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Health Safety, and Risk Assessment HPMF4006

Outline of scenario and proposed filming

Working Title: Cliff Jump
Genre: Adventure documentary
Duration: 40 minutes – compilation of interviews and filming the activity
Target Audience: Wide variety;
Outline: I will be creating an adventure documentary on cliff jumping and coasteering. It will follow a group of experienced coasteers and cliff jumpers, capturing their thrilling hobby in an immersive and adrenaline filled short film. The aim of the film is to effectively depict the rush and excitement of this type of sport. The film will explore the thrill, the
Character Breakdown: Fiction film so real-life people; explore character development throughout short film.
Visual Elements: Lighting: The film will use natural lighting, ideally it would be overcast some of the day and have a clear sky some of the day too, to enable the change of mood and development in the film.
Filming angles: Some clips from person jumping will be needed, they will be filmed by a camera operator. Footage looking at the cliff face; both as drone footage and from other vantage points. Footage from further away zoomed in on subjects (likely be from another cliff). Footage following the coasteering group from front and back.
Audio Elements: The shots will be using only a few Rode VideoMic Go's and wireless body mics to capture sound. Anything in the water will be using the camera mics as there is no access to waterproof mics. Although lots of the action shots will be dubbed with music and only capturing the natural ambience sound we do need mics to interview and to capture the natural sounds too.
Rationale: To create an informative and thrilling account about Cliff Jumping and Coasteering. The aim is to educate and entertain viewers; not just to show how exhilarating the sport is but also the false preconceptions of imminent, definite danger and how when done properly with professionals the sport is not as dangerous or "stupid" as it is believed to be. By educating people this way it can show how such a fun a thrilling sport is accessible through local centres. The film will also include unbiased views in different interviews.
Primary & Secondary Research: Primary: Direct interaction with course leaders on Outdoor Adventure Education and other students and people that undertake

the sports. Secondary: Articles found online and in Outdoor sports magazines or articles.

Requirements & Resources: In this proposal there will need to be experts in the sports area and film crew able to take part in a safe way in compliance with the risk assessments and rules set out. There is a number of recourses needed. They are outlined in the '**Filming Methods- Equipment, position, operator'** section of this document.

Constraints and Contingency: There are a few problems that may occur, these are the following. One problem is that it may be hard to get shots from a drone if we do not have a drone pilot, this will cut a lot of aerial and wide shot opportunities in the film. Another problem may be competency; this may be a problem as if some camera crew are unable to do the activity or deal with heights for example it would mean less shots being able to be obtained from different angles. Another problem may be the weather, it effects the ability to do this sport massively as if there is too much rain or if the sea is too rough then you are unable to continue as it's a safety hazard.

Legal & Ethical Considerations: Legally the location is okay to film at but some ethical considerations to be aware of are; Rock erosion, littering, disturbance to wildlife. By being there, there are going to have to be limitations to these problems so that there is no strong impact on the environment and location.

Budget: The budget for this film is £4,000. This allows for a variety of cameras and therefore angles and types of shots that I want. It also means that we can hire a health and safety officer to survey and understand we want from the film and allow us to do it safely.

Production Risk Assessment Form - A

Production Name:	Cliff Jump	**Organisation**	Sharp Films
Production Address:	University of Wales Trinity Saint David, Carmarthen, SA31 3EP	**Producer / Editor** Email: Mobile:	Will Sharp 1901130@uwtsd.student.ac. 07958028190
Start date	15/10 19	**End date**	18/10/19
Distribution *Who gets a copy of the assessment*	Assistant Director - Any camera Operators – Coasteering and Cliff Jumping members (Any filming subjects)		
Outline of risk assessment *Summary of what is proposed in terms of sequences and set ups.*	Some clips from person jumping will be needed, they will be filmed by a camera operator. Footage looking at the cliff face; both as drone footage and from other vantage points. Footage from further away zoomed in on subjects (likely be from another cliff). Footage following the coasteering group from front and back.		
Team members / experts / contractors / contributors etc. *List those involved*	Uwtsd Outdoor adventure education students and lecturers. St Johns Ambulance.		
Locations *Outline locations involved – indicate any which are hostile environments*	St Non's Bay and surrounding coastal area		
Assessor Name Signature	William Sharp	**Date completed**	
Authoriser Name (if not Assessor) Signature	Brett Aggesberg	**Date authorised**	

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	X	Contact with cold liquid / vapour	/	Disease causative agent	X
Attack by animal	X	Contact with cold surface	/	Infection	/
Breathing compressed gas	X	Contact with hot liquid / vapour	X	Allergic reaction	X
Cold environment	/	Contact with hot surface	X	Lack of food / water	X
Crush by load	/	Electric shock	X	Lack of oxygen	X
Drowning	/	Explosive blast	X	Physical fatigue	/
Entanglement in moving machinery	X	Explosive release of stored pressure	X	Repetitive action	/
High atmospheric pressure	X	Fire	X	Static body posture	X
Hot environment	/	Hazardous substance	X	Stress / anxiety	/
Manual handling	/	Ionizing radiation	X	Venom poisoning	X
Object falling, moving or flying	/	Laser light	X		
Obstruction / exposed feature	X	Lightning strike	X	**Environmental hazards**	**Tick**
Sharp object / material	/	Noise	X	Litter	X
Shot by firearm	X	Non-ionizing radiation	X	Nuisance noise / vibration	X
Slippery surface	/	Stroboscopic light	X	Physical damage	X
Trap in moving machinery	X	Vibration	X	Waste substance released into air	X
Trip hazard	/			Waste substance released into soil / water	**X**
Vehicle impact / collision	X	**Managerial / organisational hazards**	**Tick**		
Falls from height	/	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] – Some clips from person jumping will be needed, they will be filmed by a camera operator. These will be filmed by putting GoPro's as head mounts and chest mounts to the participant cliff jumpers and coasteers. It will also be achieved by having a camera operator with sufficient training/prepping to do the jump and hold the GoPro.	**Location** – St Non's Bay	**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
Drowning	Everyone entering the water or near it	**High to Extremely High**	Appropriate clothing or PPE to use whilst climbing in this case: wetsuits, Life jackets Coasteers awareness of ability of filming crew (should be treated with care) Emergency equipment necessary, safety rope to throw Ensuring participants ability to swim	**Trivial**
Hypothermia	Everyone outside involved but mostly those coasteering	**High to Extremely High**	Emergency equipment necessary in first aid kit (Foil Blanket) Appropriate clothing to use in the water e.g. wetsuit or dry suit with warm clothes underneath Appropriate time spent in water, only be in the water when needed	**Trivial**
Getting stuck in confined spaces or trapped on the cliff-face	Everyone coasteering	**Low to Medium**	Ensure the leader in charge of coasteering is knowledgeable about the coast you are using and on Suitable preparation and instructions on how to negotiate the cliff-face and listen to the leader	**Trivial**
Being cut on Sharp Objects and surface areas	Everyone Coasteering	**Medium**	Suitable footwear for coasteering and climbing Always cautious and observant and being careful what you chose to hold or squeeze onto Wearing correct PPE e.g. Helmet, Thick Wetsuit and Shoes	**Trivial to Low**

Bad Weather Conditions	Everyone involved especially people on the cliff	Low to Medium	Preparation in accordance with forecast Assessment of used areas or site from supervision Stay aware of weather and water level changes if needs be	Trivial
Harsh Impact with rock surfaces or objects	Everyone Coasteering	Medium	Staying aware and ready and listening to instructions set by director and leader Suitable protection: Head gear, Knee Pads and Elbow Pads may be advised Suitable training for certain sections of the cliff face Insuring coasteering leaders' knowledge of cliff faces or climbing areas	Trivial
Equipment failure (lamp failure, ropes if climbing)	Everyone Coasteering or near cliff edge and involved	Medium	Do equipment checks prior to starting activity Ensure batteries aren't low for camera gear and lighting if any used Insuring the configuration of slings and rock attachments if using ropes	Trivial
Loose or falling Rocks	Everyone Near cliff and using it – especially to people lower down	High to Extremely High	Insuring coasteering leaders' knowledge of cliff faces or climbing areas Visibly checking rock surfaces and regular checks to everyone around Pre-check rock surfaces before climbing or using	Low
Entanglement in Rope	People being rescued by rope or using it to climb sections of wall to film	Medium	Appropriate training on how to insure the rope is in the proper place and how to deal with it Ensuring you are paying attention to leader and director	Trivial
Panic attacks /refusal of orders	People prone to these problems. People in harsh environments or stressful circumstances	Trivial to Low	Ensure those participating know the issues possible Psychological assessment or reference to prior psychological assessments Insure the instructor can safely and efficiently evacuate from cause of panic and/or carry out rescues	Trivial

To avoid injury, groups should have supervisors and leaders that have the necessary training and qualification that mean they are able to run the sports, avoid chance of injury, and understand the necessary risk assessment. Leaders for climbing should know the cliffs, walls or areas they are using.

Emergency Plan

Medical Emergency/First Aid

-Attempt first aid if you are able to – should be done by any first aiders

-Following first aid response; call ambulance if patient is not breathing

-Carry on with first aid as much as possible till emergency services show up

Fire/ Evacuation

-If in a confined space, evacuate through the dedicated fire route where there will be a clear path

-If in need of evacuation on the cliff, the coasteering leader will dictate the best way to leave the area in a safe a quick way

Security Incident e.g. Dangerous person

-If there is a breach in security on site security will aim to calm any situations down

-If unable to calm situations down, police will need to be called, security should stay clear from the threat till police arrive

Extreme Weather

- In the case of extreme rain or snow etc. everyone and everything will need to be packed up in a safe a quick manner being put under gazebos that are provided in case of this emergency

-People take priority if the situation becomes a threat to safety

Main Emergency Number	999
Non-Emergency Number	101

Executive Producer: Will Sharp Producer: Joe Barthorpe Director: Will Sharp Production Manager: Jack Laythem Production Coordinator: James Lewis 1st Assistant Director: Elliot Oakes	**Cliff Jump**	DATE: Filming on October 15th - 18th 2019 Sunrise 7:30 Sunset 18:31
WEATHER: Forecast to be Clear and Sunny First Aid kit and fire extinguisher in main gazebo	**CALL TIME 9:00** Check grid for individual call times	LUNCH 13:00

Production Office	Nearest Hospital to Set
	Withybush Hospital – General Hospital Tel- 01437764545

LOCATIONS

#	Location	Address	Parking	Contact
1	**St Nons Bay Pembrokeshire**	**St nons bay, Pembrokeshire, Porthclais National Trust Car Park**	**CarPark**	**Mark, National Trust Customer Services: 0798674235**

Scene and Description	Cast	Pgs	Loc
Scenes are built up of multiple shots following the group, trying to create an in-depth exciting documentary			
		TOTAL PAGES:	

#	Cast	Role	Call Time	Pick Up Time	MU/WD	Set Call
1.	**Coasteering Team**	Coasteering Subjects	9:30			
2.	**Filming Crew**	Filming, setting up equipment, prepping and planning	9:00			

Extras/Background

/

/

Transportation

UWTSD Mini buses x2

Craft

Cast/Crew Subs x 00 @ 0000

Catering

Cast/Crew Lunch x 15 to be served @ 1300

SET REQUIREMENTS

Props:/

Special Effects:/

Vehicles:/

Wardrobe:/

Makeup:/

Set Dressing:/

Animal Wrangler:/

Stunts: With coasteering team

Advanced Schedule 15/16/17/18-10-19		
Scene and Description	**Cast**	**Pages**
Day 1: More in depth recce rehearsing camera angles and getting some of the first shots in. Caosteering team get to practice with us and teach us some more health and safety	ALL	
Day 2: Getting straight into activity getting more shots, choosing what style of shots we want for this day depending on weather (Why we have planned for 4 days)	ALL	
Day 3: Managing time to film short interviews with the coasteers and cliff jumpers using the location for backdrops and atmosphere, also getting more footage, higher level of intensity and thrilling shots	ALL	
Day 4: Using the last day either to catch up on footage that has not been able to be taken or using the time to get more footage/ continue with new updated plans made whilst filming for the last day. E.g. new material, new ideas, new shots, new routes and areas	Inconclusive	

DEPT	NAME	IN	DEPT	NAME	IN
PRODUCTION			**ART DEPT**		
Producer	Will Sharp		Production Designer	/	
Producer	Joe Barthorpe		Art Department	/	
Director	Will Sharp		Art Department	/	
Production Manager	Jack Laythem		**HAIR/MAKEUP/WARDROBE**		
Production Coordinator	James Lewis		Key	/	
Production Assistant			Assistant	/	
Production Assistant			Assistant	/	
AD'S			**CONTINUITY**		
1st Assistant Director	Elliot Oakes		Script Supervisor	Katrina Seaton/Will Sharp	
			LOCATIONS		
			Locations Manager	Liam Tripp	
CAMERA DEPT			**SOUND**		
Director of Photography	Will Sharp		Production Sound Mixer	/	
1st Assistant Camera	Katrina Seaton		Boom Operator	/	
2nd Assistant Camera	Joe Barthorpe		**STUNTS**		
Camera Trainee	Dafydd Jones Evans		Stunt Coordinator	UWTSD Outdoor Ed Group	
GRIP & ELECTRIC DEPT			**CATERING/CRAFT**		
Key Grip	/		Catering	Fresh Bites Catering	
Best Boy Grip	/		Craft		
Grip	/		**DRIVERS**		
Gaffer	/		Driver Coordinator	Thomas ""	
Best Boy Electric	/		Driver	Huw ""	
Electric	/		Driver	Thomas ""	
Swing	/		Driver		

Producer	**Producer**	**Production Manager**	**Production Coordinator**	**1st Assistant Director**
William Sharp 07958028190	Joe Barthorpe 074346753	Jack Laythem 07786548324	James Lewis 0235764896	Elliot Oakes 0794376528

Evidence of Dynamic Risk Assessment

A dynamic Risk Assessment is to be taken on the day and during activity. It will be carried out by three different members of the team. The Director, The Coasteering Instructor/ Leader and the health and safety head. This will ensure a thorough dynamic risk assessment but also mean it is taken from different perspective. This form may be used to help:
There are already hazards pre-filled out that are commonly recorded in a dynamic risk assessment.

Hazard	Control Measure Needed	Risk Reduced ✓ / X
Wet surfaces (more than expected) Pre-Filled	Wait till dried, wear better equipment, plan for another day.	
Heavier rain than expected Pre-Filled	Use Canopies or covers for film crew and equipment and first aid.	Day 3 ✓
Uneven Surfaces Pre-Filled	Determine whether it is still safe, wear more PPE or better footwear	On cliff filming on day 1 ✓
Colder weather than expected Pre-Filled	Determine whether the shoot will continue then use spare clothing provided by film crew on set including coats, jumpers, gloves and blankets	
Hotter weather than expected Pre-Filled	Determine whether shoot will continue then use sun cream from first aid kit and try to obtain more water/ access to water	
(Day one) Not enough water to drink on set at location	Access water, if unable to find sufficient amount; call off and end early	✓ **Water found**
(Day 2) Not enough helmets (PPE) for everyone to wear one	Choose which of the crew and coasteers could be left out for certain parts of the film and switch through the day ensuring there is still a variety of subjects	✓

Hazard	Control Measure Needed	Risk Reduced ✓ / X
(Day 3) One of the crew have injured their ankle – suspected to have just twisted, could be break	Ensuring that they are in a safe environment, do first aid, call ambulance if its serious or take to hospital more likely	✓
Sea is too rough n arrival to film straight away	Predict whether it's worth staying and then wait to see if sea and weather calms down	✓

Filming Methods- Equipment, position, operator

There are a number of angles that are going to be used in this short film.
They are:
-Two POV views from coasteers
-Two action and cinematic purpose camera angles from front of group and back
-One 360 camera view from coasteers
-One Ariel drone view
-One zoomed in view from opposite cliff when possible
-one overhead view from clifftops looking down cliff face
The reason for this vast number of angles is because to achieve full immersion of this thrilling activity there needs to be a sense of perspective and tension. Being able to cut from a wide angle of a jump to a close up on contact of water it creates tension and excitement. Using the drone allows great cinematic views of the cliff area and the participants. Using the drone also allows a very unique interesting perspective

Filming Kit List

GoPro Hero 8 Black x1
GoPro Hero 5 Session x3
Insta360 ONE X x1
Panasonic Lumix G9 with the Leica DG 200mm f/2.8 lens and standard prime lens
Panasonic Lumix G5 with standard prime lens
Walkie Talkie – with ear pieces

Crew Kit List

Gazebo
Water and snacks e.g. fruit, cereal bars
Warm blankets for between shots
Dry bags
Heavy duty camera cases

Activity Kit List
PPE equipment – Provided by UWTSD Cynefin centre
Suitable wetsuits and warm clothing
Floatation devices
Ropes and other climbing gear
First aid kit

Participant Fitness Review
The reference of activity levels if based on the BBC Contributor-fitness-to-participate-table pdf; http://downloads.bbc.co.uk/safety/documents/health/contributor-fitness-table.pdf
Activity level of this film: Level 3
Fitness requirement:
-Running long distances >800m in one go equivalent of a mile in 8 minutes
- Rock climbing/altitude
- Jumping from heights of greater than 10
metre into water
Tomo – Coasteering Team
Ability: High experience in coasteering, leading and teaching groups regularly. Knows the area and often does cliff jumps here. Full competence in swimming. Can stay afloat sufficiently, can run longer than 800m providing stamina and strength. Also has high experience in climbing. Is first aid trained for this specific sport. This qualifies Tomo for a level 3 activity and therefore the ability to take part in this film production.
Joe – Filming Crew
Ability: Experienced in water sport; surfs regularly. Does long distance running provide stamina, strength and a forward headset. Can run more than 800m, exceeding level 3 expectations. Experienced in climbing so can use the cameras properly on the cliff. Does not suffer with anxiety with height so won't have a panic attack or anything that could put him, other people and the production in danger.

Location Review (recce)

This is a sheet designed to use when visiting the site to fully understand it and research it prior to actually filming there. It means that we can foresee health and safety dangers and understand what we are getting into but also means we can have an understanding for the type of filming we can do and want to do.

Production Title: Cliff Jump
Location Scout: Will Sharp, Joe Barthorpe
Script Location: (Real life) ↓ **Scenes:**
Actual Location: St Nons Bay Pembrokeshire **Interior** ☐ **Exterior** ☐
Address: St nons bay, Pembrokeshire, Porthclais National Trust Car Park
Location Contact Name: Mark **Position:** National Trust
Email: Mark101@national.trust.org **Phone no.:** 0798674235

Availability; Days of Week: Every Day of the week
Times of the Day: All hours
Special Agreements: Use of carpark area for free and access to water and toilets on site

Parking: At location
Distance/Time from Home(base): 1 1/2 hours
Power Capabilities: Access to electricity
Sound Scape: Typical ambience – no loud implications
Other Notes:

Things to Take	Completed ✓	**Notes**
Camera	✓	Lumix g5
Phone	✓	
Note Pad	✓	And noted on this form
Recce Sheet	✓	This form included
Maps	✓	Downloaded and paper copy
ID	✓	
Checklist	✓	This form

Talking to People	**Completed ✓**	**Notes**
Confirm Ownership	✓	Trust Carpark, Local Beach/Cliffs
Exchange details	✓	Mark: mark101@national.trust.org
Explain intentions	✓	Agreed/okay with
Discuss contract or fees (?)	✓	None needed
Editorial policy	✓	Trust wants a mention for advertising
Are passes required	✓	None
Availability and timings	✓	Always available
Local events	✓	none
Dress code	✓	none
Copyright issues	✓	none
Children's details	✓	None involved
Transport/Access		
Landmarks for directions	✓	None specific, enough road signs and map availability
Neighbour disturbance	✓	No residence& no reason for disturbance
Risk of Trespass	✓	Local land and agreement with trust
Internal access		
Vehicle access	✓	Carpark then walk to sections we need
Toilets	✓	At trust centre
Traffic control needed	✓	None needed
Shelter	✓	Gazebo
Safe areas (environment)	✓	Centre
Tidal Waters	✓	Tidal, time of year should mean its fine
Boats/safe?	✓	No boats
Camera/Lighting		
Position of the sun	✓	South/west facing coast
Window direction	✓	Outside
Power supply	✓	Not in need of lighting but if used it will be battery powered
Size of location	✓	Large coastal area to select filming
Strobing		
TV/Computer screens	✓	Watch back will be at lunch in gazebo on laptop monitors
Is floor level?		coast
Secure place for kit	✓	Gazebo with security
Cables	✓	None needed so no hazard
Smoke alarms / sprinklers	✓	Outside

Sound:	**Completed ✓**	**Notes**
Listen	✓	
Traffic/road works	✓	None – none planned
Aircraft	✓	Uncommon but a few
Electrical hazards	✓	none
Schools	✓	none
Weather	✓	Documentary style
Background music/PA sys	✓	none
Air conditioning/ fridges	✓	none
Wooden floors	✓	none
Things for Director:		
Take Photos	✓	None taken but location interests noted
GVs/ top shots		
Cutaways		
Backgrounds		
Events	✓	No events
Additional contributors		National trust minor additional contribution
Transport/access		
Eating	✓	Catered for
Hotels		Not needed everyone is local

Safety Review Based on Initial Risk Assessment

The review on safety at this point in time is positive. This means that at this point the safety and control measures put in place is thought to be of high enough standard and needs little improvement. One thing to be added is a kit list for the activity including PPE. This means were not relying on a random means of accessing PPE but have our own to use.

List of Control Measures

Control Measure	Carried out
Drowning: Appropriate clothing or PPE to use whilst climbing in this case: wetsuits, Life jackets Coasteers awareness of ability of filming crew (should be treated with care) Emergency equipment necessary, safety rope to throw Ensuring participants ability to swim	
Hypothermia: Emergency equipment necessary in first aid kit (Foil Blanket) Appropriate clothing to use in the water e.g. wetsuit or dry suit with warm clothes underneath Appropriate time spent in water, only be in the water when needed	
Getting Stuck: Ensure the leader in charge of coasteering is knowledgeable about the coast you are using and on Suitable preparation and instructions on how to negotiate the cliff-face and listen to the leader	
Getting cut: Suitable footwear for coasteering and climbing Always cautious and observant and being careful what you chose to hold or squeeze onto Wearing correct PPE e.g. Helmet, Thick Wetsuit and Shoes	
Bad weather: Preparation in accordance with forecast Assessment of used areas or site from supervision Stay aware of weather and water level changes if needs be	
Harsh Impact: Staying aware and ready and listening to instructions set by director and leader Suitable protection: Head gear, Knee Pads and Elbow Pads may be advised Suitable training for certain sections of the cliff face Insuring coasteering leaders' knowledge of cliff faces or climbing areas	
Equipment failure: Do equipment checks prior to starting activity Ensure batteries aren't low for camera gear and lighting if any used Insuring the configuration of slings and rock attachments if using ropes	
Falling rocks: Insuring coasteering leaders' knowledge of cliff faces or climbing areas Visibly checking rock surfaces and regular checks to everyone around Pre-check rock surfaces before climbing or using	
Getting tangled in rope: Appropriate training on how to insure the rope is in the proper place and how to deal with it Ensuring you are paying attention to leader and director	
Panic Attack: Ensure those participating know the issues possible	

Psychological assessment or reference to prior psychological assessments Insure the instructor can safely and efficiently evacuate from cause of panic and/or carry out rescues	

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)	Sharp Films	
Name of parent company (if applicable)	Sharp ltd	
Company address	University of Wales Trinity Saint David, Carmarthen, SA31 3EP	
Number of employees	20	
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 TV y	
	Low-Medium risk i.e. non-hostile locations, ready access to emergency services, non-inflammatory subject matter	
	High risk: i.e. hostile and/or remote locations, undercover stories, highly sensitive subject material, etc.	y
Low-Medium risk Radio productions – answer all questions excepting: Low-Medium risk TV productions – answer all questions excepting: High risk productions – answer **all** questions y		
Have you been safety vetted by another broadcaster within the previous 3 yrs? *(if 'yes', please state who/when)*	S4C - 2016	
Name of person completing this form	William Sharp	
Job title	Director	
Date completed	13/7/19	
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)*	y
It is a legal requirement for companies employing 5 or more people to have a written health and safety policy in place. You can write it for yourselves, obtain it from your source of H&S Assistance (see below) or customise an established one (e.g. from PACT or your parent company). The policy should specify who is responsible for health and safety at managerial and day-to-day levels, what arrangements are in place to manage safety and the emergency procedures you have.	
2. Who is ultimately responsible for health and safety in your company?	Name and job title: Jean Thomas – Health and safety overseer
*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: shaws H&S Direct Contact name: Jean Thomas Contact details: JeanJT@shawHSD.co.uk
4. Please confirm that they meet IOSH accredited competence criteria: *(If not, please specify what safety competency they do hold)*	y
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?	y
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)*	Outdoor Fist Aid Certificate Training Manual Handling training
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)*	Outdoor Fist Aid Certificate Training – Higher Level Manual Handling training
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?	

Manual Handling Assessment

All filming crew have been trained and have completed the required manual handling training to ensure no one is injured in the process of moving and lifting things. This is important because in this case we will need to carry lots of equipment with us to the different cliffs. This way the crew can share the load and make the task easy, sufficient and safe.

Module Report

Summary of Project Aims	To develop understanding of the practical and legal considerations for implementing health and safety procedures during productions. To use and create a widely used system/paperwork exploring the production technicalities and plans for production from start to end.
Specification	• 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.
Research Summery	Knowing what the typical format and protocol is to creating a film with a bigger and more professional efficient team in a safe way. Having and actually using the knowledge of the profession itself. Understanding the Industry standard, looking at and using examples of company's health and safety protocols and formats.
Technical Review	Learning the skills needed on a project for real life such as becoming first aid certified and using it in this assessment. Learning how to design and write a full health and safety backed proposal and know what it is like to have made one and use it. Creating our own version of industry standard forms. One thing I could have improved on is the ability to create my own forms and tailor them to my workflow and style, although this may be harder as a beginner it would mean I'm showing clear understanding of not just a production but my own work and production and how it is being ran and created.
Outcome	Putting the things learnt and understood into a format where I can understand how I would use this properly. It means that I know I could do this if I needed to/ when I need to in the future. It introduces -securely, the aspect of a filming making profession that may otherwise be overlooked but has great importance in building up experience and being a better option for employers or investors etc.
Conclusion	Generally, the project went well. I think that my approach to the assignment was with interest and desire to actually learn more about something I'm going to use. This made it a more useful and productive learning outcome. Something I'd do better next time is identify the things I had issues with understanding and sort them out right away saving time and creating a more efficient and understanding workflow. I think I would also create a more complex proposal where I can explore more legislative contributions and problems to filming and be able to delve deeper into the background work that goes into a production.
Appendices	Use of the online moodle resource: https://moodle.uwtsd.ac.uk/course/view.php?id=5458 The BBC Participant Fitness Review guide: "Contributor-fitness-to-participate-table"

	http://downloads.bbc.co.uk/safety/documents/health/contributor-fitness-table.pdf The HSE risk management article: http://www.hse.gov.uk/risk/index.htm http://www.me.umn.edu/education/undergraduate/writing/How-to-write-a-Design-Report.pdf