

Health, Safety, and Risk Assessment



Health, Safety, and Risk Assessment (HPMF4006)

Level 4 module – 20 credits

Teaching is by lecture, hands-on workshop, and tutorial.

Lecture and Workshop:

Monday 10:00 – 13:00 TL12 (Mac Lab),

Tuesday 9:00 – 12:00 TL12 (Mac Lab),

Wednesday 10:00 – 13:00 TL12 (Mac Lab)

Plus others as scheduled

Module Tutor

Dr Brett Aggersberg (b.aggersberg@uwtsd.ac.uk)

Office Hour: Monday 13-14

Friday 14-15

Please make an appointment with your tutor for a tutorial if you have additional questions not covered in the sessions. If you need to consult the course team urgently, please email the staff member concerned. Additional support time / production surgery will be indicated on your timetable. The Mac Lab and Studio will be available at this time and there will be a member of staff available for support and to answer questions.

Audio Visual equipment should be booked out at least 48hrs in advance.

Module evaluation:

At the end of this module, you will be asked to complete a module evaluation form.

Please refer to the anticipated learning outcomes when making your evaluation.

MODULE AIMS AND LEARNING OUTCOMES FOR ASSESSMENT

AIMS

- To develop understanding of the practical and legal considerations for implementing health and safety procedures during productions.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Demonstrate knowledge of the underlying concepts and principles of health and safety practice in film production, and their application.
- Accurately communicate health and safety legislation within a film production scenario using a range of established techniques, and propose solutions to problems arising from a specific film production context.
- Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

CONTENT

- The legal requirements and responsibilities as set out by the Health and Safety Executive and the procedures used by exemplar employers in the creative industries.
- Understanding of the range of risks that need to be considered during production through practical workshops and reflection upon case studies.
- Attainment of first aid skills through training and certification.
- Development of a portfolio that demonstrates the application of health and safety legislation to the planning of a film shoot scenario, including the relevant risk assessments and consideration of the safety of the production crew and public.

Transferable Skills:

Note-taking, oral expression, research skills, communication, evaluative and analytical skills, peer reviews, risk assessment, first aid in the workplace.

Module evaluation:

At the end of this module, you will be asked to complete a module evaluation form. Please refer to the anticipated learning outcomes when making your evaluation.

Timetable:

The module is taught over a three week period, with a minimum of three classes in weeks 1-2. Week 3 will consist of an activity and tutorials. There will also be additional workshops and activities during the module. Some of which may last all day and be outside of the normal lecture hours.

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	48	24
Independent learning	152	76
Placement learning		
TOTAL	200	100%

The following software will be used on this module:

Microsoft Office

READING LIST

Module Code	HPMF4006
Module Title	Health, Safety, and Risk Assessment
Classification	Reading List entry
Essential	http://www.hse.gov.uk/entertainment/theatre-tv/film.htm
Essential	Rossol, M. (2011) <i>The Health & Safety Guide For Film</i> . New York: Allworth Press.
Essential	Wills, K. (2013) <i>Outdoor First Aid</i> . Caernarfon: Pesda Press.
Further	Bateman, M. (2006) <i>Tolley's Practical Risk Assessment Handbook</i> (5 th ed.). Oxon: Routledge.
Further	St. John's Ambulance (2016) <i>First Aid Manual</i> (10 th ed.). London: Dorling Kindersley.
Further	Kolb, D.A. (2014) <i>Experiential Learning: Experience as the Source of Learning and Development</i> . Upper Saddle River N.J.: Pearson Education.
Further	Thornhill, J. (2011) <i>Accidents: Causes, Investigation and Prevention</i> . Bury St. Edmunds: Abramis.
Further	Towlson, D., Robson, T., & Swaine, V. (2016) <i>Health & Safety at Work for Dummies</i> . Chichester: John Wiley & Sons.

Websites

<http://www.hse.gov.uk/entertainment/theatre-tv/film.htm>

<https://rlss.org.uk/Pages/Category/water-safety-information>

<http://www.sja.org.uk/sja/default.aspx>

<https://www.bbc.co.uk/safety/generalsafety/safetymanagement/risk-assessment.html>

<http://www.s4c.cymru/en/production/page/1153/forms-and-agreements/>

<https://rnli.org/safety>

Students will be directed to appropriate online resources over the course of the module.

The bibliography is subject to change depending on available software and associated texts.

MODULE OUTLINE

You will be expected to conduct non-assessed tasks as part of your development on this module. These will include outdoor activities. Some sessions will last all day or may fall outside of the timetable to accommodate access to special staff and facilities.

<i>Week/Session</i>	<i>Session Theme</i>	<i>Activity/Notes</i>
1/1 Mon 23/Sep 9-11am 1-2pm	Introduction To Hazards and Risks in film production Portfolio Development Dave Welton Guest Lecture	Guidance on module as assessment. Outline of scenario and proposed filming;
1/2 Tues 24/Sep 4-5pm	Risk in A Film and Media Production Context Risk Assessment Types	Risk Assessment and Management Complete emergency contact forms. Participant Fitness Review
1/3 Wed 25/Sep 9-11am	AV Induction Prep for site visit	Room TL9- TBC Dan Bailey Complete risk awareness form, Preparation and prevention, Location Recce, Dynamic Risk Assessment
1/4 Thurs 26/Sep	First Aid	(All day) Room PST002
1/5 Fri 27/Sep	First Aid	(All day) Room PST002
2/1 Mon 30/Sep 9:30am	Trip to Dolaucothi Gold Mines Site Visit	(All day) You will need a waterproof coat, good strong shoes (ideally waterproof), money for food or packed lunch. Please book a camera for this trip.
2/2 Tues 1/Oct 9am-12pm	Legal and Business Requirements Scenario Observations	HSE, Safety Vetting Form
2/3 Tues 1/Oct 1pm-3pm	Location Review	TL9-TBC Call Sheet, Location Recce, Safety Review Based on Initial Risk Assessment, Manual Handling Assessment Filming Methods
2/4 Wed 2/Oct 9am-12pm	Risk Awareness in Outdoor Pursuits	Graham Harvey List of Control Measures Dynamic Risk Assessment Emergency Plan
2/5 Fri 4/Oct 10am-1pm	Shooting Scenario Planning	TL12-TBC Record of Any Accident (If Relevant)

Week of the 7th October	Tutorials by appointment	Students should make an appointment for a tutorial in advance of this week to discuss the development of their portfolio.
Wed 9 th Oct	Bike Trail	(All day) Huw Thomas / Graham Harvey Meet outside library. You will need to bring food and water. Please see advice on clothing and fitness review.
	ASSESSMENT DEADLINE All assessment components to be submitted by this date	Final Assessments Due 12 noon Monday 14th October 2019

This schedule is subject to change (particularly weather dependant external activities) and students are advised to check Moodle for the latest module information. Students should plan ahead to ensure they can attend sessions lasting all day.

LEVEL 4 ASSESSMENT SPECIFICATION

Module:	Health, Safety and Risk Assessment		
Module code:	HPMF4006	Contribution to Overall Module Assessment (%):	70
Lecturer:	BA	Internal Verifier:	MJ/GH
Assignment Title:	Portfolio	Word count (or equivalent):	2800
Submission deadline:	Noon 14/10/19	Return date of provisional marks & written feedback:	11/11/19
Submission method:	The portfolio must be submitted via the provided Assignment Submission space on Moodle. Please ensure documents are correctly formatted and that you confirm their submission. You should also check the submission file size limit on Moodle. Late submission of the assessment will result in a late penalty mark. Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, 0%. Only the Extenuating Circumstances Panel may approve a change to submission dates.		
Academic honesty / referencing:	Academic honesty is required. In the main body of your submission you must give credit to authors on whose research and ideas your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have used, cited or quoted in order to complete this assessment.		

Module Learning Outcomes (from module syllabus)

- Demonstrate knowledge of the underlying concepts and principles of health and safety practice in film production, and their application.
- Accurately communicate health and safety legislation within a film production scenario using a range of established techniques, and propose solutions to problems arising from a specific film production context.
- Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

TASK DESCRIPTION

Assessment 1 (70%): Portfolio (work to the equivalent of 2800 words)

Portfolio including:

- Outline of scenario and proposed filming;
- Production Risk Assessment;
- Emergency Plan
- Call Sheet
- Evidence of Dynamic Risk Assessment
- Filming Methods
- Participant Fitness Review
- Location Review
- Safety Review Based on Initial Risk Assessment
- List of Control Measures
- Safety Vetting Form
- Record of Any Accident (If Relevant)
- Manual Handling Assessment

All work should be organised into a Microsoft Word document or interactive PDF with live links to online content. Files must be labelled and uploaded to Moodle as part of one zip file containing all module assessments. Links and online material must remain live until at least the summer exam board in June. The file(s) should be in a folder with the following label structure- StudentNumber_ModuleCode_AssignmentNumber (An example would be 190000_ HPMF4006_1)

The portfolio should demonstrate the connection between theory and practice through academic rigour, media industry principles, and the implementation of health and safety principles in the creation and reflection of project work. Tasks will be set early on, but will be due in at the end of the module and should be developed throughout the duration of the module.

The aim of the module and assessment is to develop a short portfolio of planning for a film shoot scenario focused on all aspects of health, safety, and risk management. The portfolio demonstrates theoretical and practical research has been carried out and applied.

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

NOTE: The guidance offered below is linked to the five generic assessment criteria on the module marking proformer.

1. Engagement with Research

Your work must be informed and supported by scholarly material that is *relevant* to and *focused* on the task(s) set. You should provide evidence that you have accessed an appropriate *range* of sources, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites. You should consider the *credibility* of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly. Any sources you use should be current and up-to-date, mostly published within the last five years or so, though seminal/important works in the field may be older. You must provide *evidence* of your research/own reading throughout your work, using a suitable referencing system, including in-text citations in the main body of your work and a reference list at the end of your work.

Guidance specific to this assessment:

You should explore a range of potential research sources and include evidence of how the most import ones have influenced your work.

2. Knowledge and Understanding Skills

At level 4, you should be able to demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study. *Knowledge* relates to the facts, information and skills you have acquired through your learning. You demonstrate your *understanding* by interpreting the meaning of the facts and information (knowledge). This means that you need to select and include in your work the concepts, techniques, models, theories, etc. appropriate to the task(s) set. You should be able to explain the theories, concepts, etc. to show your understanding. Your mark/grade will also depend upon the *extent* to which you demonstrate your knowledge and understanding.

Guidance specific to this assessment:

You should demonstrate your knowledge of the procedures and methodologies and the industry context of your work.

3. Cognitive and Intellectual Skills

You should be able to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of your subject(s) of study. You should be able to evaluate the appropriateness of different approaches to solving problems related to your area(s) of study and/or work. Your work must contain evidence of logical, analytical thinking. For example, to examine and break information down into parts, make inferences, compile, compare and contrast information. This means not just describing what! But also justifying: Why? How? When? Who? Where? At what cost? You should provide justification for your arguments and judgements using evidence that you have reflected upon the ideas of others within the subject area and that you are able to make sound judgements and arguments using data and concepts. Where relevant, alternative solutions and recommendations may be proposed.

Guidance specific to this assessment:

Your proposal and accompanying documents should demonstrate your thought process and how you have implemented new knowledge into your work.

4. Practical Skills

At level 4, you should be able to apply the basic underlying concepts and principles to evaluate and interpret these within the context of your area of study. You should be able to demonstrate how the subject-related concepts and ideas relate to real world situations and/or a particular context. How do

they work in practice? You will deploy models, methods, techniques, and/or theories, in that context, to assess current situations, perhaps to formulate plans or solutions to solve problems, or to create artefacts. This is likely to involve, for instance, the use of real world artefacts, examples and cases, the application of a model within an organisation and/or benchmarking one theory or organisation against others based on stated criteria.

Guidance specific to this assessment:

Your work should aspire to industry standards, however, staff are aware you are a professional in training, so your ability to recognise your position on the journey to being a professional should be acknowledged. Your work should fully engage with taught and additional techniques appropriate to the task. Particular attention should be paid to the presentation qualities of the work.

5. Transferable Skills for Life and Professional Practice

Your work must provide evidence of the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility. This includes demonstrating: that you can communicate the results of your study/work accurately and reliably, and with structured and coherent arguments; that you can initiate and complete tasks and procedures, whether individually and/or collaboratively; fluency of expression; clarity and effectiveness in presentation and organisation. Work should be coherent and well-structured in presentation and organisation.

Guidance specific to this assessment:

Where relevant you should acknowledge skills that you have acquired and how they may be used in other situations such as good research and planning, quality of presentation, punctuality, proof reading, and recognition of industry standards.

LEVEL 4 ASSESSMENT SPECIFICATION

Module:	Health, Safety and Risk Assessment		
Module code:	HPMF4006	Contribution to Overall Module Assessment (%):	30
Lecturer:	BA	Internal Verifier:	MJ/GH
Assignment Title:	Report	Word count (or equivalent):	1200
Submission deadline:	Noon 14/10/19	Return date of provisional marks & written feedback:	11/11/19
Submission method:	The report must be submitted via the provided Assignment Submission space on Moodle. Please ensure documents are correctly formatted and that you confirm their submission. You should also check the submission file size limit on Moodle. Late submission of the assessment will result in a late penalty mark. Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, 0%. Only the Extenuating Circumstances Panel may approve a change to submission dates.		
Academic honesty / referencing:	Academic honesty is required. In the main body of your submission you must give credit to authors on whose research and ideas your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have used, cited or quoted in order to complete this assessment.		

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- Demonstrate knowledge of the underlying concepts and principles of health and safety practice in film production, and their application.
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- Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

TASK DESCRIPTION

Assessment 2 (30%): Report (work to the equivalent of 1200 words)

Report style reflection and summary of the project work undertaken and the experience of developing an approach to Health, Safety, and Risk Assessment in a film production context.

All work should be organised into a Microsoft Word document or interactive PDF with live links to online content. Files must be labelled and uploaded to Moodle as part of one zip file containing all module assessments. Links and online material must remain live until at least the summer exam board in June. The file(s) should be in a folder with the following label structure- StudentNumber_ModuleCode_AssignmentNumber (An example would be 190000_HPMF4006_1)

The report should demonstrate the connection between theory and practice through academic rigour, media industry principles, and the implementation of health and safety principles in the creation and reflection of project work. Tasks will be set early on, but will be due in at the end of the module and should be developed throughout the duration of the module.

The aim of the module and assessment is to develop a short portfolio of planning for a film shoot scenario focused on all aspects of health, safety, and risk management. The report focuses on how the planning has been carried out and applied to a film production scenario. It is important to consider what you have learnt, and how will you will apply this knowledge to future projects.

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

NOTE: The guidance offered below is linked to the five generic assessment criteria on the module marking proformer.

1. Engagement with Research

Your work must be informed and supported by scholarly material that is *relevant* to and *focused* on the task(s) set. You should provide evidence that you have accessed an appropriate *range* of sources, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites. You should consider the *credibility* of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly. Any sources you use should be current and up-to-date, mostly published within the last five years or so, though seminal/important works in the field may be older. You must provide *evidence* of your research/own reading throughout your work, using a suitable referencing system, including in-text citations in the main body of your work and a reference list at the end of your work.

Guidance specific to this assessment:

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Guidance specific to this assessment:

Your proposal and accompanying documents should describe your thought process and how you have implemented new knowledge into your work.

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Where relevant you should acknowledge skills that you have acquired and how they may be used in other situations such as good research and planning, quality of presentation, punctuality, proof reading, and recognition of industry standards.

FEEDBACK

Feedback is an essential part of all education and training programmes. It helps learners to maximise their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance.

Feedback can be seen as informal (for example in day-to-day encounters between teachers and students or trainees, between peers or between colleagues) or formal (for example as part of written or clinical assessment). However, there is no sharp dividing line between assessment and teaching in the area of giving feedback on learning. Feedback is part of the overall dialogue or interaction between teacher and learner, not a one-way communication.

During your studies you will therefore receive feedback in many ways, including the following:

- Dialogue between teachers and students in formal classes.
- Direct questions and responses from teachers inside and outside formal classes.
- Email correspondence between teachers and students.
- Interactions between students and teachers using the module message board on Moodle.
- Informal comments and responses to pitches and presentations in classes.
- Comments and annotations added to written submissions, such as essays and reflective journals.
- Formal written feedback in response to assignments recorded on the summative assessment module feedback forms.

You will have an opportunity to discuss your feedback with your tutor.

Feedback will be returned on assessed work within four weeks of submission.