Outline of Scenario

Title: Scott

Genre: Thriller/ Mystery/ Horror/ Tv series

Duration: 8 episodes per series. 1 hour per episode

Target Audience: 16 and up

Outline Of scenario: My film will be a Thriller/ Mystery. The main story will be based around a dream sequence which will be situated on the cliffs overlooking Rhossili beach. The dream sequence will be showing how my main protagonist who is a detective will find and realise who the antagonist is. I will be using such shots as Extreme close ups, Close ups, Medium shots, Long shots, Drone shots, Tracking shots and Crane shots to create my desired effects.

Character Breakdown: The main protagonist of my film will be a detective called Scott. He is 59 years old and is of Asian race. He is a male. Detective Scott was raised strictly which influences how he acts and works. He also has a great memory which allows him to see into the past with great detail.

Visual elements: The lighting for the scene will be natural day light which would be overcast. The camera movements will include Extreme close ups, Close ups, Medium shots, Long shots, Drone shots, Tracking shots and Crane shots. The editing of this scene will be fast shots which will help build the tension but when the camera switches to a wide shot the shot will last for longer allowing the viewer to see what's happening and allow them to think about the situation. The setting of this scene will be the cliff overlooking Rhossili beach. The actors in this will be the main protagonist. The props will be the clues which the protagonist finds. The costume of the main protagonist will be a fitted brown suit.

Audio elements: The soundtrack will be https://www.youtube.com/watch?v=2Bb0k9HgQxc. The effects will be wind sea and birds. There will be no music apart from the soundtrack.

Rationale: I have chosen this idea because I think this will be a good way of showing the characters traits and what makes the show unique. I also think this location really emphases how along my main character is and what he's going through personally. I think this idea will make a good idea because I think even though the story will be complicated, I think the actual planning will be quite simple. I will be planning to use great looking locations but apart from that there will be little risk with setting up filming. The skills I have will planning, Location scouting, Camera operation and directing. I plan to develop these skills by using them first-hand and doing that sort of work myself but with guidance from others to make sure I capture what I want to

get. By developing these skills, I plan to then use them in future work. One skill I would want to develop the most would be camera operating as this is a skill, I would love to learn more about and then put into practice.

Primary and secondary research: For researching I looked at stuff such as tv shows and films which are about detectives. One Tv show I looked at was Sherlock on the BBC. The reason I looked at this show was because I really liked the way the showed how Sherlock got his ideas and how he puts them into practice. One review I really liked of the show was one by a channel called Nerdwriter. In the video he breaks how Sherlock understands the information and the way the filmmakers transition it is really amazing. https://www.youtube.com/watch?v=bfFgnJoLiQE is the link to the video. Another tv show I looked at was Vera. The reason I looked at Vera was because I really like the gritty reality to the show and how its more of a realistic detective Impression. When watching Vera I also like how it's all set in quiet a remote place with most episodes consisting around a far away place. A film I looked at was Hot Fuzz. Even though this was already one of my favourite films of all time I still wanted to look how Edgar Right directed it. One thing I picked out when re-watching it was how he did transitions really well but also the comedy style he's known for with things entering the shot funny or people exiting the shot in a certain way.

Requirements & Recourses: For my cast I will have one main protagonist who will be called Scott. Throughout each episode the people he meets and works with will change. The reasoning behind only having one main character is that I want him to feel isolated and with remote locations I think this will work well and the audience will be able to see it. For my crew I have made a list in the call sheet of all members and their roles. For location I want most of them to be quiet bare. One location I practically like is Rhossili bay. The reason for this is that the beach is completely overlooked by the cliffs and there's a great view from up there. Other locations I am a fan off are Fresh Water West and the Preseli hills. I think locations like these would be suitable as the look great but also have good access and are not too dangerous.

Constraints & Contingency: One main problem we may encounter would be the weather. As we will be filming in the UK over the winter months sometimes, we may have to pick our times of filming carefully. To overcome this, we can always be checking the forecast and try to pick out filming dates when there's a chance of the weather we want. Another Problem we may encounter would be getting to the locations to film. If the weather will be bad, we will need to make sure we have taken into consideration how long it will take to get there but also at what extra cost and how can we get there in a safe manner. Finally, a problem could be that we may disturb wildlife in the locations we decided to go too. To overcome this, we would want to make sure we have the correct clearance from the landowners and that we have talked to the national trust and we are safe to film in those locations. By doing

this we will be ensuring that we will not disrupt and wildlife which may be nesting where we want to go.

Legal and ethical considerations: Before filming we would have made sure we have considered all legal implications which may arise. This could be with stuff such as music we may add but also with stuff like where we are filming or making sure we don't have someone's business in the back off shot. To do this we will be always be making sure we check were we film and also if we use any material which many be copyrighted that we have the correct permission tom use. With ethical things we will be making sure that out content will be unoffensive or if there is something that may upset a certain ethnicity we clearly mark it before the show starts.

Budget: My overall budget of the tv show would be £50,000. This would break down into different categories such as paying cast and crew, paying for travel, services and equipment. This cost would also cover for advertising on tv or the internet.
£10000 of this budget would go on services. The services would be for such stuff as paying people to check a area. Also, money would go on food and drink to be supplied on the set along with stuff like portaloos. Other money would be spent or renting a certain location such as a building or house. £25000 would go too paying cast and crew, this would be spread out over the entire filming process so wouldn't rise from that. £9000 would go on equipment such as camera gear, lighting, sound etc. this has been properly broke down in my equipment list. This however does not cover the cost of editing as that is under the cast and crew budget. £7500 would go on advertising. Advertising would be done on tv and the internet. We plan to put more money into advertising as we feel like it will be a strong asset to have to branch our show out. £3000 would go into traveling fees such as moving equipment around. We have also got a bigger budget for this since we will be going to remote locations around the UK we think this should cover the cost of moving as petrol.
Finally the rest of the budget would go on things we haven't budgeted for. These things would be stuff like hotels or any unexpected costs which we may come across.

Risk Assessment Form – Part A

Production Name:	Scott	**Organisation**	Lewis Films
Production Address:	Rhossili bay, Rhossili, Swansea SA3, Wales	**Producer / Editor** Tel: Mobile:	Elliot Oakes 019823 2783244 0827839202
Start date	19/10/19	**End date**	21/10/19
Distribution *Who gets a copy of the assessment*	Producer, Director, Camera operator, Production coordinator, Executive producer, Production manager, Key Grip, Production designer, Executive Manager, Technical Producer, Producer, Location Director.		
Outline of risk assessment *Summary of what is proposed in terms of sequences and set ups.*	Filming at Rhossili bay we will be located at the top of the cliff which overlooks the beach. The main protagonist will be on the top but away from the edge as he looks for a clue. The winds at the top of the cliffs will be strong and one will push him to his knees. We will be using multiple camera shots in various ways top capture the scene.		
Team members / experts / contractors / contributors etc. *List those involved*	Main Actor/ Camera Operator/ Director/ Runners/ Experts/ Production coordinator and Producer.		
Locations *Outline locations involved – indicate any which are hostile environments*	Rhossili Bay will be the location of this scene. The scene will take place on the cliffs overlooking the beach. As we will be on the cliff, we need to take more due care as even though we won't be close to the edge there may be high winds and spray coming off the sea. Rhossili bay, Rhossili, Swansea SA3.		
Assessor Name Signature	Joe Stevens	**Date completed**	4/10/19
Authoriser Name (if not Assessor) Signature	Brett Aggersberg	**Date authorised**	5/10/19

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	X	Disease causative agent	
Attack by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Allergic reaction	
Cold environment	X	Contact with hot surface		Lack of food / water	
Crush by load		Electric shock	X	Lack of oxygen	
Drowning	X	Explosive blast		Physical fatigue	X
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	X	Ionizing radiation		Venom poisoning	
Object falling, moving or flying		Laser light			
Obstruction / exposed feature	X	Lightning strike	X	**Environmental hazards**	
Sharp object / material		Noise		Litter	X
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	X			Waste substance released into soil / water	
Vehicle impact / collision		**Managerial / organisational hazards**			
Falls from height	X	Management factors (lack of communication, co-operation, co-ordination and competence)	X		

Risk matrix – *use this to determine risk for each hazard i.e. 'how bad and how likely'*

Severity of Harm	Likelihood of Harm: Remote *e.g. <1 in 1000 chance*	Very unlikely *e.g. 1 in 200 chance*	Unlikely *e.g. 1 in 50 chance*	Possible *e.g. 1 in 10 chance*	Likely *e.g. >1 in 3 chance*
Negligible e.g. *small bruise*	Trivial	Trivial	Trivial	Low	Low
Slight *e.g. small cut, deep bruise*	Trivial	Trivial	Low	Low	Medium
Moderate *e.g. deep cut, torn muscle*	Trivial	Low	Medium	Medium	High
Severe *e.g. fracture, loss of consciousness*	Low	Medium	High	High	Extremely high
Very Severe *e.g. death, permanent disability*	Low	Medium	High	Extremely high	Extremely high

Risk Assessment Form – Part B

Activity[1] – Each individual activity you are proposing:	**Location** – where this activity will take place:	**Dates / times**:

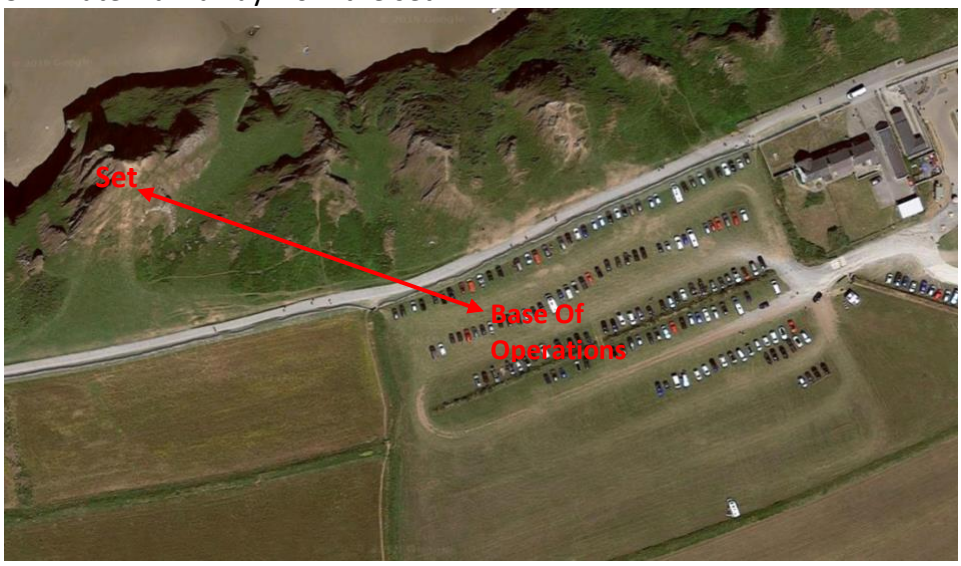
Hazards[2] List what could cause harm from this activity *e.g. falls from height, trip hazard, fire, etc.*	**Who exposed?** List who might be harmed from this activity *e.g. staff, contractors, contributors, public, etc.*	**Risk**[3] For each hazard, decide level of risk as if you were to do the activity 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.*	**Risk**[3] For each hazard, decide level of risk once all your controls are in place
Cold environment	Crew, Cast, Helpers, Public.	**Medium**	Prior to filming we will be advising all cast and crew to wear warm clothing such as a good coat, hats and gloves to ensure if anyone is outside in the wind or rain for any periods of time, they will be ok. We are also asking everyone to bring a spare pair of clothes to change into if they're get wet. In the car park beside the set there will also be a food vendor giving out hot drinks and food along with a dry place to sit. We will have spare towels for anyone who gets too cold along with a safety briefing before we start filming to ensure everyone will be ok. Along with this we will also be constantly monitoring the weather forecast so if the planned day of filming will be too wet or cold, we can reschedule.	**Trivial**
Drowning	Crew, Cast, Helpers.	**Low**	As we will be filming on top of the cliffs which overlook the beach, we will be making sure to have a sectioned of area before the cliff face so and cast or crew do not cross it. Before filming we will have a safety briefing but also have a expert from the national trust come check the area so the cliff will be safe to film on. If someone happens to fall into the water, we will have a first aider but, also, we will have contact to the coast guard to notify them.	**Trivial**
Manual handling	Crew, Helpers.	**Low**	We will be moving equipment from the cars in the car park over to the location we will be filming. The location is a 3-minute walk however some items such as camera gear may be too heavy to carry. If this is the case, we will be able to move the objects by car over to the set as the road goes right over to there.	**Trivial**
Obstruction/ Exposed feature	Crew, Cast, Helpers, Public.	**Low**	As Rhossili bay is a popular location for locals and tourists there may be left over litter. Because of this before setting up in the area we will make sure it is cleaned properly with no rubbish left from other people. We will also make sure all our equipment will be laid out neatly and anything we use won't be a hazard to the crew or public. Nevertheless, if someone does get hurt or cut, we will have a first ad on set to attend to that person. Lastly, we will also be making sure to clean up after ourselves once we've finished filming to make sure no one gets injured as a result of us.	**Trivial**
Trip hazard	Crew, Cast, Helpers, Public.	**Low**	Before setting up we will make sure there won't be any exposed rocks or trip hazards naturally in the area of filming however if there is we will be making sure to instruct anyone of them. With our filming equipment we will be having lights and camera gear around so anything which we lay out will be organised and clearly marked to any members of crew or public.	**Trivial**

Fall from height	Crew, Cast, Helpers, Public.	High	Where we will be filming will be on top a cliff which looks over the beach. We will be making sure that our set, crew and cast will not be close to the edge. To do this we will be putting down the appropriate impediments to show the cast and crew what not to cross. We will also be making sure the public cannot go around the set and stand there by having either security or a barrier to stop them. In the morning of shooting we will be having a safety briefing so that everyone knows where the partitioned off sections are.	Low
Contact with cold liquid/ Vapour	Crew, Cast, Helpers, Public.	Medium	As we will be filming in a open area there are chances of high winds, rain and sea spray. Because of this there is a risk that people will be getting hit with cold water. As this is a chance, we advise everyone brings warm waterproof clothing with a spare pair of clothes just in case. As there is the likelihood of this, we will additionally be suppling hot food and drink in the car park at the food vendors. There will also be a dry and warm place to sit. On the set we will have a first ad so if anyone seems like they might get too cold they can be checked up on.	Trivial
Electric shock	Crew, Cast, Helpers, Public.	Medium	On set we will be using lighting and other equipment. For this we will be using a generator and because of this we will have a onset electrician. Additionally, as there can be a chance of rain any electrical equipment of equipment which may give off a electric plus must be kept dry and safe. At the start of shooting we will be having a safety briefing as that will make sure everyone on set knows of hazards. If any equipment is in public grasp, we will have it clearly labelled and either security or a runner can also make them aware of it. If someone happens to get shocked, we will have a onset first ad to assist them.	Trivial
Lightning strike	Crew, Cast, Helpers, Public.	Low	Too make sure there won't be a lightning strike near set which may halt filming we will be constantly checking weather forecasts. If we see there may be a chance of one occurring, we can make an adjustment to our date of film or wait for them to pass.	Trivial
Management factors (lack of communication, co-operation, co-ordination and competence)	Crew, Cast, Helpers, Public.	Medium	To ensure everything runs smoothly when shooting we will have walkie talkies which will also us to communicate will people on and off set. Before each day of filming we will also have a safety briefing to ensure everyone is co-operative. At the end of the briefing we will also be giving everyone a chance to express with any issues they may have. Along with this be each shot we will be asking everyone on set if they're ok to guarantee things work out well.	Trivial
Physical fatigue	Crew, Cast, Helpers.	Low	There will be a 3-minute walk to and from set however we will be putting on a shuttle bus to carry crew or cast back and forth. This bus will also be able to carry heavy equipment to and from set. If anyone happens to get tired on set before each shot, there will be a chance to make sure everyone is good. If cast crew or helpers get tired there will be food and drink in the car park along with a dry place to sit. If anyone seems unwell there will be a onset first ad to give them attentiveness and make sure they're ok.	Trivial
Litter	Crew, Cast, Helpers, Public.	Medium	Before setting up and equipment we will be making sure the area of filming is clean from any litter. Because the area of filming is popular with tourists and locals, we will be making sure the marked off section stays clean with runners or security guiding people. After filming we will be making sure to clean up after ourselves to ensure we haven't left any rubbish of equipment around which disturbs the area of effects the public.	Trivial

Emergency Plan

This plan **must** be followed in the event of an emergency to ensure the safety of the people following it but, also everyone else involved. Before setting up please have a safety briefing with everyone who will be involved in the making of this film. By doing this everyone on or off set will understand the correct protocols to follow in the event of an emergency happening.
For any more information on this or any questions concerning in please call 'Lewis Films' on 01393495024553 or email LewisFilmsINFO@gmail.com Furthermore you can talk to the producer or location manager on set.

On the day of filming our main base of operations will be situated in the car park which is a 3-minute walk away from the set.



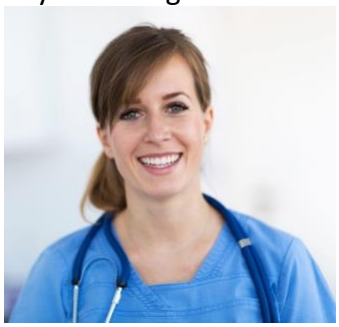
At the base we will have a hot food and drink vendor but also a warm and dry place to sit. In the car park is where we will also have out safety briefing at the start of the day but also where we will all meet at the end of the day. If any emergency situations happen the base is where **most** of the first ad equipment will be kept and if needed the ambulance will meet us to take anyone to hospital.

The nearest hospital will be Singleton Hospital in Swansea. Phone number: **01792 205666**
The nearest police station is Sketty Police station in Sketty. Phone number: **01656 655555**

As our set will be on the cliffs looking over the bay it is important that we put in the correct impediments to stop cast or crew from getting too close to the edge. To do this it will be crucial that we tell everyone in the safety briefing where these barriers will be.
In the situation of someone falling off the edge we will be in contact with the coast guard on the number of 01646 690909.

No one is allowed near edge during anytime of filming unless permission from producer or on set first aider.

Our onset First Aider will be Jessie Fender who will attend anyone who has been injured on or offset during the filming and setting up on this film. Her phone number is 027382732942 for any questions you may have. She will also be able to be reached by walkie talkie on the day of filming.



Jessie Fender.

Executive Producer: Jack Producer: Elliot Director: James Lewis Production Manager: Will sharp Production Coordinator: Joe 1st Assistant Director: Katrina	# Scott	DATE: 19/10/19 SHUTTLE INFO: There will be a bus which can transport people and equipment from car parks to set.
WEATHER: Overcast with light showers later in afternoon. NOTES: No photos or social media on set. Warm clothing to be warn. First Aid kit and fire extinguisher at the first aid tent.	**CALL TIME** **10:30** Check grid for individual call times	LUNCH 13:00

Production Office	Nearest Hospital to Set
Lewis Films	Singleton Hospital, Sketty Ln, Sketty, Swansea SA2 8QA Phone number: 01792 205666

LOCATIONS

#	Location	Address	Parking	Contact
1	**Rhossili Bay**	**Rhossili Bay Rhossili, Swansea SA3**	**2 large car parks overlooking the bay**	**Will sharp 028334 8373848**

Scene and Description	Characters	Pgs	Loc
Scott, looking out over the beach with a depressed and confused look on his face.	Scott	**8**	Rhossili Bay, sa3
Scott, looking around, wondering why he can find the clue he was looking for.	Scott	**8,9**	Rhossili Bay, sa3
Wind picks up and forces Scott to crouch down. once he's crouched down, he notices a line In the ground.	Scott	**9**	Rhossili Bay, sa3
Line leads Scotts vision to the object in the ground.	Scott	TOTAL PAGES: 2	Rhossili Bay, sa3

#	Cast	Role	Call Time	Pick Up Time	MU/WD	Set Call
1.	**David Chi**	Scott	10:30	11:00		11:00
2.						
3.						

Extras/Background
N/A
N/A
Transportation
Shuttle bus from food tent in car parks will be running when needed.
Craft – Hot & Ready @
Cast/Crew Subs x 30 @ 13:00
Catering
Cast/Crew Lunch x 30 to be Hot & Ready @ 13:00 to be served @ 13:00>

SET REQUIREMENTS
Props: Phone for Scott, Watch for Scott, Axe blade.
Special Effects: Sky darkening & Added mist
Vehicles: N/A
Wardrobe: Scotts Brown fitted suit.
Makeup: Cut up Scotts chin and black around Scotts eye.
Set Dressing: Push axe head into dirt and make sure set is clean.
Animal Wrangler: N/A
Stunts: N/A

Director	Producer	Production Manager	Production Coordinator	1st Assistant Director
James Lewis 01920384338	Elliot Oakes 3832832032	Will Sharp 039029392445	Joe Barthorpe 3930204422	Katrina Seaton 01939183134

Advanced Schedule Day 1 of 2 19-10-19		
Scene and Description	**Cast**	**Pages**
Crane up from behind Scott to in front shot of Scott staring out across the beach from the cliff top. (Wind noise)	Scott	8
Close up of Scotts face as he's looking confused and depressed. (Seagulls and wind noise)	Scott	8
Medium shot of Scott looking around for clue getting desperate. (Hallowing deep sound affect)	Scott	8,9
Close up as Scott gets pushed to his knees by the wind. (Wind noises get louder and a high-pitched noise can be heard).	Scott	9
Close up shot of Scott on ground and him noticing a line in the dirt.	Scott	9
Camera pans back revealing the crack in dirt leads to a axe head. (music picks up and wind noise lowers).	Scott	9

DEPT	NAME	IN	DEPT	NAME	IN
PRODUCTION			**ART DEPT**		
Producer	Elliot Oakes	10:00	Production Designer	Cathryn Steward	10:30
Producer	n/a		Art Department	n/a	
Director	James Lewis	10:00	Art Department	n/a	
Production Manager	Will sharp	10:00	**HAIR/MAKEUP/WARDROBE**		
Production Coordinator	Joe Barthorpe	10:00	Key	Robert James	10:30
Production Assistant	Chloe jane	10:30	Assistant	Georgia ki	10:30
Production Assistant	n/a		Assistant	n/a	
AD'S			**CONTINUITY**		
1st Assistant Director	Katrina Seaton	10:00	Script Supervisor	Thomas Joe	10:30
2nd Assistant Director	n/a		**LOCATIONS**	Rhossili Bay, rhossili sa3	
3rd Assistant Director	n/a		Locations Manager	Richard Greg	10:00
CAMERA DEPT			**SOUND**		
Director of Photography	James Lewis	10:00	Production Sound Mixer	Daniel Gregg	10:30
1st Assistant Camera	Hannah Kate	10:30	Boom Operator	David Hugh	10:30
2nd Assistant Camera	n/a		**STUNTS**	n/a	
Camera Trainee	Callum Manning	10:30	Stunt Coordinator	n/a	
GRIP & ELECTRIC DEPT			**CATERING/CRAFT**		
Key Grip	James Peerson	10:30	Catering	Kates catering services	10:00
Best Boy Grip	Tommy Yu	10:30	Craft	Gareth Bond	10:00
Grip	Michael Thomas	10:30	**DRIVERS**		
Gaffer	William Odsball	10:30	Driver Coordinator	n/a	
Best Boy Electric	n/a		Driver	Hames buses	10:30
Electric	Shane kenni	10:30	Driver	n/a	
Swing	n/a		Driver	n/a	

Director	Producer	Production Manager	Production Coordinator	1st Assistant Director
James Lewis 01920384338	Elliot Oakes 3832832032	Will Sharp 039029392445	Joe Barthorpe 3930204422	Katrina Seaton 01939183134

Dynamic Risk Assessment:

A dynamic risk assessment will need to be carried out on the day. This risk assessment will need to be completed by the Producer and Location manager before filming starts but also again throughout the day to ensure the safety of everyone on and around the set. In the dynamic risk assessment, everyone who will be completing it will need to be aware of what to look out for. These hazards will be listed below however at the start of the day and throughout it will it will be important that the location manager and director talk of any possible hazards which could arise.

Hazards	Control measures	On day
Cold environment	-Check forecast -Warm clothing -Not outside for long periods of time -Spare pair of clothes -Warm food and drink to be provided -Dry and warm place to sit -Spare dry towels -Safety briefing at beginning of day -First aider to monitor everyone's condition along with each other -If weather is too bad then reschedule	-Before filming we have checked the forecast for the say and days before and the weather will be showers, slight winds and overcast. -Onset we have made sure everyone has got warm clothing (Cast, crew and helpers). -Whilst filming we have been making sure to not keep people outside for too long without taking breaks. -Even though everyone didn't get too wet it was good to see the crew have been saying they've got spare clothing just in case. -In carpark beside the set we have got a place for crew and cast to get hot food and drink. -Also, in carpark we have a gazebo set up for people to sit in when eating or to dry off. -With the equipment we have brought spare dry towels for anyone who needs them. -At the start of the day we have had a safety briefing with everyone, this was held by the location manager, first ad, producer and director. -Our first aider has been monitoring our cast crew and helpers throughout the day making sure they don't get too cold. -On day the weather has not been too bad to reschedule.
Drowning	-Sectioned off area before cliffs edge -Safety briefing before filming starts -Expert from national trust to make sure the area is safe to film on -First aider to be on set if anyone was to fall in -Contact with coast guard	-We have made sure to section off an area before cliffs edge. -Before filming and setting up we have had a safety briefing with producer, location manager, director and first ad. -Before setting up we have also had Steve Daniels from the national trust to come and check the area of filming to make sure it's safe. -No-one has fallen in however; our first aider has been notified that it was a possibility. -We have notified the coast guard where we are filming.
Manual handling	-Move the heavy equipment by car along the road besides the set. -First aider to be on set if anyone gets injured moving equipment	-With our heavy equipment we have moved it too set with one of the cars. -Our first ad has looked over us whilst moving equipment and checked everyone is ok.

Obstruction/ Exposed features	-Area of set is cleared of any left-over rubbish before setting up -Equipment to be laid out neatly with no trip hazards -Make sure to clean up anything which is left after filming i.e. rubbish or equipment -First aider to attend anyone who may have been injured by rubbish or who may have tripped	-We have cleared the area before filming of any rubbish or obstructions. -All our equipment has been laid out neatly with no trip hazards. -We will clean up any rubbish or equipment which has been left over. -No-one has been injured by it however, we have told the first aider this may happen.
Trip hazard	-Before setting up make sure there is no exposed or trip hazards which may cause a risk -Make sure to advise anyone of potential trip hazards -All equipment to be placed neatly -If there are any exposed wires inform crew and public	-We have made sure there are no exposed trip hazards which could hurt anyone. -We have advised crew, cast and helpers of any potential trip hazards. -All our equipment has been placed neatly. -We have made sure there are not exposed wires.
Fall from height	-Place down appropriate impediments to stop cast, crew or public from getting too close to edge of cliff -Security or runners guiding people away from edge -Safety briefing before filming to make sure everyone knows where the sectioned off areas are	-We have put down the appropriate barriers to stop everyone from getting too close to the edge of the cliff around the set. -Our security and runners have been told to guide people from areas where they could potentially fall off the cliff. -Before setting up we have had a safety briefing telling everyone where the sectioned off areas are.
Contact with cold liquid/ Vapour	-Warm waterproof clothing -Spare pair of clothes -Supply hot drink and food -Dry warm place to sit -First aider to check up on anyone who could be getting too cold or wet	-whilst filming everyone has got warm waterproof clothing. -Cast and crew have been saying they have spare clothes just in case they get too wet. -In car park we have got a hot food and drink supplier. -Also, in car park we have a gazebo for people to sit in the dry. -We have notified the first aider to check up on anyone who could be struggling with the cold or showers.
Electric shock	-keep any electrical equipment dry -Onset electrician -Safety Briefing at start of day -Equipment to be clearly labelled to any crew or public -Runner or security to make public aware of any wires -First aider to attend anyone who has been shocked	-All electrical equipment has been covered up too keep it dry. -Onset we have an electrician to help set up any equipment or to check up on it. -At the start of the day we have has a safety briefing. -All our equipment has been labelled to make sure all crew is aware of it but also for the public. -Our runners have been making sure the public is aware of our stuff. -No-one has been shocked, but our first aider is aware that it may happen.
Lighting strike	-Check weather forecast -Stop filming if one could strike -Adjust filming date if possibility people could get injured by one	-prior to the days before filming and the day of filming we have been checking the forecast to make sure there won't be the potential of a lightning strike hitting. -We have been watching the forecast throughout the day and if one could strike, we would stop. -If needed we could have changed the day of filming.
Management factors (lack of communication, co-operation, co-ordination and competence)	-Walkie talkies -Safety briefing at start of each day -Allow time for people to express any issues -Before each shot make sure everyone on set is ok	-We have set up all needed members of crew with walkie talkies to communicate we have also got them on different channels for ease of use. -At the start of the day we have has a safety briefing. -Throughout the day we have been giving everyone a chance to express any issues they might have. -Before each shot, we have been making sure everyone on set is ok with what's about to happen and ok with what they are meant to do.

Physical fatigue	-Shuttles bus to and from set -Bus or cars to carry heavy equipment -Food and drink to be provided along with a place to sit if people get tired -Make sure to consistently check on crew -First aider to check up on anyone struggling	-When filming we have a shuttle bus which brings people from the car park too the set. This is helpful as it keeps people dry and warm. -Food and drink are being provided in the car park along with a dry place to sit if people want to relax and warm up. -Throughout the day we have been checking on the crew. -Our first aider has been told just to check on everyone's wellbeing and make sure they're ok through the day.
Litter	-Before setting up make sure to clean set area -Set is clearly marked off to members of public -Security and runners guiding and telling people what's happening -After filming make sure to clean up -Making sure not to disrupt area or wildlife which maybe there	-Before we had set up, we had made sure the area was clean of any litter and rubbish. -Our set and equipment have been marked off and we have security and runners guiding people. -We have had our security and runners explaining to people what's happening. After we will be done filming, we will make sure to clean up after ourselves. -We have been constantly making sure not to disrupt any wildlife this was done by talking to the national trust officer but also with our location manager.

CAMERA SHOT LIST

Production Title: Scott Director: James Lewis Location: Rhossili bay, Rhossili Date: 19 / 10 / 19

SCENE	SHOT	SHOT SIZE / ANGLE	MOVEMENT	INT/EXT	TIME OF DAY	SHOT DESCRIPTION	NOTES
11	1	crane, long shot	Panning up and too left.	EXT	Morning	Camera will pan up from behing Scott and show the location of where he is.	Natural sounds of waves crashing and seaguls.
11	2	Close up	No movement	EXT	Morning	Shot will show Scotts facial feelings and how he is feeling which will be confused and depressed.	Natural sounds of waves and seaguls.
11	3	Medium shot	Handheld shake	EXT	Morning	Shot will show Scott looking around for a clue and getting desperate.	Sound track will start with previous sound effects starting to quieten down.
11	4	Long shot	No movement	EXT	Morning	Shot will show how alone Scott is with his enviroment.	Sound effect up to full volume and sound effects hardly being heard.
11	5	Tracking shot	Camera getting closer to Scott	EXT	Morning	Shot will move close to scott as wind picks up and pushes him to his knees.	Sound track will be the only thing which can be heard.
11	6	Close up	No movement	EXT	Morning	Shot will be showing Scotts face as he notices something on the ground infront of him.	Sound track will still be only thing which can be heard.
11	7	Tracking shot	tracking back from scott	EXT	Morning	Camera tracks back revealing crack in dirt with axe head half buried under ground.	Sound track, no other audio.
11	8	Long shot	Handheld	EXT	Morning	Camera will be positioned behind Scott from a distance showimng he has a object in his hand.	Sond track starts to fade out with sea and wind sounds picking up.

FILMSOURCING *More production document templates availabe on Filmsourcing.com – Filmsourcing accepts no legal responsibility for the use of Filmsourcing sample contracts and templates.*

Equipment List

ITEM:	COST:
Sony Alpha A7R III	£1.909.00
Sony FE 16-35mm f/2.8 GM	£1.479.00
Sony 50mm F1.4 ZA SSM Planar	£574.00
Sony FE PZ 28-135mm f/4 G OSS	£1.109.00
Atomos Ninja Flame 4K	£489.00
CAYER Video Tripod System 72 inch	£123.99
Neewer Movie Rig shoulder mount	£91.19
FLYCAM comfort stabilizing arm and vest	£180.00
Neewer 2-pack LED video lights with stands	£235.49
Zoom H4n Pro recorder	£199.00
Party Tent 170- Showerproof steel framing x3	£657.00
Portaloos x5	£250.00 p/w
SanDisk Extreme 64GB memory card 150MS/s x3	£60.00
Light reflector photography 32inch 80cm 5 in 1	£13.99
8 Pack BF-888S Rechargeable Walkie Talkies x4	£320.00
Heavy duty rubber grass matt x10	£250.00
Bohmer petrol generator 6500W x2	£520.00
All seasons gazebos 10ft x 10ft x4	£516.00
Total cost	**£8976.00**

Fitness Review

Name: James Lewis **D.O.B:** 13/02/1996

Address: 3 Cardiff Lane, Cardiff SA56 93H

Mobile number: 0394038492948

Next of Kin/ Guardian Name: Geraint Lewis

Next of Kin/ Guardian Contact Number: 03949482902

If you answer yes to any of the following questions, please put a brief description in space provided

1. **Do you suffer from any physical of psychological medical conditions/ ailments?**
   No

2. **Are you taking any forms of medication?**
   No

3. **Do you have any form of allergy?**
   No

4. **Do you currently have any injuries or ailments?**
   Sprained hand when moving objects at home, Healing well.

5. **Do you have a history or any physical or psychological medical conditions, injuries or ailments that may affect your participation in any aspect of the programme?**
   No

By signing this form, you declare this information to be as accurate and truthful as possible.
I acknowledge it is my responsibility to keep all relevant staff informed of any information stated above, or changes to this information, that may affect my participation in this programme.

Please sign here: _____ **Date:** 12/10/19

Recce Sheet

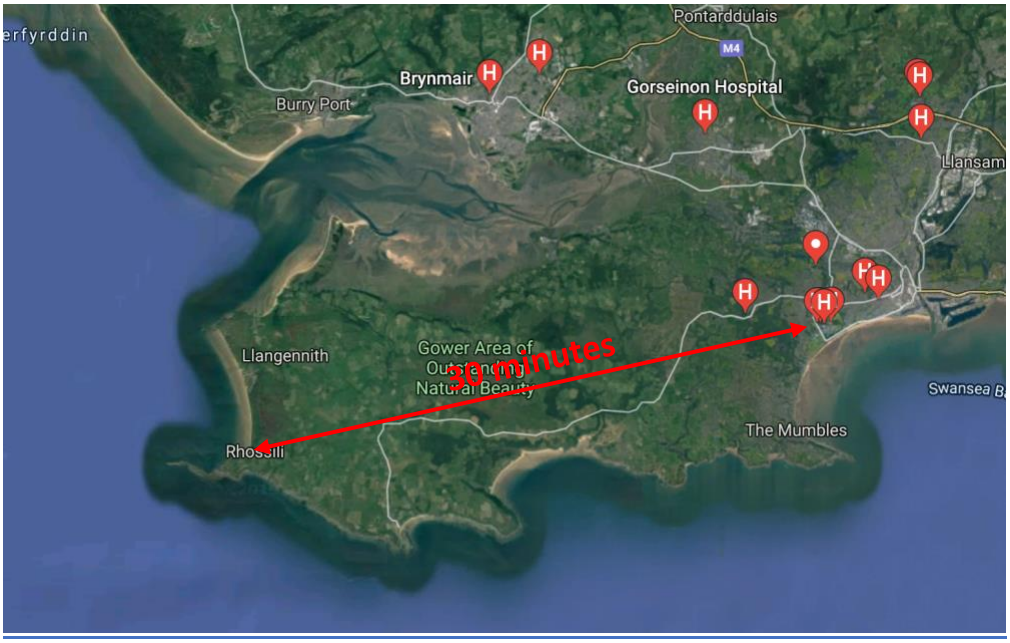
Title of production Scott Date of recce: 4/10/19
Location: Rhossili bay, Rhossili, Swansea SA3
Present: James Lewis (Director), Elliot Oakes (Producer), Jack Laytham (Executive Producer), Will Sharp (Production Manager), Joe Barthorpe (Production Coordinator), Katrina Seaton (1st Assistant Director), Liam Tripp (Camera Operator), Kan Chung Yu (Production Runner), Steve Mac (Film electrician), Bobby Jean (Boom Operator), Mary Thomas (Makeup), Tommy Nick (First AD), David Chi (Cast).

	Please indicate Yes/No for each area	Comments/Details
Local Condition: • Any known problems If yes, please detail (including source of information)	Yes ✓	Location is overlooking the beach on top of a cliff. Also, there can be high winds which blow over cliff.
• 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 ✓	Permission from national trust will be needed as the bay is a popular tourist destination. Warm coats and clothing such as hats and gloves will be advised as the location in the winter can get cold with high winds and showers. Plus, spray coming of the sea.
Viewpoints: • Appropriate viewpoints isolated • Any obstructions • Easy to reach and safe If no, please detail requirements	No ✓ Yes ✓ Yes ✓	As the location is popular with tourists and locals there will need to be space set aside for filming. Good roads and a safe location.
Requirements: • Power available If no, please detail alternative arrangements • Lighting appropriate If no, please detail alternative arrangements • Sound equipment (please detail)	Yes ✓ Yes ✓ Yes ✓	There are buildings a short distance from the bay however, a generator would be useful for recharging equipment at the set. Lighting would be ok to use on set. Sound equipment can be used for dialogue and for capturing natural sounds of location.
Anticipated problems: • Sound If yes, please detail • Picture If yes please detail • People If yes, please detail • Other If yes, please detail	No ✓ No ✓ Yes ✓ Yes ✓	The location is popular with tourists and locals so the right percussions of marking out a separate area to film will be needed. The weather may cause issues so before filming makes sure the rain and wind will not interrupt filming by checking local forecasts for day and days before.
Other considerations (please provide details for each):	Yes ✓	Rabbits and other wildlife may nest in the cliff so make sure the area of filming will not disrupt them.

• Security considered. • Welfare considered (transport, food, First Aid etc.)	Yes ✓ Yes ✓	When filming we would want security to keep set safe also for transport of actors and crew to and from set. When transporting people the car park to set it would be good to have a shuttle however it's not a far walk. There are cafes at besides the car

• Set dressing required • Props required	Yes ✓ Yes ✓	park however a food tent would be a good thing to have for people to warm up and wait whilst setting up. We would also need to have adequate first aid for if anyone falls or gets to cold a warm place such as a marquee would be good to be set up. All marquees could be set up in car parks or around surrounding areas with permission from national trust. Set dressing such as making sure area is clean would be necessary. Props for main protagonist would be needed. Also the clue which he will find would be needed to put into ground.

Rhossili Bay, 18.6 miles from Swansea. 41-minute drive



It's a 30 minute drive to the closest hospital.

Safety Review

A safety review will need carried out on the day to ensure the correct impediments are put in place to guarantee a safe environment to work in. This review will need to be completed by the Producer, Director, Location manager and First Aider. If a section of this review cannot be completed, then there will have to be the correct changes put in place to ensure everyone will still be safe. This will need to authorise by the producer and location manager. If the correct measures cannot be put in place, then moving date or location of set may be needed.
For any more information on this call 039294382236 or email LewisFilmsINFO@gmail.com.

Emergency Services:	**Tick if completed**
1. Do you have the closest hospitals phone number?	
2. Do you have a place where an ambulance can safely park, or a helicopter can land?	
3. Do you have a skilled trained first aider?	
4. Do you have the correct medical equipment on and off set?	
5. Do you have the local police stations phone number?	
6. Do you have the local fire station's phone number?	
7. Do you have the correct security on set?	
8. Do you have equipment capable of putting fires out?	
9. Do you know the emergency plan?	

Onset Safety:	
1. Has there been a safety brief for everyone who will be on set at the start of the day?	
2. Has barriers been set up in the correct places for the cast and crew?	
3. Does everyone on set know where the First Aid and DEFIB kits are?	
4. Has all equipment been laid out correctly i.e. camera bags etc?	
5. Is electrical equipment correctly covered?	
6. Are there walkie talkies?	
7. Does everyone on set know their role?	
8. Does everyone on set know when shooting will start?	
9. Does everyone on set know the emergency plan?	

Offset Safety:	**Tick if completed**
1. Has there been a safety briefing for everyone off set at the start of the day?	
2. Does everyone know who the first aider is?	
3. Does everyone know where the First Aid and DEFIB kits are?	
4. Is there a dry place for people to sit?	
5. Does everyone know how to get the set?	
6. Does everyone offset know what equipment needs to be on set?	
7. Does everyone offset know the emergency plan?	

Moving Equipment:	
1. Has everyone been briefed on how to move equipment at the start of the day?	
2. Are there other options to move heavy equipment? I.e. By car or van?	
3. Is the crew fit enough to move equipment?	
4. Is there a suitable way to get to the set location?	
5. Are there the correct places to store equipment on and off set?	

Getting to Location:	
1. Are there suitable roads to get to filming location?	
2. Does all cast and crew know how to get to set and what time to be there for?	
3. Will there be a bus provided for people to get to the location of filming?	

Control measure check list:

This list will need to be completed on the day of filming. For safety of Cast, Crew and members of the public this list will need to be fully ticked. If any concerns or inability to complete this list, please talk to location manager. If a box cannot be crossed off, we will have to work around it but still ensuring the safety of everyone on and off set. If essential, we can reschedule.

Control Measures	Tick if complete:
Cold Environment: 1. Check forecast throughout day to ensure the weather won't become unworkable.	
2. Make sure everyone is in suitable warm clothing if they will be outside for any periods of time.	
3. Make sure everyone will not be exposed to the cold environment for long periods of time.	
4. Warm food and drink to be provided.	
5. Make sure if anyone gets too wet or cold, they have spare clothing to change into.	
6. Is there a dry place for the crew and cast to sit whilst not on set?	
7. Has everyone had a safety briefing at the start of the day?	
8. Make sure there is a first aider on set to monitor everyone's condition.	
9. If weather gets too bad, consider rescheduling.	

Drowning: 1. Is there a sectioned off area before the cliffs edge?	
2. Has everyone has a safety briefing at the start of the day?	
3. Has someone from the national trust came to check location is safe to film on and there won't be a chance of the cliff falling away?	
4. First aider to be on set if anyone was to fall in with life jackets.	
5. Contact with the coast guard to be made so the know our position and there is a chance someone could fall in.	
Manual Handling: 1. Make sure to move any heavy equipment with a car instead of by hand.	
2. First aider to check on anyone who might have been injured moving things.	

Obstructions: 1. Area of set is cleaned of litter before setting up	
2. Make sure all equipment Is laid out neatly with no trip hazards.	
3. Make sure once filming is finished to clean up with no left-over rubbish or equipment.	
4. First aider to attend anyone if injured after falling or injured by rubbish.	

Trip Hazards: 1. Before setting up have you checked there is no trip hazards.	
2. Make sure to advise anyone of any potential trip hazards.	
3. All equipment needs to be placed neatly.	
4. Check that all exposed wires are clearly marked.	

Fall From Height: 1. Make sure to place down the appropriate impediments to stop anyone from getting too close to the edge around the set.	
2. Make sure security and runners guide people away from the edge.	
3. Make sure there is a safety briefing before filming, so everyone knows where the sectioned off areas are.	

Contact with cold liquid/ Vapour: 1. Make sure everyone on set has warm waterproof clothing.	
2. Make sure anyone who gets wet has spare clothing.	
3. Is the hot food and drink being supplied?	
4. Is there a dry place for people to sit when not on set?	
5. Is the first aider able to check-up on anyone who maybe struggling due to the cold and wet?	
Electric Shock: 1. Is all electrical equipment keeping dry?	
2. Is there a onset electrician?	
3. Make sure all equipment is labelled clearly to crew and public.	
4. Make sure runners and security tell the public of any wires.	
5. Can the first aider attend anyone who has been shocked?	

Lightning Strike: 1. Has the forecast been checked that there isn't a possibility of lightning striking?	

2. Are you able to stop filming if one could hit?	
3. Is it possible to adjust the filming date if anyone could get injured?	

Management factors (lack of communication, co-operation, co-ordination and competence): 1. Have you got walkie talkies with the crew and are you on the same channels?	
2. Has there been a safety briefing at the start of the day?	
3. Have you allowed time for people to express any issues?	
4. Before each shot make sure everyone on set is ok with what's about to happen.	

Physical Fatigue: 1. Is there a shuttle bus from the car park to set or other transport available?	
2. Can heavy equipment be moved to set by car or van instead of being carried?	
3. Is there a place for food and drink along with a place for people to sit if they get tired?	
4. Make sure to consistently check on cast and crew.	
5. Can the first aider check-up on anyone who could be struggling?	

Litter: 1. Before setting up have you made sure the area is clear of litter?	
2. Is the set clearly marked off to members of the public?	
3. Are the security and runners telling everyone of what's happening?	
4. Make sure not to disrupt area or wildlife which maybe there.	

Emergency contacts: 1. Have you got the closest hospitals phone number?	
2. Do you know the location of the nearest hospital?	
3. Do you have the phone number for the nearest police station?	
4. Do you have the phone number for the nearest fire station?	
5. Do you know the emergency plan if goes wrong?	

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)	James Films	
Name of parent company (if applicable)	N/A	
Company address	3 business court, Cardiff, SA34 567, Wales	
Number of employees	35	
Please indicate (Y/N) the nature of the production commissions which you wish to be considered for within the next three years: *Please answer all questions*	Radio Yes TV Yes	
	Low-Medium risk i.e. non-hostile locations, ready access to emergency services, non-inflammatory subject matter	Yes
	High risk: i.e. hostile and/or remote locations, undercover stories, highly sensitive subject material, etc.	No
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? *(if 'yes', please state who/when)*	Yes Pembrokeshire college filming events for the college but also for companies who hire me in. This was in 2017. Overall we did about 10 short films and videos.	
Name of person completing this form	James Lewis	
Job title	Director & Director of photography	
Date completed	12/10/19	
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? *(If "yes", please attach)*	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:** James Lewis **Job Title:** Director, Producer, DOP and location manager.
*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:** HSE Health and safety executive **Phone:** 0300 003 1647

4. Please confirm that they meet IOSH accredited competence criteria: *(If not, please specify what safety competency they do hold)*	Yes
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).	
5. Please confirm that your source of H&S Assistance is appropriately insured?	British Safety Council & Health and Safety Executive.
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.	

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)*	Lewis Films runs a core safety training course which lasts 1 full day. The course is lectured by OMS from 8:30AM till 5:00PM on Wednesday 18th each month. OMS also provides an Emergency first aid course which task place most Fridays of each month. The next lecture is Sat 21th Oct 2019. The courses cost £151 per person.
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)*	High risk training is provided by HSS Training which will be taking place on the 28-10-2019 in London. The courses will last 3 days at a cost of £469.67.
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.	
8. Please outline your procedures for engaging and managing contractors / sole traders on productions?	Lewis Films uses the same safety procedures as the BBC outlined at https://www.bbc.co.uk/safety/generalsafety/thirdparties/contractors including: all significant safety risks to third parties arising out of our business are being appropriately assessed and managed if needed. We have a responsibility to communicate clearly what it is that we want from a contractor, and then co-ordinate their activities with our own. We have a duty to ensure that those we contract to carry out work on our behalf are competent and capable of doing the work safely. We have a responsibility to monitor the work of contractors to ensure they are working to risk assessments / method statements / site safety rules / or any other safe system of work agreed to when contracted.

Risk Assessment

9. Please confirm you have attached a copy of a recently completed (i.e. < 6 months old) production risk	Yes- https://1drv.ms/w/s!AjdGqUkNH2Cul1lADhIJJbrdDmIz?e=mvbciN

assessment form of yours?	
10. Please describe the sign-off procedure for risk assessments involving 'high risk' activities?	N/A
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.	

Accidents / incidents and Enforcement Action

11. Outline your procedures for reporting and investigating serious accidents on productions?	Lewis Films follows the same internal reporting guidelines as the BBC procedures: see https://www.bbc.co.uk/safety/resources/aztopics/accidents-reporting-and-investigations Serious accidents will be reported to the appropriate authorities such as the Police, and follow RIDDOR guidelines.
12. Outline any RIDDOR 'reportable' you have had in the previous 12 months, and the learning points you drew from these?	No Accidents have occurred which have needed reporting.
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 enforcements have happened in the last 3 years.
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)	

Accident report form

Please fill in this form for any accident/ Incident which happened on or off set during the filming or setting up of the tv show 'Scott'.

BBC Safety requires accidents / incidents to be reported by the ***Injured Party***, or if they are unable to or no injury occurred, by the ***person in charge of the activity***, as soon after the incident as possible. It must be a true and accurate statement of what happened. This report form may be used to collect information on location, but the information collected should then be entered into the BBC online reporting process soon as soon as possible afterwards.

Incident Date	Incident Time	Reporting date	Reporting time

A. Ownership - which department does the injured person (IP) work for, or which department was in charge of the activity?

Division	Department	Unit	Production / Event

B. What happened - give as much detail as you can. Describe events leading up to the incident & the part played by those involved. Please describe any involvement of external organisations (e.g. Police, Fire, Ambulance, HSE, etc.). Serious accidents, which include those resulting in serious injury, days away from work, hospital treatment or involving the emergency services, must be reported to BBC Safety by phone or email as soon as possible.

Corrective action - **what action has been taken to prevent a recurrence and by whom?**

C. Where did it happen?

BBC premises – Y/N?	Country / Region	Location / Building	Area / Room

If not on BBC premises, give details of where the incident took place, including details of site ownership / contact details:

D. Injured Party (IP) Details - for incidents involving multiple injured persons, if they are able to, each should complete a separate incident form. If necessary, ask witnesses to provide separate statements.

How many people were involved / injured?			
Category of person	☐Employee ☐Contractor ☐Freelance ☐Artist/Contributor ☐Member of Public ☐Other		
Nature of involvement	☐Injured Person/victim ☐Other involvement ☐Witness ☐First on scene		
Title	**First Name**	**Last Name**	**Staff No**
Home address (of IP who are staff)		**Home address** (if IP not BBC staff)	
Contact Tel.		**Email**	
IP's Line Manager (BBC staff / freelancers only)			
Work start time (IP)		**Work end time (approx.)**	

Other relevant work information (shifts, etc.)	

E. Injury Details – expand on information given in Part B

Nature of Injury	**Part of Body** – arm, leg, etc.	**Body part sub-category**	**Body Side** - left, right, both

Where treatment given? (tick all that apply)	☐ No treatment given	☐ Treatment offered but refused	☐ at scene	
	☐ at local first aid point	☐ at Occupational Health	☐ at local GP surgery	☐ at hospital
Treatment given by				
Date of treatment		**Time given**		
IP became unconscious?	☐ Yes ☐ No	**IP required resuscitation?**	☐ Yes ☐ No	
IP in hospital >24hrs?	☐ Yes ☐ No			
After treatment	☐ Returned to Work	☐ Referred to hospital	☐ Sent or taken to hospital	
	☐ Referred to dentist	☐ Referred to own GP	☐ Sent or taken home	
Mode of transport (if applicable)	☐ By organisation vehicle	☐ By hospital vehicle	☐ By private vehicle	☐ by taxi
	☐ by ambulance	☐ by air ambulance	☐ By other means	☐ unknown ☐ N/A
Next-of-kin notified?	☐ Yes ☐ No			
IP referred to BBC Occupational Health for a return to work fitness assessment?			☐ Yes ☐ No	

F. Damage / Harm to the Environment – list any damage done to property

G. Sign-off

Incident report completed by	
Date / Time	
Is consent given for these incident details to be passed to union representatives?	☐ Yes ☐ No

Notes

Please record the information collated here into the BBC online incident reporting process: myRisks Incident Reporting Tool. If you are unable to access myRisks, please contact the safety advice line: (+44 (0) 370 411) x0464 or e-mail: safety@bbc.co.uk . Guidance: *Reporting Accidents & Incidents at the BBC*. This accident record is used in place of the Form BI 510 Accident Book under the ***Social Security (Claims and Payments) Regulations 1979***.

Privacy Notes - *Personal information collected during incident reporting and investigation will be used to fulfil the BBC's obligations under Health and Safety policy and legislation. It will be retained by the BBC for up to 6 years after the incident. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared. You have the right to confirm that any information held about you is correct.*

Safety Representatives undertaking their statutory functions may carry out an inspection of the area concerned and speak to staff in order to determine the cause of the accident and may request information on this form. Personal details can only be provided with the consent of the person to whom they relate.

Manual Handling Assessment

THE TASKS: Do they involve		
Holding loads away from the trunk?	yes	Make sure the person is capable of holding the object.
twisting?	no	
stooping?	yes	Making sure the person Is capable of stooping to pick up the object..
reaching upwards?	yes	If items are too high, we can make sure we use a ladder to reach higher or make sure the person reaching them is more than capable.
large vertical movements?	no	
long carrying distances?	no	
strenuous pushing or pulling?	no	
unpredictable movement of loads?	no	
repetitive movements?	yes	As we will be moving a lot of kit, we will need to make sure before each item is moved the person moving them is rested and capable.
insufficient rest & recovery periods?	no	
a work rate imposed by a process?	no	
THE LOADS: are they		
heavy?	yes	Some objects may be heavy so we will either make sure the person is capable of carrying that or we can bring it onto set with different equipment.
bulky/unwieldy?	yes	If some objects are too bulky, we will make sure there are either multiple people carrying it or that we have the correct equipment to move it to set a different way such as a forklift.
difficult to grasp?	no	
unstable or unpredictable?	no	
intrinsically hazardous (sharp edges etc.)	no	
The environment: are there	No	
constraints on posture	no	
poor floors?	no	
uneven surfaces?	yes	Where we will be moving the equipment to the ground may become uneven so for that we will either put down boards which will allow people to safely cross them or we will warm anyone with equipment of the potential hazards with a talk at the start of the day
hot, cold or humid conditions?	yes	On the day the weather is likely to be cold so we will make sure everyone is wearing warm clothing and if moving items, we will check to make sure they're clothing is suitable.
strong air movements?	yes	As there is a chance there will be strong winds, we will make sure anyone carrying things will be safe and knowing of where they're going. We will also make sure that if a certain object large that the winds won't affect the person carrying it.
poor lighting conditions?	no	
THE INDIVIDUALS: does the job require		
require unusual capabilities?	no	
hazard those with health problems?	no	
hazard pregnant workers or nursing mothers?	yes	If anyone is pregnant or not in a suitable condition to move items we will make sure that they do not have to do any manual handling.

require special training or information?	yes	Before moving anything, we will make sure to give a safety briefing to anyone who will be helping. This will include a talk about the terrain and also that if anyone doesn't feel up to the task the don't have to move a particular item.
OTHERS:		
Does PPE interfere with any aspect of the task?	no	
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?	yes	As there will not be to much of a rick when carrying equipment there won't be many cases were people will get injured. However, in the instance people may get hurt we have put in the correct control measures to ensure the chances of this happening are extremely low.

ASSESSOR		DATE	9/10/19

Report

The purpose why I decided to this project was because I wanted to create a scene in which a Tv show could be built around. Within this scene I wanted to be able to show character traits, the soundtrack, location, costume and the gritty feel of which this show would have, Also what would make this show unique. I think as there are already so many great detective shows and story's on tv and film, creating a completely new idea would be hard nevertheless, by using techniques with editing, sound design and cinematography it would be possible to create something with a recognisable plot but a very unique way of approaching it. I also think by creating this I will be learning new skills with camera operation, directing, location scouting, editing and sound design. By getting better with these skills I will be able to do more complicated tasks with film but also be able to be more creative with the skills and create even better films. I think by doing this project I will have a improved first-hand experience and a superior understanding of what limits there are with tv shows and films like these.

My specifications for this show would distinctive however, I think could work really well if put together right. One requirement of mine would be unique locations. I would want this because I feel that with just locations alone the audience would be able to get a feel for the show and understand the characters motives and traits better. I also think by using unique locations the traits of the characters would become clearer. Another requirement of mine would be my character choices and who I'd cast. For my main protagonist I think the choice of a male in his late 50s with Asian race would fit well. For my other characters I would want people with distinct features. Also, by using people of certain race or ethic and putting them in remote scenes and positions would be quiet juxtaposing to the audience. An additional requirement of mine would be camera work and editing. By using the perks of editing and what it can achieve along with creative camera work such as transitions I would like to be able to create 'trippy' visuals which would make the audience think about what they are seeing. Finally, I would want sound design to be a big requirement of mine as if I could find or create a unique sound to the scenes it would help sell the fact that this show is different. Likewise, I feel like the sound design could influence the characters decisions and how the scene and each episode would plan out.

I think things such as health and safety and the setting up of scenes in remote locations is the stuff which I've learnt the most from by doing this project. Before doing this project, I knew health and safety was a big part when creating films, but I never realised how in depth it had to be. When learning about the health and safety I had never done any sort of thing like this before too do with films, so I thought it was really interesting learning about it. I have also learnt what limitations you now have when filming and how you cannot just go to locations and film. By learning this stuff, it also gives me more respect to films which manage to create amazing dangerous shots in real-life.

When creating the idea of this scene health and safety was a big part of it as it decided what I could and couldn't do. As I the plan is too film onto of a cliff health and safety considerations were made when thinking how I could shoot and where the safe areas were. One thing I took into consideration when planning the shoot was to put barriers up along the cliff edge which would be disguised to the camera but also would be a safe distance to keep cast and crew safe. Another health and safety precaution I took was to give a safety briefing at the start of the day so everyone would be up to date on all details. With equipment I wanted to use a less bulky camera which could be easily moved around. For this I decided to use a Sony Alpha A7R III. I also used only 3 different lenses which were two wider angle primes and one zoom lens to save weight. As this scene wasn't going to be too long, I didn't want to bring a lot of equipment as it would be more to set up. For crew I wanted to have a few different members as where we were filming, I wanted it to be as safe as possible but also as it was going to be cold with rain, I didn't was

few people doing a lot of jobs. As there was a reasonable amount of people on and off set, I decided to set up a place where they would be able to get food and drink along with a dry place to sit. I think this was a good idea as the weather wasn't the greatest this made the crew and cast more apricated and also made them work harder and more precise. The stakeholder of this project would be me as I was doing the directing, I really wanted to project to come out how I wanted it too. Also, with us not having a massive budget it was important that we got the work done precisely and well without wasting time

The positive results of the project were defiantly the look and location. By using this location for this scene, I think it really made the shots unique. I also think the planning was a great positive as, as we went into great detailing with shots and what equipment to use, I feel it made the filming process a lot easier. Some negatives of this would be time. At times I wish we had more to work with as if we did, I could go more in-depth with the character creation. Furthermore, if we had more time it would be good to plan different locations and use the locations to add to the film scene.

Overall, I feel like this project went well, I think managing time was a key point in getting the work done to a high standard as it helped planning things out and getting to certain points by a day. For next time I would probably change the order I do things. For example, when I was doing the documents, I would probably get all the big documents done first and leave the smaller ones to last as it would make things easier, but I also think it would give me a better understanding of what to do. All things considered though I feel this project went well I still really like the plot for it and would like to develop even more into it in the future. I also really like the choice of location and can look forward to finding more places like that in the future when filming.