
Special Effects: Weak lights
Vehicles: -
Wardrobe: Dirty clothes for David
Makeup: Dirt on David's face
Set Dressing: -
Animal Wrangler: -
Stunts: -

Producer	Producer	Production Manager	Production Coordinator	1 st Assistant Director
NAME	NAME	NAME	NAME	NAME
Yu Kan Chung	Liam Tripp	James Lewis	William Sharp	Katrina Seaton
PHONE NUMBER	PHONE NUMBER	PHONE NUMBER	PHONE NUMBER	PHONE NUMBER
+852 96836474	07287452136	07598741265	07854697254	07916646589

Advanced Schedule Day 1 of 3 05-10-19		
Scene and Description	Cast	Pages
S1: David was looking for the hidden path and got hit on his head by a secret man.	2	1
S2: David had woken up in the cave and looks for a way out.	1	2

DEPT	NAME	IN	DEPT	NAME	IN
PRODUCTION			ART DEPT		
Producer	Yu Kan Chung		Production Designer	Troy Stevens	
Producer	Liam Tripp		Art Department		
Director			Art Department		
Production Manager	James Lewis		HAIR/MAKEUP/WARDROBE		
Production Coordinator	William Sharp		Key		
Production Assistant	Joe Barthorpe		Assistant		
Production Assistant			Assistant		
AD'S			CONTINUITY		
1 st Assistant Director	Katrina Seaton		Script Supervisor	Kyron Barton	
2 nd Assistant Director			LOCATIONS		
3 rd Assistant Director			Locations Manager		
CAMERA DEPT			SOUND		
Director of Photography	Jack Laytham		Production Sound Mixer	Danial O'Moore	
1st Assistant Camera	Elliott Oakes		Boom Operator	Carlos Frederick	
2nd Assistant Camera	Jaydn Brandt		STUNTS		
Camera Trainee			Stunt Coordinator		
GRIP & ELECTRIC DEPT			CATERING/CRAFT		
Key Grip	Roland Mcgee		Catering	Haley Parkes	
Best Boy Grip			Craft	Stanley Rosario	
Grip	Edmund Galindo		DRIVERS		
Gaffer			Driver Coordinator	Edison Guerra	
Best Boy Electric			Driver		
Electric			Driver		
Swing			Driver		

Filming Methods (Camera Shot List)

Title of film: "The Escape"

Scene	Shot	Shot Size/ Angle	Movement	Internal or External	Shot Description	Notes
1	1	Wide shot Low Angle	Walking	External	David walks on the trail, looking around to find the cave.	
1	2	Mid Close Up	Standing	External	David stops walking and noticed something on his left side.	
1	3	Wide > MCU	-	External	Slowing zoom towards the entrance of the cave.	Echo of the wind from the cave.
1	4	Wide	Walking	External	David start walk towards the entrance of the cave.	
1	5	Close Up	Walking	External	A secret masked man walks towards David with a wooden sick on his hand.	Camera point towards the masked man from David's shoulder.
1	6	FPV of David	Turn back	Internal	David notice the secret man and looks back, and the secret man use the wooden stick to hit David's head.	David faints immediately and the screen turns black.
2	1	FPV of David	Lying on the floor	Internal	David awakes and found himself inside a deep cave and found himself bleeding.	Blood on David's hand
2	2	Wide shot low angle	Standing up	Internal	David stands up and start walk around to find the exit.	PPE to be worn after shooting of shot 2-1 to 2-5
2	3	Mid shot	Walking	Internal	David trips on a rock and fall onto the ground and feels pain on his ankles.	Wear protecting inside David's trousers.
2	4	Mid shot	Walking	Internal	David continue walking and steps on puddles.	Prepare dry shoes for David.
2	5	FPV of David	Walking	Internal	After some time of walking David finally see some sunlight. David use his hand cover his eyes from the sunlight.	
2	6	Wide shot	Walking	External	David walks out of the cave while covering his eyes.	Camera to be set outside the cave with a low angle.

Participant Fitness Review

All review is based on the BBC safety's Contributor fitness table.

(<http://downloads.bbc.co.uk/safety/documents/health/contributor-fitness-table.pdf>)

- Activity Level of this film: Level 2 (Contains short running and climbing)
 - Fitness requirement: Able to run and climb on uneven surface
-
1. Actor 1: David (John David)
 - Has experience in running and gym training. Able to run for 800m in one go.
 - Can swim without any buoyancy aid.
 - Has experience in hiking.
 - Can fulfill all the requirements of movements of the film.

 2. Actor 2: Secret Man (Harry John)
 - No experience in running or gym training.
 - Does not require any strong or violent movement in his acting in this film so we don't require too much from him.

Recce Sheet

Title of production "The Escape"
 Location: Dolaucothi Gold Mines
 Present: Yu Kan Chung (Director)

Date of recce: 5th October 2019

	Please indicate Yes/No for each area	Comments/Details
Local Condition: • Any known problems If yes, please detail (including source of information)	Yes	Some parts of the cave will be too narrow for equipment to get in.
• Aid needed If yes, please detail name, address and contact numbers for each person/organization • Permission needed • Protective clothing needed If yes, please detail	No Yes Yes	Ask permission from: Donna Sharp (Dolaucothi Operations Manager) 01558 650809 opt 2 Helmet and flashlight Warm clothing
Viewpoints: • Appropriate viewpoints isolated • Any obstructions • Easy to reach and safe If no, please detail requirements	Yes No No	Some parts of the cave will be too narrow for equipment to get in. Might have to breakdown the equipment for easier assess.
Requirements: • Power available If no, please detail alternative arrangements • Lighting appropriate If no, please detail alternative arrangements • Sound equipment (please detail)	No Yes	We will rent diesel generator and put them outside the cave. Can ask the onsite workers to turn off some of the lights One shotgun microphone with boom
Anticipated problems: • Sound If yes, please detail • Picture If yes please detail • People If yes, please detail • Other If yes, please detail	Yes No No No	Echo will be strong
Other considerations (please provide details for each): • Security considered • Welfare considered (transport, food, First Aid etc.) • Set dressing required • Props required	Yes Yes No Yes	Site is secured. Falling Rocks
Comments:		

Please attach sketches (including power points, anticipated camera viewpoints, position of lighting etc.) and photographs of the location and its site

Safety Review Based on Initial Risk Assessment

Risks (Based on the risk assessment form)	Review
Cold environment	Everyone had brought their own warm clothes. No extra warm clothes had been borrowed.
Object falling, moving or flying (or hitting object while moving inside the cave)	PPE had been worn by every crew. Actors wore the PPE right after every shot and no injuries about this risk had occur.
Slippery surface	Warning signs had been posted up on slippery surfaces. No injuries about this risk had occur.
Trip hazard	Warning signs had been posted up on different trip hazards, such as wires and rocks. One of the crew had tripped on the rock due to unclear sign. For next time, we will post up signs with led lights.
Contact with cold liquid / vapour	Everyone wore waterproof shoes and no injuries about this risk had occur.
Management factors (lack of phone signal)	Only a few people had managed to receive phone and internet signal inside the cave. For next time we will research and choose the best service provider for the filming areas.
Stress / anxiety (claustrophobia)	No such risk had happened to any of the crew and actors.

List of Control Measures

Note: This form is to be completed on the day of filming. All control measures must be complete to ensure that all crew and cast remain as safe and secure as possible.

Cold Environment

Control to be done	✓ if done
Check if all crew and actors wear enough warm clothes	
Prepare extra warm clothes in case of anyone is not warm enough	

Object falling, moving or flying (or hitting object while moving inside the cave)

Control to be done	✓ if done
Did everyone wear PPE (Helmet, flashlight) before entering the cave?	
Make sure the actors wear their PPE immediately after every shot	

Slippery surface

Control to be done	✓ if done
Check if all crew and actors wear hiking shoes	
Put warning signs on slippery surfaces	

Trip hazard

Control to be done	✓ if done
Confirm all rocks that will trip the crew while shooting	
Put warning signs on trip hazards	
Manage all cable and equipment properly	
Set up areas for equipment handling	

Contact with cold liquid / vapour

Control to be done	✓ if done
Check if all crew and actors wear waterproof shoes	
Prepare dry clothes, socks and shoes for crew and actors in case anyone accidentally step into water puddles	
Prepare an electric warmer for drying wet clothes	

Management factors (lack of phone signal)

Control to be done	✓ if done
Confirm the phone at the reception can be used as emergency contact	
Check if anyone's phone was able to receive any signal. Record the service provider he or she is using.	

Stress / anxiety (claustrophobia)

Control to be done	✓ if done
Check if any of the crew had claustrophobia?	
Prepare rest area for crew or actors who need rest	

Safety Vetting Form

As part of the commissioning process broadcasters review the health and safety arrangements of independent production companies. This questionnaire forms the basis of this review, although it is possible that you will be asked subsequent questions, particularly if you are being commissioned to produce higher risk content or if the Commissioner wants to gather further information. Once approved, your safety vetting approval is valid for a period of 3 years. Information provided on this questionnaire may be shared with other broadcasters who participate in the shared vetting process (which includes BBC, Channel 4, ITV, Sky, S4C).

Guidance on completing the form is given in notes which accompany the questions sets (blue shaded boxes). All answers should be given in the grey text boxes. You can send us the completed form as a pdf file.

Company Details

Company name (in full)	UWTSD Adventure Filmmaking	
Name of parent company (if applicable)		
Company address	University of Wales Trinity Saint David Carmarthen Campus, Carmarthen SA31 3EP	
Number of employees	8	
Please indicate (Y/N) the nature of the production commissions which you wish to be considered for within the next three years: <i>Please answer all questions</i>	Radio N TV Y	
	Low-Medium risk i.e. non-hostile locations, ready access to emergency services, non-inflammatory subject matter	Y
	High risk: i.e. hostile and/or remote locations, undercover stories, highly sensitive subject material, etc.	N
Low-Medium risk Radio productions – answer all questions excepting: 4, 5, 7, 10		
Low-Medium risk TV productions – answer all questions excepting: 7, 10		
High risk productions – answer all questions		
Have you been safety vetted by another broadcaster within the previous 3 yrs? <i>(if 'yes', please state who/when)</i>	N	
Name of person completing this form	Yu Kan Chung	
Job title	Producer	
Date completed	8/10/2019	
Declaration: By submitting this form you declare that, to the best of your knowledge, the information is true and accurate; and that you will inform the commissioning company of all changes that significantly alter the information provided.		

Health and Safety Management

1. Do you have a Company H&S Policy? <i>(If "yes", please attach)</i>	Yes
It is a legal requirement for companies employing 5 or more people to have a written health and safety policy in place. You can write it for yourselves , obtain it from your source of H&S Assistance (see below) or customise an established one (e.g. from PACT or your parent company). The policy should specify who is responsible for health and safety at managerial and day-to-day levels, what arrangements are in place to manage safety and the emergency procedures you have.	
2. Who is ultimately responsible for health and safety in your company?	Name and job title: Yu Kan Chung, Producer
A single individual should take overall responsibility for making sure the company's health and safety obligations are met and any issues are addressed. The responsible person should be an employee with influence within the organisation and is generally a Managing Director, Chief Executive, or other Director / board member. It should not be a person who makes day-to-day decisions about safety.	

Health and Safety Assistance

3. Where do you go for H&S advice and support?	Company: PURE Health and Safety Contact name: Kelvin Steward Contact details: 07542369854
4. Please confirm that they meet IOSH accredited competence criteria : (If not, please specify what safety competency they do hold)	Yes
<i>Your company needs to have someone to go to for Health and Safety Assistance. This person might be a sole trader, an employee of a consulting company, or could be one of your own employees. To be considered sufficiently competent to act in this role, they need hold a relevant and accredited health and safety qualification, sufficient to enable them to be on the Occupational Safety and Health Consultants Register (OSHCR) and/or achieve Grad IOSH membership status (or better).</i>	
5. Please confirm that your source of H&S Assistance is appropriately insured?	Yes
<i>Those who provide professional safety advice need hold Public Liability insurance (PLI) and Professional Indemnity insurance cover. As a guide, £1m Professional Indemnity or £3m PLI would be an acceptable level of insurance for a production with standard risks.</i>	

Health and Safety Competence

6. What core safety training does your company set for those in positions of responsibility on productions? (Please describe any mandatory courses, who needs to complete them and how often)	First Aid Course, Equipment Safety Course (All Crews)
7. What safety training does your company set for those working in 'high risk' situations? (Please describe any mandatory courses, who needs to complete them and how often)	
<i>All production staff should receive H&S training appropriate to their role. ScreenSkills offer bursaries for a number of H&S training courses. Those on productions who are in a position of responsibility for the safety of others and who have completed a Production Safety Passport (PSP) accredited course (such as 'Safe Management of Production') within the previous 5 years, will be considered suitably competent by the main broadcasters and PACT members. Alternative training courses will also be considered, including IOSH's Working Safely and Managing Safely.</i>	
8. Please outline your procedures for engaging and managing contractors / sole traders on productions?	Proper safety equipment will be provided and crew won't be able to work if they have not pass any safety training.

Risk Assessment

9. Please confirm you have attached a copy of a recently completed (i.e. < 6 months old) production risk assessment form of yours?	Yes
10. Please describe the sign-off procedure for risk assessments involving 'high risk' activities?	
<i>Risk assessment is the cornerstone of health and safety management and it should form the basis of your company's health and safety procedures as well as providing a structured way of looking at workplace hazards on production. Risk assessments should be completed by somebody who is knowledgeable in the process and understands the hazards associated with the task in hand.</i>	

Accidents / incidents and Enforcement Action

11. Outline your procedures for reporting and investigating serious accidents on productions?	We will record the accidents immediately and hand a copy to the police dept. We will also review the accident record after every productions.
12. Outline any RIDDOR 'reportable' you have had in the previous 12 months, and the learning points you drew from these?	A crew tripped on a wire, fell to the ground and was sent to the hospital. We learnt that wires should be properly managed, as it might be dangerous as crew might not notice them will then are concentrating on their work.
13. Outline any enforcement action that has been taken against your company by the HSE or a Local Authority within the previous 3 yrs?	No
<i>Accident reporting can be done via an internal paper or online form, or by using the HSE BL510 accident book. Your procedure should include responsibility for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</i>	

Record of Any Accident (For filling in)

Accident / Incident Report Form		
i	Name of person involved in Accident/Incident:	
ii	Address:	
	Phone:	
iii	Who was involved in the Accident/Incident: ☐ Crew ☐ Actor ☐ Public ☐ Contractor ☐ Visitor	
iv	Occupation:	
v	If an employee of the company please state Department:	
vi	If no, please elaborate:	
vii	Particulars of Accident/Incident & circumstances under which the Accident/Incident occurred: <i>Use additional pages and/or photos if necessary.</i>	
viii	Place:	
ix	Time:	Date:
x	Witness Phone No & Address:	
	Witness Phone No & Address:	
xi	When and to whom was the Accident/Incident initially reported?	

xii	Details of injury/damage: Indicate type of injury (put an 'x' in one box only) <table border="0" style="width: 100%;"> <tr> <td>☐ Bruising, contusion</td><td>☐ Suffocation, asphyxiation</td></tr> <tr> <td>☐ Concussion</td><td>☐ Gassing</td></tr> <tr> <td>☐ Internal injuries</td><td>☐ Drowning</td></tr> <tr> <td>☐ Open wound</td><td>☐ Poisoning</td></tr> <tr> <td>☐ Abrasion, graze</td><td>☐ Infection</td></tr> <tr> <td>☐ Amputation</td><td>☐ Burns, scalds and frostbite</td></tr> <tr> <td>☐ Open fracture (i.e. bone exposed)</td><td>☐ Effects of radiation</td></tr> <tr> <td>☐ Closed fracture</td><td>☐ Electrical injury</td></tr> <tr> <td>☐ Dislocation</td><td>☐ Property damage,</td></tr> <tr> <td>☐ Sprain, torn ligaments</td><td>Specify_____</td></tr> <tr> <td></td><td>☐ Other, Specify_____</td></tr> </table>	☐ Bruising, contusion	☐ Suffocation, asphyxiation	☐ Concussion	☐ Gassing	☐ Internal injuries	☐ Drowning	☐ Open wound	☐ Poisoning	☐ Abrasion, graze	☐ Infection	☐ Amputation	☐ Burns, scalds and frostbite	☐ Open fracture (i.e. bone exposed)	☐ Effects of radiation	☐ Closed fracture	☐ Electrical injury	☐ Dislocation	☐ Property damage,	☐ Sprain, torn ligaments	Specify_____		☐ Other, Specify_____
☐ Bruising, contusion	☐ Suffocation, asphyxiation																						
☐ Concussion	☐ Gassing																						
☐ Internal injuries	☐ Drowning																						
☐ Open wound	☐ Poisoning																						
☐ Abrasion, graze	☐ Infection																						
☐ Amputation	☐ Burns, scalds and frostbite																						
☐ Open fracture (i.e. bone exposed)	☐ Effects of radiation																						
☐ Closed fracture	☐ Electrical injury																						
☐ Dislocation	☐ Property damage,																						
☐ Sprain, torn ligaments	Specify_____																						
	☐ Other, Specify_____																						
xiii	Indicate part of body most seriously injured (put an 'x' in one box only): <table border="0" style="width: 100%;"> <tr> <td>☐ Head, except eyes</td><td>☐ Fingers, one or more</td></tr> <tr> <td>☐ Eyes</td><td>☐ Hip joint, thigh, knee cap</td></tr> <tr> <td>☐ Neck</td><td>☐ Knee joint, lower leg, ankle</td></tr> <tr> <td>☐ Back, spine</td><td>☐ Foot</td></tr> <tr> <td>☐ Chest</td><td>☐ Toes, one or more</td></tr> <tr> <td>☐ Abdomen</td><td>☐ Extensive parts of the body</td></tr> <tr> <td>☐ Shoulder, upper arm, elbow</td><td>☐ Multiple injuries</td></tr> <tr> <td>☐ Lower arm, wrist, hand</td><td>☐ Other, Specify_____</td></tr> </table>	☐ Head, except eyes	☐ Fingers, one or more	☐ Eyes	☐ Hip joint, thigh, knee cap	☐ Neck	☐ Knee joint, lower leg, ankle	☐ Back, spine	☐ Foot	☐ Chest	☐ Toes, one or more	☐ Abdomen	☐ Extensive parts of the body	☐ Shoulder, upper arm, elbow	☐ Multiple injuries	☐ Lower arm, wrist, hand	☐ Other, Specify_____						
☐ Head, except eyes	☐ Fingers, one or more																						
☐ Eyes	☐ Hip joint, thigh, knee cap																						
☐ Neck	☐ Knee joint, lower leg, ankle																						
☐ Back, spine	☐ Foot																						
☐ Chest	☐ Toes, one or more																						
☐ Abdomen	☐ Extensive parts of the body																						
☐ Shoulder, upper arm, elbow	☐ Multiple injuries																						
☐ Lower arm, wrist, hand	☐ Other, Specify_____																						
xiv	Consequences of the Accident/Incident: <table border="0" style="width: 100%;"> <tr> <td>Fatal</td><td>☐</td><td>Date of resumption of work</td><td>Anticipated absence if not back</td></tr> <tr> <td>Non Fatal</td><td>☐</td><td>if back</td><td>4-7 days ☐</td></tr> <tr> <td></td><td></td><td>Year Month Day</td><td>8-14 days ☐</td></tr> <tr> <td></td><td></td><td>_____</td><td>More than 14 days ☐</td></tr> </table>	Fatal	☐	Date of resumption of work	Anticipated absence if not back	Non Fatal	☐	if back	4-7 days ☐			Year Month Day	8-14 days ☐			_____	More than 14 days ☐						
Fatal	☐	Date of resumption of work	Anticipated absence if not back																				
Non Fatal	☐	if back	4-7 days ☐																				
		Year Month Day	8-14 days ☐																				
		_____	More than 14 days ☐																				
xv	Treatment:																						
xvi	Doctor's report and recommendation:																						
xvii	Steps taken to prevent reoccurrence of this type of Accident/Incident:																						
	Signature of person completing report:																						
	Date:																						
	Print Name & Job Title:																						
	Signature of Head of Department:																						
	Date:																						
	Print name:																						

Manual Handling Assessment

THE TASKS: Do they involve

Holding loads away from the trunk?	N	
twisting?	Y	Hiking shoes should be worn
stooping?	Y	Chairs will be provided
reaching upwards?	N	
large vertical movements?	N	
long carrying distances?	N	
strenuous pushing or pulling?	N	
unpredictable movement of loads?	Y	Secure loads inside equipment boxes
repetitive movements?	N	
insufficient rest & recovery periods?	N	
a work rate imposed by a process?	N	

THE LOADS: are they

heavy?	Y	Use trolley to move the loads
bulky/unwieldy?	N	
difficult to grasp?	N	
unstable or unpredictable?	N	
intrinsically hazardous (sharp edges etc.)	N	
The environment: are there	N	
constraints on posture	N	
poor floors?	Y	Metal working platforms will be provided
uneven surfaces?	Y	Metal working platforms will be provided
hot, cold or humid conditions?	Y	Bring warm clothes
strong air movements?	N	
poor lighting conditions?	Y	Bring LED lights and reserve flashlights

THE INDIVIDUALS: does the job require

require unusual capabilities?	N	
hazard those with health problems?	N	
hazard pregnant workers or nursing mothers?	N	
require special training or information?	N	

OTHERS:

Does PPE interfere with any aspect of the task?	Y	Actors need to take off helmet while filming
---	---	--

TOTALS:

The totals of YES & NO answers should guide you in your evaluation of risk, the more YES answers the higher the risk.

Is the risk adequately controlled?	Y	
ASSESSOR	Yu Kan Chung	DATE 5 th October 2019