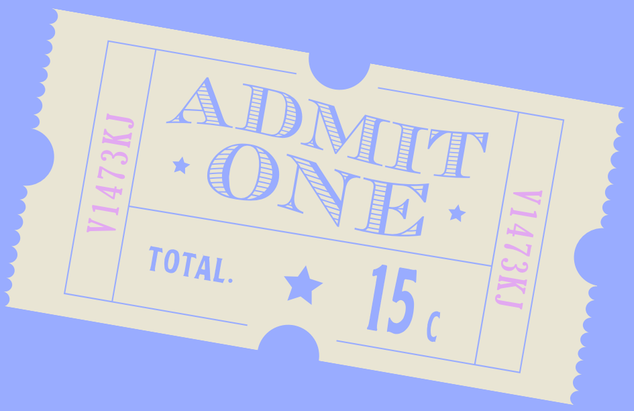
Production for Screen



By Mary Legg

Learning Outcomes

Critically investigate and analyse prop making and painting techniques suitable to their design needs.

Demonstrate knowledge and critical understanding of suitable processes for a given design problem.

Understand and apply advanced knowledge of the visual and technical resources available to a designer for TV and/or Film.

AI Statement

I have not actively used AI in the completion of this module. If there is any AI found in my workbook, then I was not aware that it was AI when I included or referenced it.

Tasks

Task 1 - You will focus on compiling a process workbook – a record of all the areas covered in your lectures along with ideas on how this newfound knowledge contributes to your methodology. This process workbook will take the form of a written and illustrated document (digital or physical) or sketchbook. Your process workbook will outline your journey through the module and reflect on your learning and skills gained. You must use Harvard referencing and create a bibliography for your reading and research. This will be submitted via Turnitin or handed in directly to the lecturer. You will be assessed on your ability to select a range of appropriate methodologies and procedures -

- Research and testing
- Sourcing
- Progress pictures and explanation of set/prop/scenic art development
- Technical drawings • White card / sketch models
- A completed working set

Task 2 - As a company, make a film set for the given project brief

Task 3 – At the end of the module, as a group, you are to give a presentation. The presentation will inform the audience about how you have solved the practical problems demanded by the brief, focusing on production technique, methods and problem solving. You will speak for 10 minutes each.

Task 4 – Reflect upon what you have learnt throughout the module and commit those thoughts and reflections to a five-hundred-word evaluation. This will be at the end of you process workbook.

The Brief

You are part of a design and production team for a low budget film based in the golden era of piracy, (1650 – 1730). Your set needs to consist of at least two locations, and they must be linked to carry the narrative. There will need to be at least one opening (such as window) and one entrance (such as door) in your design. Each space can be no bigger than 12m square and no taller than 3.6 meters. You will be split into smaller teams/roles to tackle one element/room of the overall design. In this project you will be required to work in small production groups to design, build, fit up, dress and strike a small set for TV/Film. You will need to consider materials, construction techniques, scenic paint and texture, set dressing, camera angles, H&S as well as theatre green book and Albert sustainable practices with evidenced carbon footprints. Page 4 of 11 You have a total budget of £1500 and 5 weeks (with 3 weeks of easter break in the middle) You are a production team with individual responsibilities, but a responsibility to make sure the team is successful in all areas.

Research

In the afternoon, we split up the different pirates from the book 'A GENERAL HISTORY OF THE PYRATES' by Daniel Dafoe. I was assigned to research Anne Bonny, Captain Martel and Captain Evans.

- Pirate captain in british jamaica during War of the Spanish Succession
- Apparently once killed an entire crew of a prize merchant ship
- Was part of the flying gang - a group of ex-privateers, who became illegal pirates
- "By September of 1716 Martel was raiding the shipping lanes off the coast of Jamaica with an 8-gun sloop. He then set sail for Cuba where he captured a ship carrying logwood named the John & Martha. Martel took the ship and removed a deck to make it more apt for piracy and then outfitted his new pirate ship with 22 cannons."

(History Archive, 2025)

- 1713-1718
- was hunted by Francis Hume after officials were tipped off to his location
- attempted escape but ran a ground
- ordered for the ship to be burned with the captured slaves on board
- his crew escaped onto the island
- "Martel himself disappears after escaping Hume; some sources claim he accepted King George I's general pardon offered in late 1717 to all pirates who surrendered within a year."

(Wikipedia Contributors, 2026b)



(George S. Harris & Sons and Allen & Ginter, 1888)

Captain Martel

Research

- unknown birth but assumed birth around 1698 and assumed death around 1782
- Irish American pirate
- 1718 - married sailor John Bonny travelled with to New Providence
- "Disenchanted by her marriage, she became involved with pirate John ("Calico Jack") Rackham. He offered to pay her husband to divorce her—a common practice at the time—but John Bonny refused."
- august 1720 - left her husband and assisted Rackham in his comandeering of the sloop William from Nassau Harbour on New Providence
- at time women on board was considered bad luck
- apparently didn't conceal her gender from her shipmates but did when in combat and pillaging
- 1720 - after being captured she was sentenced to death but her pregnancy saved her and she was later released (likely due to her father's influence)
- after her release she settled down and married

(Pallardy, 2015)

- She disguised herself as a man, dressing in men's clothes and keeping her hair hidden under a hat. She gave herself the pirate name of Bonn, with which she signed the pirate agreement

(Hofverberg, 2024)



(Anne Bonny with axe and unsheathed cutlass, 1725)

Anne Bonny

Research

- Died - 1723
- Welsh pirate
- “ Tiring of simple robbery, they located a Bermudan sloop, rowed out to it, and Evans announced “that he was Captain of the Vessel, which was a Piece of News they knew not before.” The pirates celebrated at a local tavern and spent so liberally they were invited back; instead the pirates returned at night and looted the tavern before returning to sea.”
- Killed by his argumentative boatswain
  - Was going to be a duel but boatswain backed out, Evans then beat him with a cane, in retaliation the boatswain shot Evans in the head, the crew then killed the boatswain

    (Wikipedia Contributors, 2026a)
  - “The Death of the Captain in that Manner, provoked all the Crew, and they resolved the Criminal should die by the most exquisite Tortures; but while they were considering of the Punishment, the Gunner, transported with Passion, discharged a pistol, and shot him thro’ the Body; but not killing him outright, the Delinquent in very moving Words, desired a Week for Repentance only; but another stepping up to him, told him, that he should repent and be damned to him, and without more ado shot him dead.”

    (Boxall, 2024)
- operated in the west indies

(History Archive, 2026)



(Geo. S. Harris and Sons and Allen & Ginter, 1888)

Captain Evans

Character Selection

After we fed back our research to each other, we selected characters as a class. We chose:

- Anne Bonny
- Mary Read
- Stede Bonnet
- Blackbeard
- Jack Rackham

Research

Locations

Sarah and I were assigned to look into places/locations relevant to our chosen characters

Not build as a pirate have but became one after the War of the Spanish Succession (1701–1714)
Became the unofficial capital of pirates
(Stone, 2025)

Nassau Harbour



https://commons.wikimedia.org/wiki/File:Island_of_New_Providence_one_of_the_Bahama_Islands_in_the_West_Indies.png

Not build as a pirate have but became one after the War of the Spanish Succession (1701–1714)
Became the unofficial capital of pirates
https://sevenswords.uk/nassau-in-history-vs-black-sails/

(Anon, n.d.)

Research

Anne Bonny

Born in Kinsale, Ireland around 1698
Father moved her and his mistress to Charles Town South Carolina
"Goes to Carolina" - general history of pirates
Travelled with her husband to New Providence in 1718
"Goes to Providence with her Husband" - general history of pirates
(Hofverberg, 2024)
Nassau Harbour – 1720 – first helped Jack Rackham
(Pallardy, 2015)

Mary Read

Born 1695 England
Buried April 28 1721 st. Catherine, Jamaica
Went to Flanders to serve in the military
Later with her husband they open a inn near Breda, Netherlands
She was on a ship seized by pirates in West Indies
sailed to Nassau, Bahamas, in about 1717
joined a pirate ship captained by John ("Calico Jack") Rackham.
In August 1720 Read and her crewmates commandeered the 12-ton sloop *William* from Nassau Harbor on New Providence Island.
After be captured she was taken to Jamaica were she was trial and convicted and sentenced to death, where she died in prison after a fever 1721.

Tikkanen, A. (2017). *Mary Read | Biography, Death, & Facts*. [online] Encyclopedia Britannica. Available at: https://www.britannica.com/biography/Mary-Read [Accessed 24 Mar. 2026].

Jack Rackham

Born in Bristol, England in ?
Hung in Port Royal, Jamaica in 1720
"Tried, condemned, and executed at Jamaica" - General History of Pirates
First appeared pirating in Nasau Harbour in 1720
During a fight he revealed that he was "from Cuba" but this could mean ,any things – i.e. he wasn't necessarily born there
(Wikipedia Contributors, 2025)
He probably moved to the New World in the early 18th Century
born in England on 26 December 1682
Was with Vane – serving as quarter master in New Providence
(Thewayofthepirates.com, 2024)

Blackbeard

sailed the Caribbean and the Atlantic coast of North America
North Carolina
Died in Ocracoke Inlet on November 22, 1718
(National Park Service, 2016)
"by the fall of 1717 Blackbeard was operating off Delaware and Chesapeake bays in conjunction with two other pirate captains, Benjamin Hornigold and Stede Bonnet."
"Late in the fall of 1717, the pirates made their way to the eastern Caribbean. It was here, off the island of Martinique"
"took *La Concorde* to the island of Bequia in the Grenadines"
"From the Grenadines, Blackbeard sailed north along the Lesser Antilles plundering ships near St. Vincent, St. Lucia, Nevis, and Antigua, and by early December he had arrived off the eastern end of Puerto Rico."
Sailed from the Grenadines along Lesser Antilles and in early December arrived in eastern Puerto Rico
Reportedly continued on to Hispanoila (Dominican Republic)
"Terrorizes Charleston, 1718"
(www.qronline.org, n.d.)

Stede Bonnet

"heir to a bustling sugar plantation on the Caribbean island of Barbados"
Spring 1717 – travelled north of Barbados
"In spring 1717, Bonnet set sail in search of fame, fortune, and adventure. Eager to leave his life behind, he travelled north of Barbados for his fresh start. He was sighted off Jamaica, then made his way to Virginia, where the *Revenge* enjoyed early success pillaging several English ships for plunder. Bonnet would spend the next few months off the coasts of North Carolina, New York, South Carolina and Florida."
Met Blackbeard in Nassau and they travelled off together – travelled to "Gulf of Mexico and the east coast of the American colonies"
North Carolina – king's pardon
1718 - "In August, Bonnet entered the Cape Fear River of North Carolina"
"executed on 10 December 1718" - Charleston
(Moss, 2023)

Black Bart

Welsh - born in Pembrokeshire
"1722, Royal Fortune was challenged by His Majesty's Swallow, off the coast of Benin, West Africa"
(Callaghan, 2020)
Believed to be born in "Casnewydd Bach in the very west of Pembrokeshire in 1682"
"By 1719, he was mate of a slave ship called Princess which was captured by the pirate Howell Davis – from Milford Haven – off the coast of Ghana"
1719 - island of Principe
Devil's Island off the coast of Guiana
Late February, 1720 – in West Indies
Dominica – well-known pirate refuge
Sailed North to Grenada
"He changed his plans and sailed on to the coast of Newfoundland, In June 1720, they came to a port called Trepassy"
1721 – relocated to Coast of West Africa
Porto-Nova, Benin
(Clarke-Wildeman, 2021)
Died - At sea off of Cape Lopez - 1722
Resting place is At sea near Cape Lopez

Narrative

- Trailer for a TV show/film
- Focussing on the stories of Mary Read and Anne Bonny about how/why they decided to become pirates and how hier stories interact not only with each other but other prolific pirates such as capatin Jack Rackham
- This means that there will be a lot of short clips filmed

Roles

Locations Manager

Responsibilities:

- Contacting and making arrangements for on-location shooting

Lighting

Responsibilities:

- Lighting
- Ground Plan
- Rigging

Roles Research

Locations Manager

- They research and source locations that are needed based on the given script as well as on meetings with the director, production designers and other department heads
- they also arrange site visits to potential locations, during which, they take detailed notes and plenty of photos
- When filming, they are in charge of the location - making sure everyone knows how to get there and making any necessary negotiations (i.e parking, noise ect.)
- After filming, they lock up and secure the location
- They return the location back to the owners in a satisfactory state

(ScreenSkills, 2024b)

Roles Research

Lighting

- In film/tv, the person in charge of lighting is called the Gaffer
- Gaffer - in charge of of the lighting plan, working with the DoP to know what the desired lighting effect is and how to achieve them, they also are in charge of requesting equipment

(Rosco.com, 2022)
(ScreenSkills, 2024a)

Carmarthen Castle

Location Scouting









Cofio Lounge - Courtroom

Location Scouting







Llansteffan Beach

Location Scouting

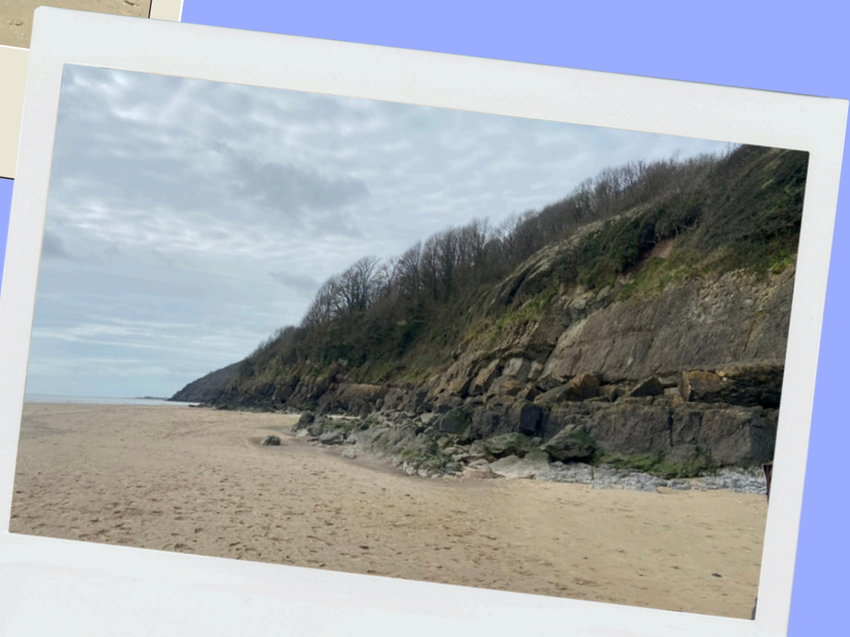












Llansteffan Castle

Location Scouting













Emails

- After we decided what locations we would like to film at, I sent off emails to them asking to be able to film there

Hi,

I'm a student on a Set Design Course and we're filming a small-scale project for our course about the Golden Age of Piracy. We are wondering if we could come and scout out the courtroom as a location for it to film a courtroom scene in?

Many thanks,
Mary

{Legg, 2026c}

Hi,

I'm a student on a Set Design Course and we're filming a small-scale project for our course about the Golden Age of Piracy. We were wondering if we could get access to the gallows in the castle on 6th or 7th May to film some scenes there? Please let me know if you need any additional information from me.

Many thanks,
Mary

{Legg, 2026a}

Emails

Hi,

I'm a student on a Set Design Course and we're filming a small-scale project for our course about the Golden Age of Piracy. We are wondering if we could come and film some of it at your castle on 6th or 7th May? Please let me know if you need any additional information from me.

Many thanks,
Mary

{Legg, 2026c}

Llansteffan Castle

Hi Mary,

Thanks for your enquiry, sounds like an exciting project!

Although Llansteffan Castle is privately owned due to is historic monument status any filming at the castle has to be done in accordance with CADW. I have attached the link below to the full details on their website (including the link to the form etc).

Once Cadw have considered the application they will forward to us for approval, and we can confirm the date / fee etc.
Filming & Photography | Cadw
Hope that helps?

{Evans, 2026}

Educational filming and photography

If you are a student who would like to film or take photos at our sites as part of your course if it's a small-scale production with four or less people involved which takes place during normal opening hours and does not require any special arrangements, please contact the custodian at the site to let them know.

Only admission charges will apply, and we do not need you to complete any further forms. Please note that in a small-scale production only small, hand held, battery powered equipment (without any trailing cables) and small tripods can be used, the site cannot be dressed and the production must not impact on regular visitors to the sites.

For a larger-scale student productions involving a crew of five or more, please fill in an application form. We will consider each application, and if no special arrangements are required we will endeavour to waive any fees other than admission charges. You will also need to provide us with a risk assessment and a copy of your school, college or university's Public Liability Insurance.

Finally, **you will need to agree to our Location Agreement and provide confirmation from your school, college or university that this filming or photography forms part of your studies**

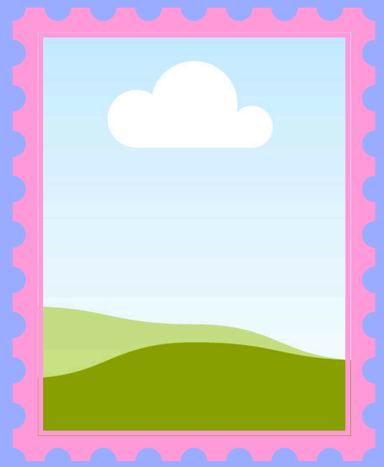
If you're looking to book a free education visit, please visit our Education section to fill in the education booking form. As long as you adhere to the school or learning provider's internal policies on filming and photography, you are welcome to take photos or film footage to document the day, and do not need to complete any forms for permission!

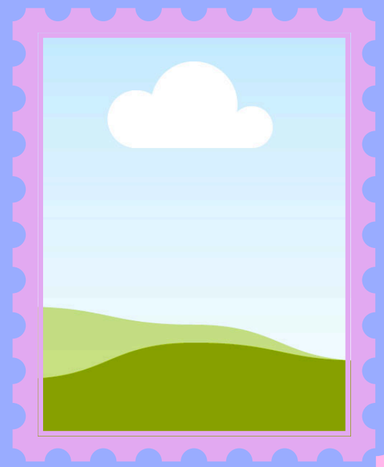
Please note that some of the sites are closed over the winter, and it will not be possible to carry out filming or photography during this time. Visit our days out pages for the sites' opening hours.

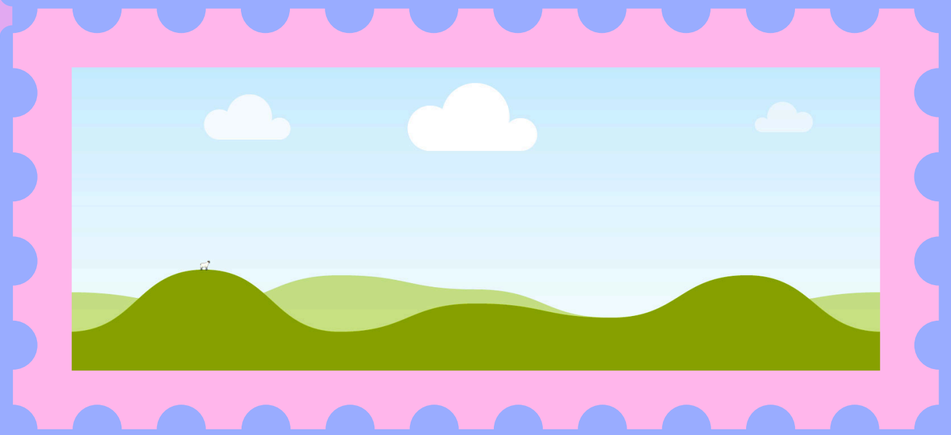
(cadw.gov.wales, n.d.)

Black Sails

Over Easter I watched the first episode of Black Sails. I found it interesting. The design is cool - some elements are historically accurate but not all of it.







Pirates of the Carribean

I also watched Pirates of the Carribean. it was an enjoyable film the historical influence was clear - especially in the costumes.



(Walt Disney Studios, 2003)



(Keira Knightley in Pirates of the Caribbean: The Curse of the Black Pearl (2003), n.d.)

Lighting

When Cam had finished their moodboards, I had a look at them and to help me with my lighting ideas, I wrote/annotated what I gathered from them in order to help me create my own lighting specific moodboards.

Ship Interior



Taking Production Designer's Moodboards and creating my own - notes on interpretation

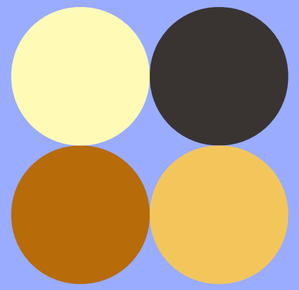
Lighting Ideas

Low Light
Floods at low intensity and soft

Practical lighting - candles and lanterns (some in props store)

Pull orange colour - fire

Tavern/Inn





Taking Production Designer's Moodboards and creating my own - notes on interpretation + ideas

Lighting Ideas

Low Light
Floods at low intensity and soft

Practical lighting - candles

Light for reflection

maybe some daylight in some shots - directional light through window

warm tone lighting - fire lit

Courtroom/Hanging

Lighting Ideas



High intensity/ daylight or cloudy - reflect mood

muted light and grey colours

contrast - light, bleak
lighting - also “present”

Daylight

Lighting

I'm prefering 3-point as this is more natural and matches what I can see from the Production Designer's mood boards.

Moodboards

Lighting Ideas

I took these notes and created my own lighting specific mood boards - focussing on lighting, colour and angles.

Ship















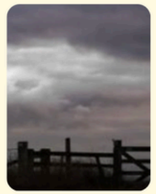
Hanging

(Location)













Inn















Prison

(Location)















The cliff shot is sourced so I will have to match lighting Anne with whatever is in the shot

I will refer to the mood boards. Hanging is sad - reflect is colours, I will make it appear over cast to further reflect this.

Inn - soft lighting, inside, more yellow colours - contrast previous shot

After-easter Catch-up

- We talked through the designs and moodboards Cam had created
- We also did a script read through
- After, we investigated what we have in store - costume and props

Cadw Form

After lunch, I filled out the form to film at Llansteffan on the CADW website with some help and guidance from Dave. I quite enjoyed doing it and might consider looking more into the Locations Department from a careers perspective.



Digwyddiadau Llogi Masnachol / Commercial Hire

Cadw monument and your details

Q1. Name of Cadw Monument

Castell Llansteffan Castle

Q2. Company name

University of Wales Trinity Saint David

Q3. Applicant name

Mary Legg

Q4. Job title

Student

Q5. Address

Address line 1	UWTSD
Address line 2	College Road
City	Carmarthen
Postcode	SA31 3EP
Country	United Kingdom

Q6. Contact details

Telephone number office	01267676767
Telephone number mobile	07706874768
Email	2404041@students.uwtsd.ac.uk

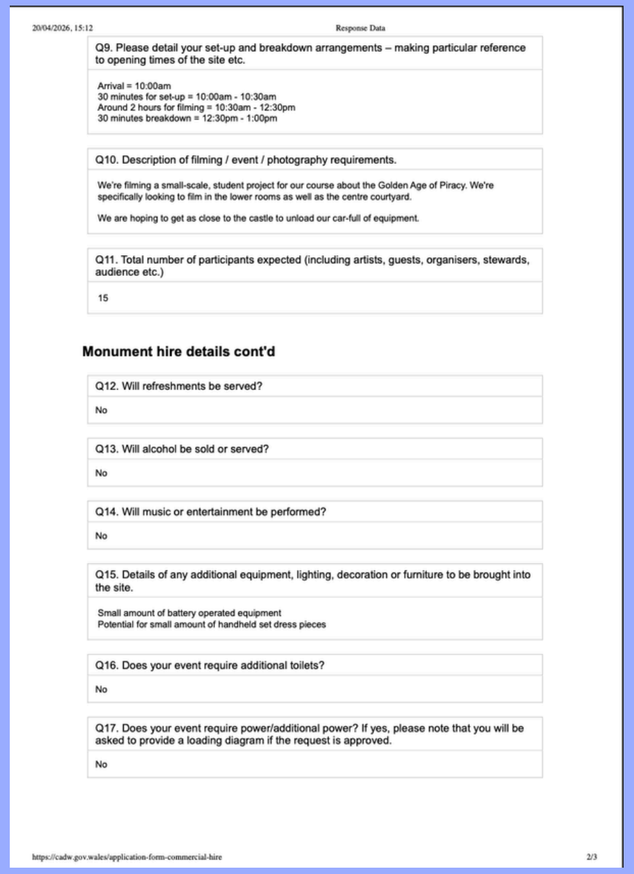
Monument hire details

Q7. Date and time of first recce

* 30/04/2026 01:00

Q8. Date and time of filming / event / photography — including set up and breakdown.

* 06/05/2026 06:00



Q9. Please detail your set-up and breakdown arrangements – making particular reference to opening times of the site etc.

Arrival = 10:00am
30 minutes for set-up = 10:00am - 10:30am
Around 2 hours for filming = 10:30am - 12:30pm
30 minutes breakdown = 12:30pm - 1:00pm

Q10. Description of filming / event / photography requirements.

We're filming a small-scale, student project for our course about the Golden Age of Piracy. We're specifically looking to film in the lower rooms as well as the centre courtyard.

We are hoping to get as close to the castle to unload our car-full of equipment.

Q11. Total number of participants expected (including artists, guests, organisers, stewards, audience etc.)

15

Monument hire details cont'd

Q12. Will refreshments be served?

No

Q13. Will alcohol be sold or served?

No

Q14. Will music or entertainment be performed?

No

Q15. Details of any additional equipment, lighting, decoration or furniture to be brought into the site.

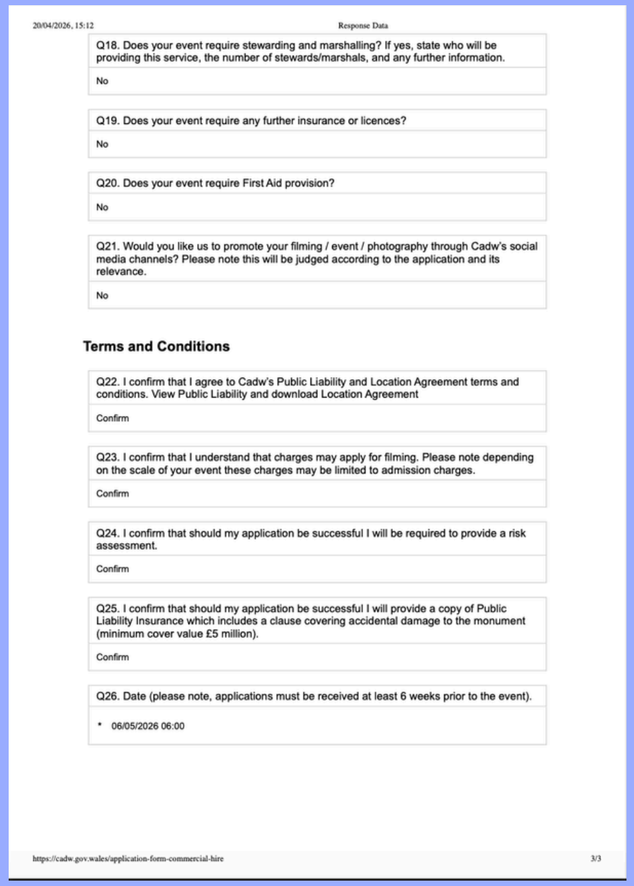
Small amount of battery operated equipment
Potential for small amount of handheld set dress pieces

Q16. Does your event require additional toilets?

No

Q17. Does your event require power/additional power? If yes, please note that you will be asked to provide a loading diagram if the request is approved.

No



Q18. Does your event require stewarding and marshalling? If yes, state who will be providing this service, the number of stewards/marshals, and any further information.

No

Q19. Does your event require any further insurance or licences?

No

Q20. Does your event require First Aid provision?

No

Q21. Would you like us to promote your filming / event / photography through Cadw's social media channels? Please note this will be judged according to the application and its relevance.

No

Terms and Conditions

Q22. I confirm that I agree to Cadw's Public Liability and Location Agreement terms and conditions. View Public Liability and download Location Agreement

Confirm

Q23. I confirm that I understand that charges may apply for filming. Please note depending on the scale of your event these charges may be limited to admission charges.

Confirm

Q24. I confirm that should my application be successful I will be required to provide a risk assessment.

Confirm

Q25. I confirm that should my application be successful I will provide a copy of Public Liability Insurance which includes a clause covering accidental damage to the monument (minimum cover value £5 million).

Confirm

Q26. Date (please note, applications must be received at least 6 weeks prior to the event).

* 06/05/2026 06:00

Practical Lights

- On Cam's moodboards there are a lot of candles as practical lighting
- So I collaborated with the Prop team to see what we could do
- When they had looked in props earlier in the week, they had found some LED candles and these were perfect for what we wanted.

Risk Assessments

I then started to create the Locations Risk Assessment (again with a bit of help from Dave).

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Y Drindod Dewi Sant
University of Wales
Trinity Saint David

RISK ASSESSMENT TITLE		
FIELDWORK RISK ASSESSMENT TEMPLATE		
RISK ASSESSOR NAME	**UNIVERSITY INSTITUTE / DEPARTMENT**	**BRIEF DESCRIPTION OF ACTIVITY**
David Atkinson	WISA	Location filming as part of module Production for Screen (ADMA5009).
AUTHORISING LINE MANAGER	**PERSONS AT RISK / POTENTIAL HARM**	**DATE(S) / LOCATION(S) OF ACTIVITY**
Lynne Seymore	Those attending the fieldwork or others who are affected by it.	06/05/2026 | 10:00 am - | One day | Llansteffan Castle & Llansteffan beach The risk assessment is to be reviewed by the risk assessor / line manager when any aspect of the fieldwork changes or after any incident.

RISK RATINGS

	Slightly Harmful	Harmful	Extremely Harmful	Descriptors
Likely	MODERATE RISK	HIGH RISK	HIGH RISK	Likely = Will occur at some time
				Unlikely = Not expected to occur
Unlikely	LOW RISK	MODERATE RISK	HIGH RISK	Highly Unlikely = Exceptional Occurrence
				Slightly Harmful = Minor injury / illness. Basic First Aid only required.
Highly Unlikely	LOW RISK	LOW RISK	MODERATE RISK	Harmful = Significant injury / illness where medical treatment required.
				Extremely Harmful = Significant ongoing, progressive or irreversible injury / illness

HIGH RISK	Activity must not take place until control measures have been implemented.
MODERATE RISK	Further consideration to be given to reduce risk.
LOW RISK	No additional risk reduction measures required. Monitor existing controls.

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HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
		General	
Lack of awareness of Health and Safety requirements	**Moderate**	1. Health and Safety processes and guidance available via Health and Safety intranet page. 2. All staff to complete mandatory basic Health and Safety awareness training. 3. A suite of specific Health and Safety training courses available for staff via Health and Safety intranet page. 4. Briefing before departure	**Low**
Fire Incidents	**High**	1. All staff to complete mandatory Fire Awareness training 2. All fire risks associated with fieldwork considered and included within this section 3. Fire incidents reported and investigated 4. Guidance on Fire Safety controls communicated and available via HS intranet page	**Low**
Weather	**Moderate**	1. Consider weather for destination and consult daily whilst there. 2. Where bad weather is forecast consider postponing trip 3. Ensure all participants are aware of and provide suitable clothing for expected and potential weather conditions. Ensure hot weather is considered as well as cold / wet weather.	**Low**
Attendee Health Issues	**Moderate**	1. All attendees to complete Fieldwork Medical Questionnaire with any concerns identified discussed with Fieldwork Organiser and addressed before Fieldwork begins	**Low**
Driving Risks	**Moderate**	1. Driving for Work policy followed 2. Those who drive on University business are registered as a University driver and have had their driving licence checked annually 3. All minibus drivers are qualified to drive a minibus on behalf of the University 4. All University owned or leased vehicles, whilst being driven on University business, meet legal requirements.	**Low**

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HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
Visits to 3rd party sites	**Moderate**	1. For visits to 3rd party non-publicly accessible buildings / sites all attendees to follow the 3rd party risk assessments and safety processes and protocols whilst on site. 2. For trips to publicly accessible sites follow emergency procedures if instigated.	**Low**
First Aid	**Moderate**	1. First Aid policy followed. 2. The nature of fieldwork will vary greatly. The type of training required, and the number of First Aiders required will be relevant to the nature / location of the activity being undertaken eg remoteness of location and access / communication to emergency services. 3. Organiser/Supervisor to have the means of summoning emergency services if required. 4. First Aid kit to be readily available if deemed required. Note: A First Aid kit must be available in using all University owned and leased minibuses.	**Low**
Equipment	**Low**	1. Check that equipment PAT tested 2. Check that equipment is in good working order	Low
Extreme Weather Condition	**Moderate**	1. Monitor weather in advance 2. If there is a storm we will cancel 3. Hot weather – dress appropriately, frequent water breaks, access to water and shade	Low
Handheld Camera Positions	**Low**	1. Under supervision of DOP. Action to be rehearsed without camera if required. 2. All kit is self contained. Rest breaks as required. The 1stAD will communicate with the DP and camera operator to make sure they have breaks when they are required. Camera operators will be spotted by the Grip especially when on the move/in public areas, around steps or roads.	Low
Props	**Moderate**	1. All props will be under the supervision of the props master and their team. Standby Props to advise artists on the safe handling of props prior to rehearsal. Any sharp objects to be removed from sets when not in use (in shot or part of dressed set).	Low

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Trinity Saint David

HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
Camera Activities	**Moderate**	1. All cameras and associated equipment to be provided to the production by UWTSD Digital Media Department 2. Safe working practices will be employed when running cables and matting will be used where practicable. 3. Weather & wind factors to be assessed on day and intended activity to be reviewed if necessary.	Low
Locations General Practice	**Moderate**	1. The Unit is to be parked in an organised manner as directed by the Locations Dept in the assigned areas with provision for a safe unobstructed passage for members of the public. 2. Noise and disruption will be kept to an absolute minimum, with all sites visited by the film unit, left clean; all litter, debris and equipment moved at the end of the shooting day. 3. Where there are unavoidable obstructions to public rights of way, alternative, safe and signed routes will be made available and policed where necessary.	Low
Sets and Dressing	**Low**	1. Sufficient means/equipment & crew to be provided to allow for safe transport & installation. Any real glass on set to be clearly marked. All sets above ground level to have suitable edge protection/handrails. 2. Suitable means of access & egress to & from the sets to be provided. 3. Production Designer to highlight any hazards/safety implications regarding the set in their risk assessment so these can be clearly communicated to relevant members of cast & crew as appropriate.	Low
		Beach	
Working Near Open Water	**Moderate**	1. Avoid going in or near where possible 2. Briefing on water safety before arrival 3. We will check tide heights and times before departure	**Low**

Risk Assessments

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HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
Working on Uneven or Slippery Ground	**High**	1. Brief before departure 2. Working on more even ground wherever possible	**Low**
General Public	**Low**	1. Planning how to interact with the public – brief before departure	**Low**
Wildlife	**Low**	1. Don't touch any wildlife or vegetation	**Low**
Carrying Equipment	**Moderate**	1. Talk about how to properly lift/carry equipment	**Low**
		Castle	
Falling Masonry	**Low**	1. Be aware of signage 2. Keep away from blocked/ corded off areas	**Low**
Steep Ground up to Castle	**Low**	1. Brief before departure 2. Abide by/pay attention to signage within the castle grounds	**Low**
Falls From Height	**Moderate**	1. Abide by/pay attention to signage within the castle grounds	**Low**
Low Ceilings and cramped room	**Low**	1. Limit amount of crew in there	**Low**
Working on Uneven or Slippery Ground	**High**	1. Brief before departure 2. Working on more even ground wherever possible	**Low**
Carrying Equipment	**Moderate**	1. Talk about how to properly lift/carry equipment	**Low**
General Public	**Low**	1. Planning how to interact with the public – brief before departure	**Low**
Wildlife	**Low**	1. Don't touch any wildlife or vegetation	**Low**

Actor Schedule Conflict

- It turns out that the actors are not available on 7th May, which would be our location filming day
- So, we are shifting out location filming day to be 8th May in the morning so we can still film on our set in the afternoon.
- I have contacted Cadw about this.

Production Meeting with Brooke

- We have a list of equipment need renting
- No longer doing drone filming - instead we are sourcing pre-existing footage from digital media and adventure filmmaking

Costume List





- I helped Cam with costume
- I copied over info from the sourcing doc into the list

Contacting Cadw

- Due to communication issues - I did not hear back from Cadw until the email (left)
- They also rang - this meant that I got clarification about
- I filled out Risk Assessment for Cadw and sent off our Public Liability Insurance

Cadw

ed Site Educational Visit – Risk Assessment Template

w is committed to welcoming Educational Visits to our sites. Please visit our website to find out more information on booking your visit.
ducational establishments visiting a Cadw site must submit a risk assessment. We have developed this example risk assessment, which be used as a guide. We ask that you submit your risk assessment at least two weeks prior to your visit.
dw offer free pre-inspection visits to support the development of your risk assessment. This document is for your guidance only, you remain sponsible for your risk assessment and any omissions.
the trip involves visits to multiple sites, only one risk assessment is required as long as the individual site risks are captured.

Booking Details	
Location of trip:	Llansteffan Castle
Name of educational establishment:	University of Wales Trinity Saint David
Booking reference number:	Mary Legg – Llansteffan Castle
Name of risk assessor and contact details:	Mary Legg +44 7706 874768
Date of visit:	07/05/2026
Number of individuals attending site (include students, teachers / chaperones):	18

Hazards (what could cause harm)	Who might be harmed and how? (who is involved in the activity and how could they be injured as a result)	Current control measures already in place (what is already being done to reduce the risk of harm)	Risk rating (L x S = R)	Further control measures required (is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)	Risk rating (L x S = R) (New risk score after additional controls have been taken into account)
Lack of awareness of Health and Safety requirements	Cast and crew could be injured in any way	1. Health and Safety processes and guidance available via Health and Safety intranet page. 2. All staff to complete mandatory basic Health and Safety awareness training. 3. A suite of specific Health and Safety training courses available for staff via Health and Safety intranet page. 4. Briefing before departure	3 x 3 = 9		2 x 3 = 6
Extreme Weather Conditions	Cast and crew could suffer hypothermia or heat exhaustion	1. Monitor weather in advance 2. If there is a storm we will cancel 3. All attending will be guided in what best clothing to wear 4. Hot weather – dress appropriately, frequent water breaks, access to water and shade	3 x 2 = 6		2 x 2 = 4
First Aid	There will be at least one first aider on set	1. First Aid policy followed. 2. The nature of fieldwork will vary greatly. The type of training required, and the number of First Aiders required will be relevant to the nature / location of the activity being	2 x 2 = 4	We will bring a first aid pack.	2 x 2 = 4

HSA-10119-04

Risk Assessment Matrix

Likelihood x Severity = Risk Rating

Example: The likelihood of someone falling over being possible (L2) multiplied by the severity of the expected injury which would be minor (S2) would give you a total risk rating of 4 which is 'low risk' (L2 x S2 = R4)

LIKELIHOOD					
5	10	15	20	25	
4	8	12	16	20	
3	6	9	12	15	
2	4	6	8	10	
1	2	3	4	5	
					SEVERITY

Severity	Likelihood
S1 – No Injury	L1 – Unlikely
S2 – Minor Injury	L2 – Possible
S3 – Injury requiring hospital treatment	L3 – Likely
S4 – Major Injury	L4 – Probable
S5 - Fatality	L5 – Certain

High Risk: 15 to 25 – Activities should cease immediately until further control measures are implemented to mitigate the risk.

Medium Risk: 8 to 12 – Activities should only be tolerated for the short-term, whilst further control measures are being planned and introduced, within a defined a time period.

Low Risk: 1 to 6 – Largely acceptable, subject to periodical review.

Hazards (what could cause harm)	Who might be harmed and how? (who is involved in the activity and how could they be injured as a result)	Current control measures already in place (what is already being done to reduce the risk of harm)	Risk rating (L x S = R)	Further control measures required (is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)	Risk rating (L x S = R) (New risk score after additional controls have been taken into account)
		undertaken eg remoteness of location and access / communication to emergency services. 3. Organiser/Supervisor to have the means of summoning emergency services if required. 4. First Aid kit to be readily available if deemed required. Note: A First Aid kit must be available in using all University owned and leased minibuses.			2 x 2 = 4
Equipment	Crew could be caught under falling equipment	1. Check that equipment PAT tested 2. Check that equipment is in good working order 3. Tripods will be weighted 4. Hand held reflectors and sails will be packed away when not in use 5. We will monitor weather while on location	3 x 2 = 6		1 x 3 = 3
Falling Masonry	Cast and crew could get bludgeoning damage from falling masonry	1. Be aware of signage 2. Keep away from blocked/ cordened off areas	3 x 3 = 9		

HSA-10119-04

- This is the risk assessment I completed for Cadw

Hazards *(what could cause harm)*	Who might be harmed and how? *(who is involved in the activity and how could they be injured as a result)*	Current control measures already in place *(what is already being done to reduce the risk of harm)*	Risk rating *(L x S = R)*	Further control measures required *(is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)*	Risk rating *(L x S = R)* *(New risk score after additional controls have been taken into account)*
Steep Ground up to Castle	Cast and crew could twist their ankle or fall	1. Toolbox talk before departure 2. Abide by/pay attention to signage within the castle grounds	2 x 2 = 4		1 x 2 = 2
Falls From Height	Cast and crew could fall and twist their ankles or legs or break a bone	1. Abide by/pay attention to signage within the castle grounds	2 x 3 = 6		1 x 3 = 3
Low Ceilings and cramped room	Cast and crew could bang their heads on the ceiling	1. Limit amount of crew in there	4 x 2 = 8		2 x 2 = 4
Working on Uneven or Slippery Ground	Cast and crew could twist their ankles or trip and graze themselves	1. Brief before departure 2. Working on more even ground wherever possible	4 x 3 = 12		2 x 3 = 6
Carrying Equipment	Crew could miscarry equiptment causing them to pull their back or back muscles	1. Talk about how to properly lift/carry equipment	2 x 2 = 4		1 x 2 = 2
General Public	Cast and crew could be approached by aggressive	1. Planning how to interact with the public – brief before departure	1 x 2 = 2		1 x 1 = 1

Hazards *(what could cause harm)*	Who might be harmed and how? *(who is involved in the activity and how could they be injured as a result)*	Current control measures already in place *(what is already being done to reduce the risk of harm)*	Risk rating *(L x S = R)*	Further control measures required *(is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)*	Risk rating *(L x S = R)* *(New risk score after additional controls have been taken into account)*
	members of the public				
Wildlife	Cast or crew could touch vegetation and have a reaction to it	1. Don't touch any wildlife or vegetation	2 x 2 = 4		1 x 2 = 2

Cadw

- I rang back Gwenda at Cadw after I missed their call - I managed to request for a different date and additional crew
- They informed me that I needed to amend the risk assessment
- The amended RA is on the next slide

Staffed Site Educational Visit – Risk Assessment Template

Cadw

Cadw is committed to welcoming Educational Visits to our sites. Please visit our website to find out more information on booking your visit.

All educational establishments visiting a Cadw site must submit a risk assessment. We have developed this example risk assessment, which can be used as a guide. We ask that you submit your risk assessment at least two weeks prior to your visit.

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Date of visit:	07/05/2026
Number of individuals attending site (include students, teachers / chaperones):	18

Who might be harmed and how? (who is involved in the activity and how could they be injured as a result)	Current control measures already in place (what is already being done to reduce the risk of harm)	Risk rating (L x S = R)	Further control measures required (is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)
Cast and crew could be injured in any way	1. Health and Safety processes and guidance available via Health and Safety intranet page. 2. All staff to complete mandatory basic Health and Safety awareness training. 3. A suite of specific Health and Safety training courses available for staff via Health and Safety intranet page. 4. Briefing before departure	**3 x 3 = 9**	Staff member will be supervising at all t
Cast and crew could suffer hypothermia or heat exhaustion	1. Monitor weather in advance 2. If there is a storm we will cancel 3. All attending will be guided in what best clothing to wear 4. Hot weather – dress appropriately, frequent water breaks, access to water and shade	3 x 2 = 6	The weather will be checked the morning of
There will be at least one first aider on set	1. First Aid policy followed. 2. The nature of fieldwork will vary greatly. The type of training required, and the number of First Aiders required will be relevant to the	2 x 2 = 4	We will bring a first aid pack.

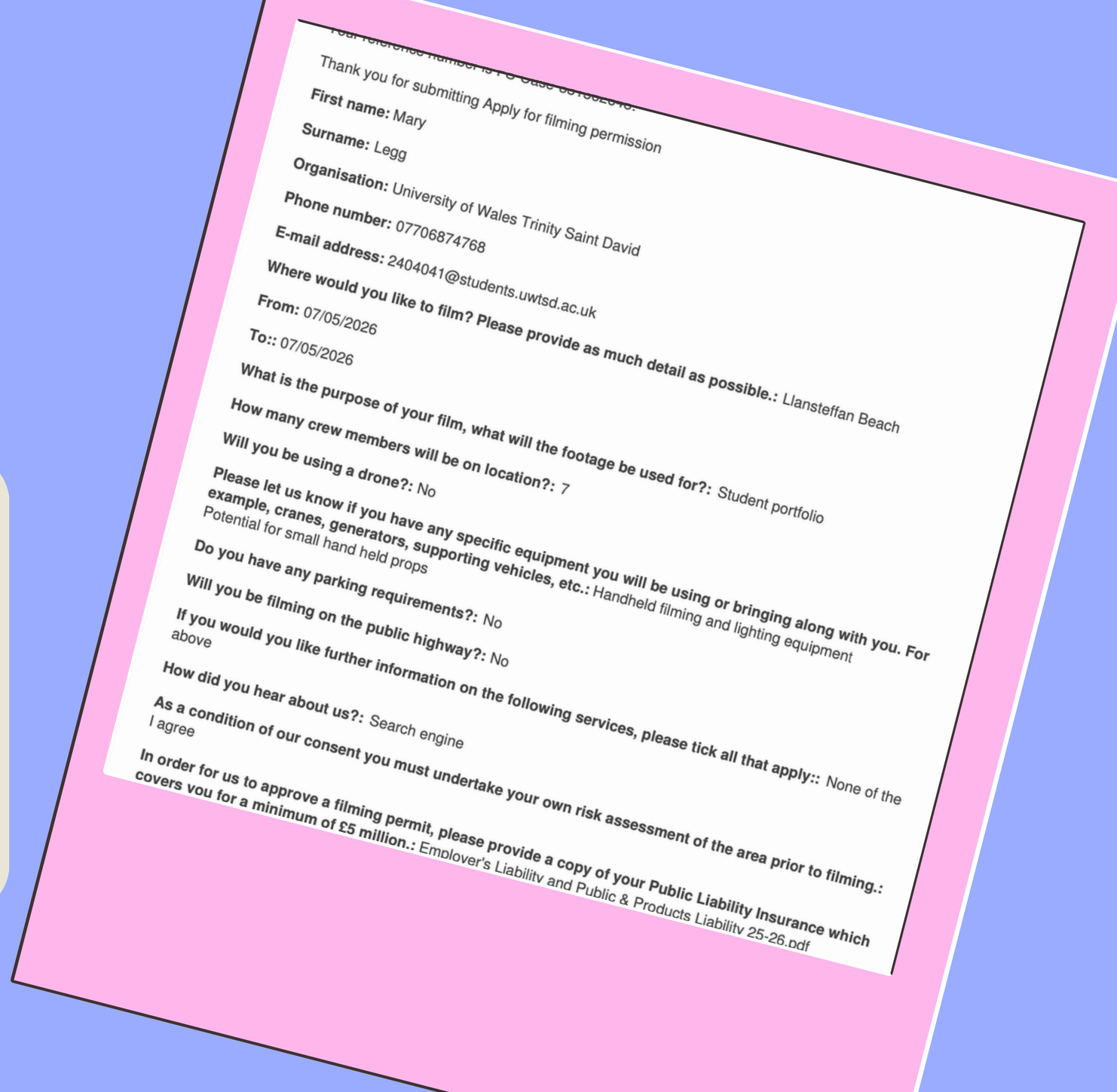
Who might be harmed and how? (who is involved in the activity and how could they be injured as a result)	Current control measures already in place (what is already being done to reduce the risk of harm)	Risk rating (L x S = R)	Further control measures required (is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)
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Crew could be caught under falling equipment	1. Check that equipment PAT tested 2. Check that equipment is in good working order 3. Tripods will be weighted 4. Hand held reflectors and sails will be packed away when not in use 5. We will monitor weather while on location	3 x 2 = 6	
Cast and crew could get bludgeoning damage from falling	1. Be aware of signage 2. Keep away from blocked/ cordened off areas	3 x 3 = 9	

Who might be harmed and how? (who is involved in the activity and how could they be injured as a result)	Current control measures already in place (what is already being done to reduce the risk of harm)	Risk rating (L x S = R)	Further control measures required (is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)
Cast and crew could twist their ankle or fall	1. Toolbox talk before departure 2. Abide by/pay attention to signage within the castle grounds	2 x 2 = 4	- Only be in the pre-determined locations we are filming in – none of which are upstairs
Cast and crew could fall and twist their ankles or legs or break a bone	1. Abide by/pay attention to signage within the castle grounds	2 x 3 = 6	
Cast and crew could bang their heads on the ceiling	1. Limit amount of crew in there	4 x 2 = 8	
Cast and crew could twist their ankles or trip and graze themselves	1. Brief before departure 2. Working on more even ground wherever possible	4 x 3 = 12	- We will wear sensible and appropriate footwear - Only be in the pre-determined locations we are filming in – none of which are upstairs
Crew could miscarry equipment causing them to pull their back or back muscles	1. Talk about how to properly lift/carry equipment	2 x 2 = 4	
Cast and crew could be approached by	1. Planning how to interact with the public – brief before departure	1 x 2 = 2	

Who might be harmed and how? (who is involved in the activity and how could they be injured as a result)	Current control measures already in place (what is already being done to reduce the risk of harm)	Risk rating (L x S = R)	Further control measures required (is there anything else that needs to be put in place, in addition to what has already been done, to reduce the risk even further?)
embers of the ublic			
st or crew could ch vegetation d have a reaction it	1. Don't touch any wildlife or vegetation	2 x 2 = 4	
st and crew may op them.	1. All props, costume and equipment are our own responsibility regarding loss and damage 2. All equipment is hand held and battery operated so there will be no trailing cables	1 x 2 = 2	
	- The keep is low and enclosed but we will film with minimal cast and crew - Grassy area near interior castle wall	2 x 1 = 2	

Council Email

- Because we. wanted to film on the beach - we contacted the council to ask for permission/ warn them about our filming
- I did this through the Carmarthenshire Council website



Thank you for submitting Apply for filming permission

First name: Mary

Surname: Legg

Organisation: University of Wales Trinity Saint David

Phone number: 07706874768

E-mail address: 2404041@students.uwtsd.ac.uk

Where would you like to film? Please provide as much detail as possible.: Llansteffan Beach

From: 07/05/2026

To:: 07/05/2026

What is the purpose of your film, what will the footage be used for?: Student portfolio

How many crew members will be on location?: 7

Will you be using a drone?: No

Please let us know if you have any specific equipment you will be using or bringing along with you. For example, cranes, generators, supporting vehicles, etc.: Handheld filming and lighting equipment
Potential for small hand held props

Do you have any parking requirements?: No

Will you be filming on the public highway?: No

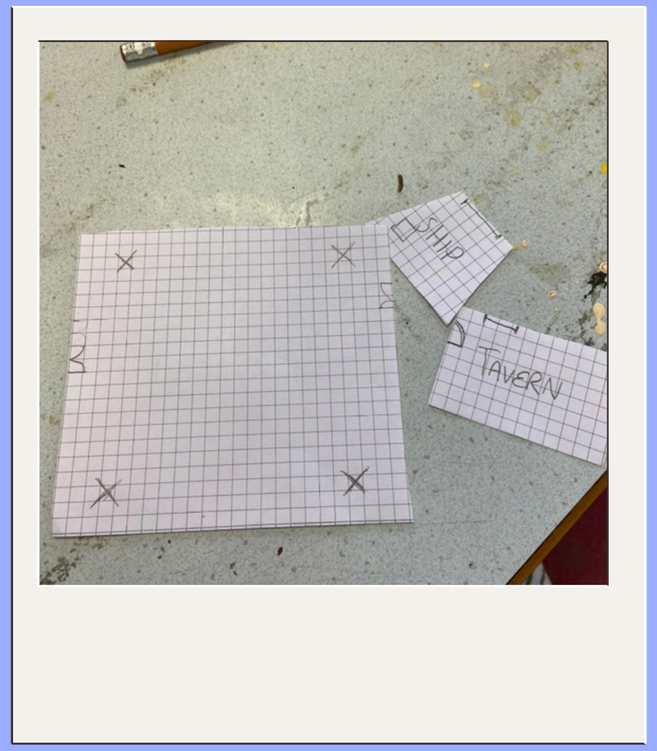
If you would you like further information on the following services, please tick all that apply:: None of the above

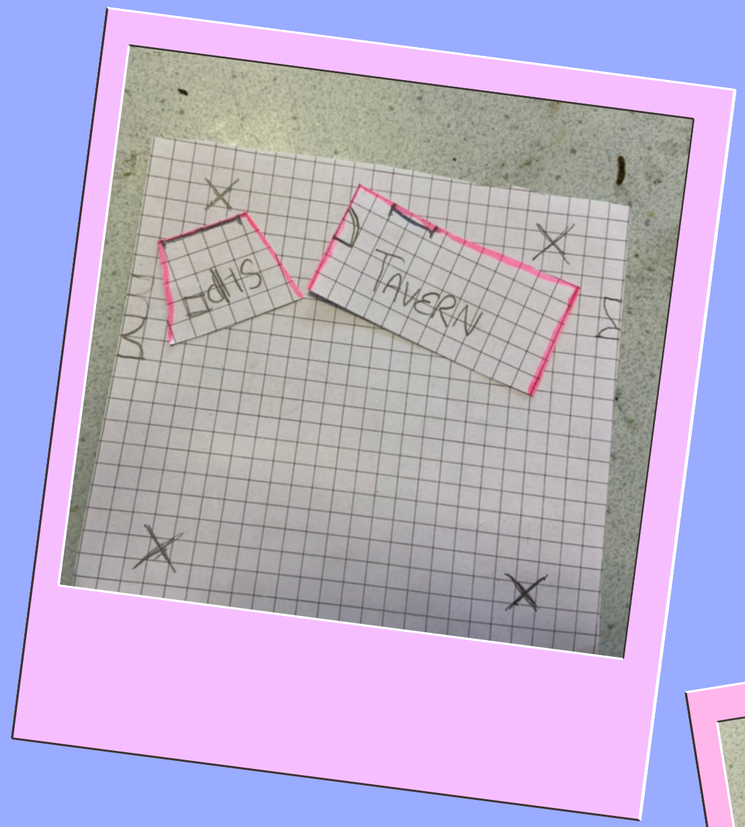
How did you hear about us?: Search engine

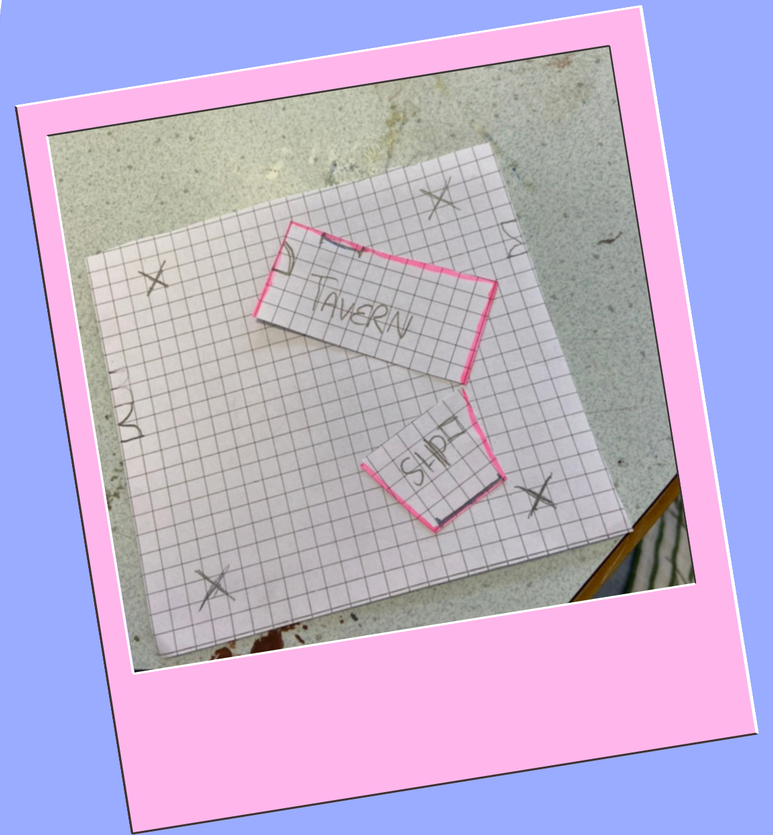
As a condition of our consent you must undertake your own risk assessment of the area prior to filming.: I agree

In order for us to approve a filming permit, please provide a copy of your Public Liability Insurance which covers you for a minimum of £5 million.: Employer's Liability and Public & Products Liability 25-26.pdf

Ground Plan

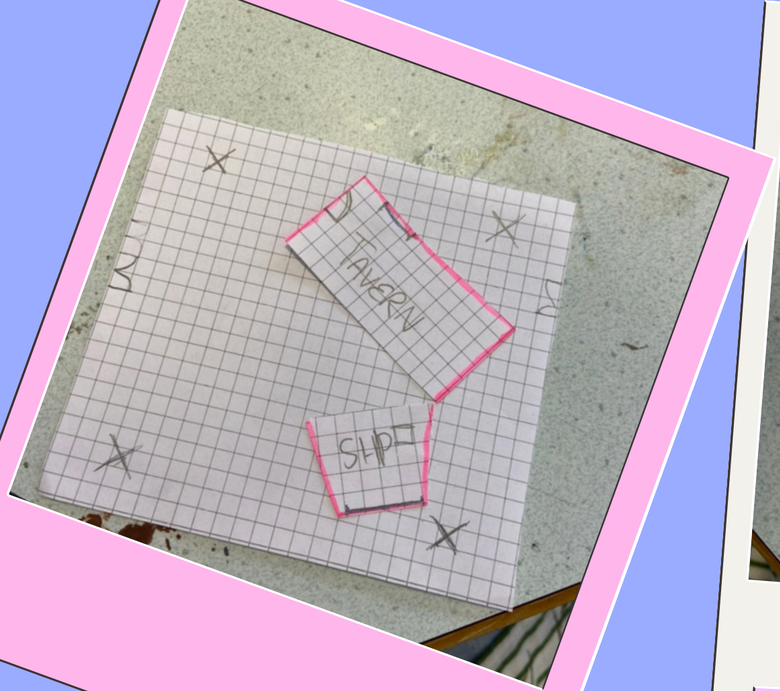


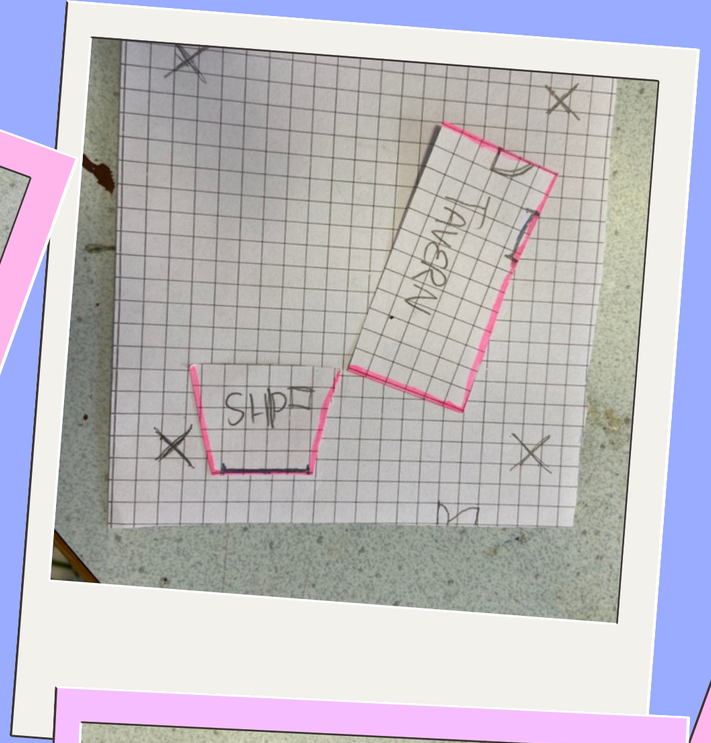


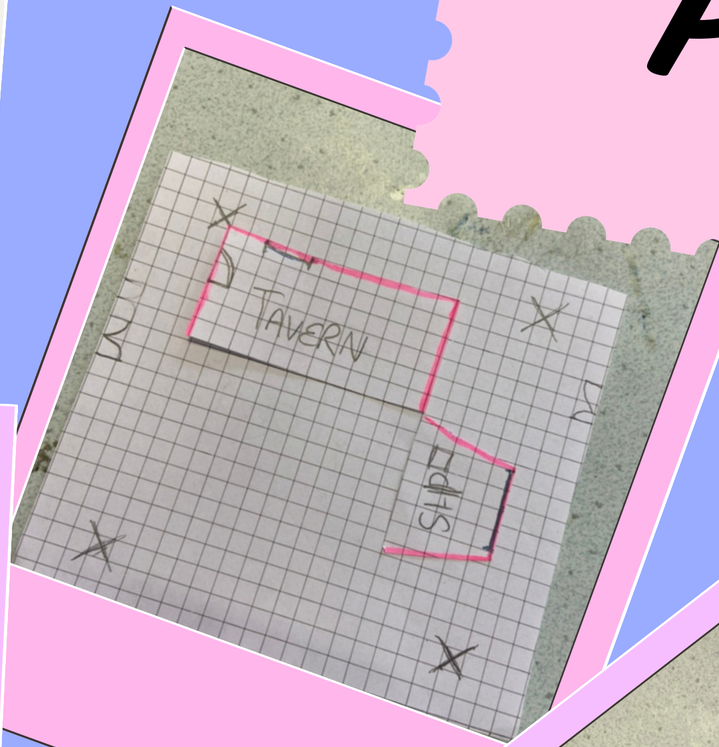


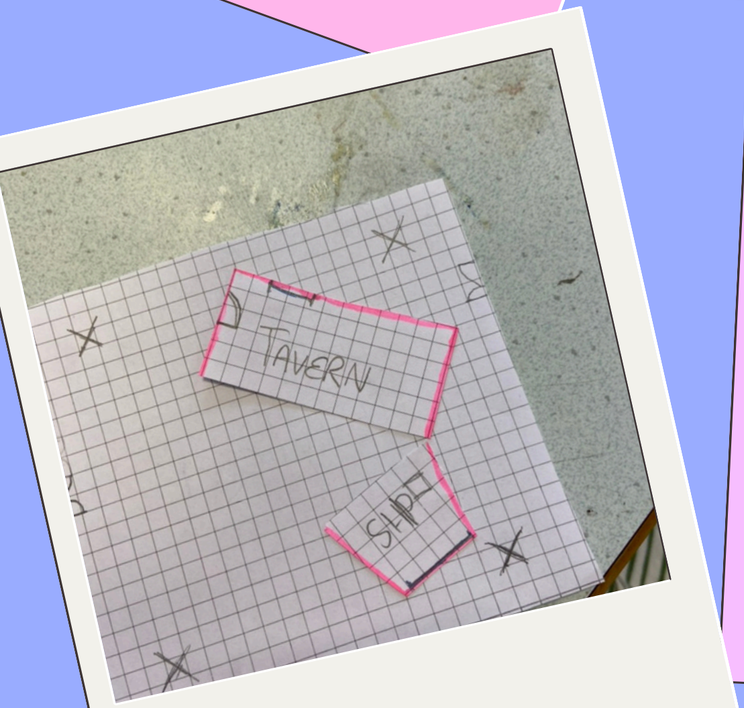
- To come up with rough ideas, I decided to cut out the shapes of the Llwyfan and the two sets
- This meant that they were easy to move

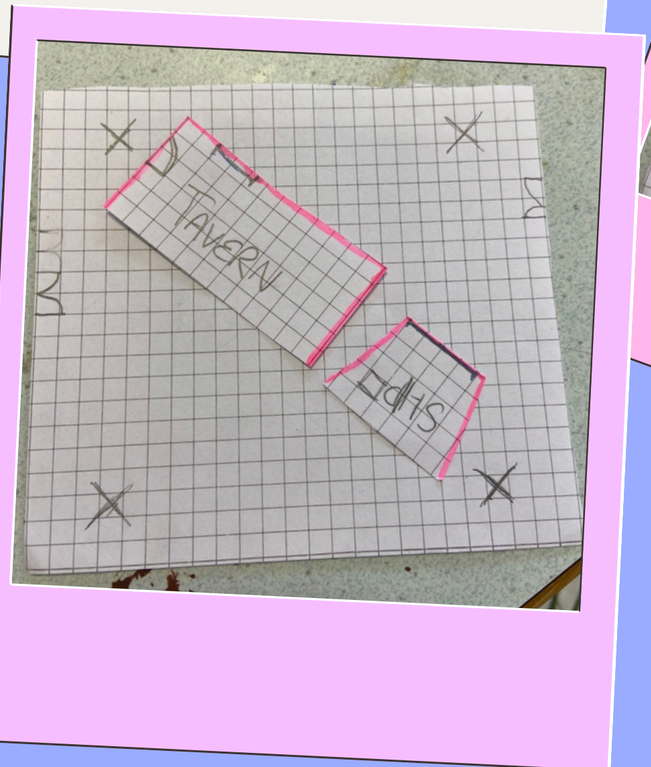
Ground Plan

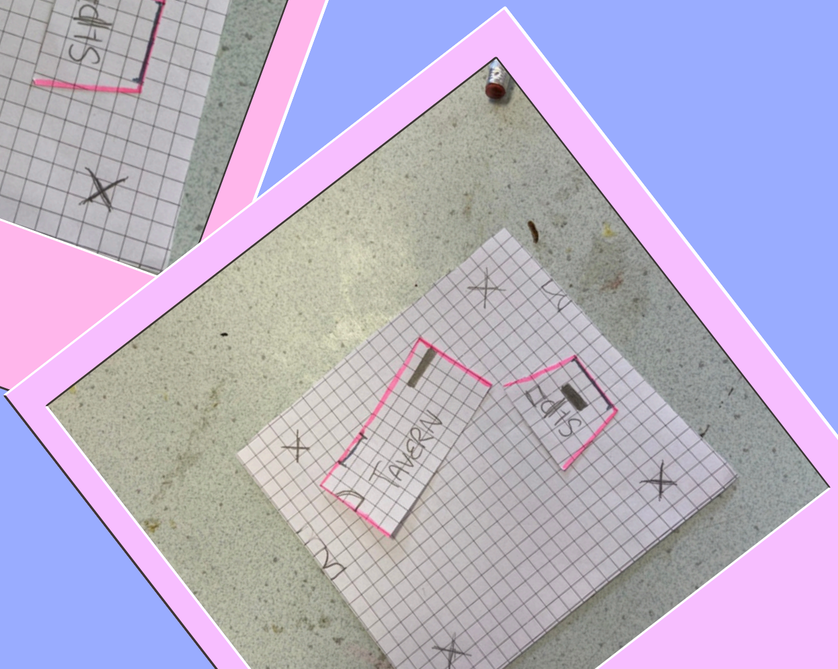

TAVERN
SHIP

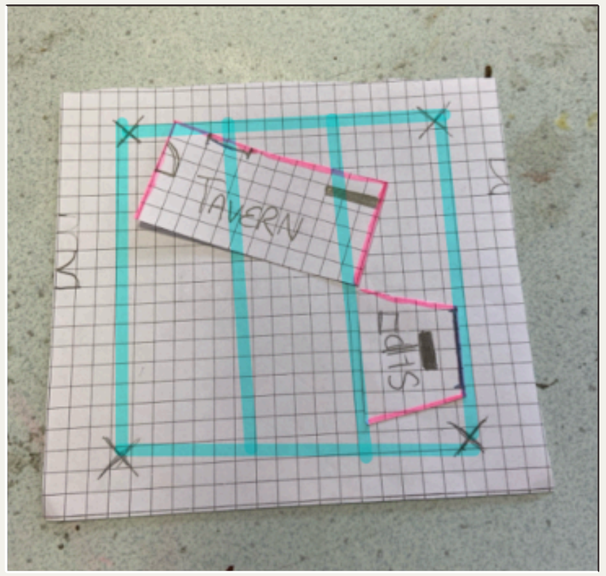

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SHIP

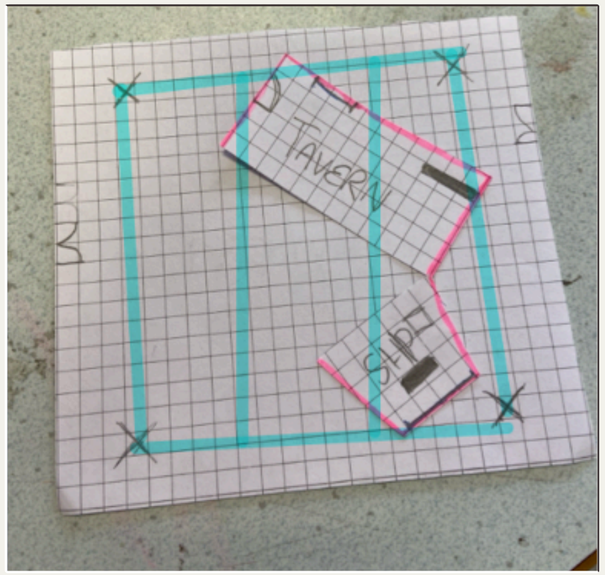

TAVERN
EATS

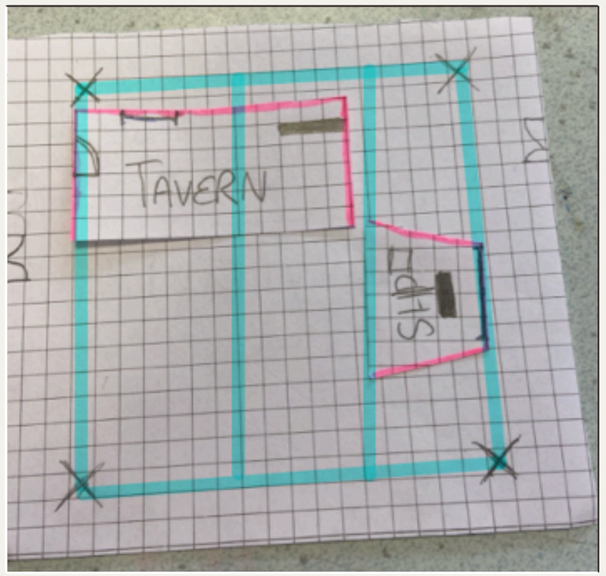

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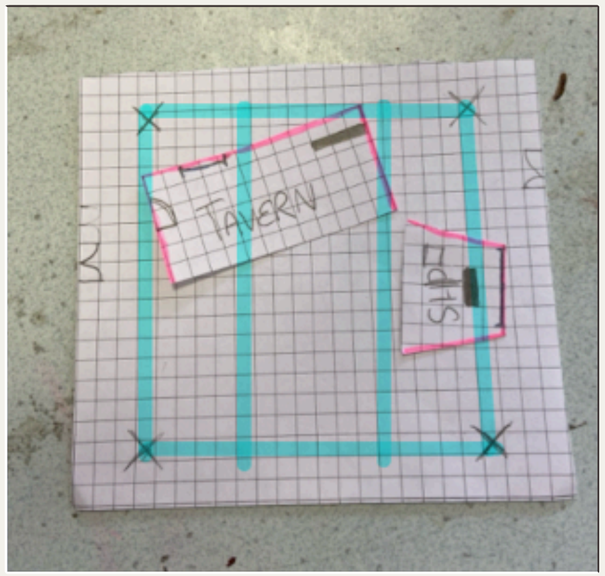

TAVERN
SHIP


TAVERN
EATS









Ground Plan

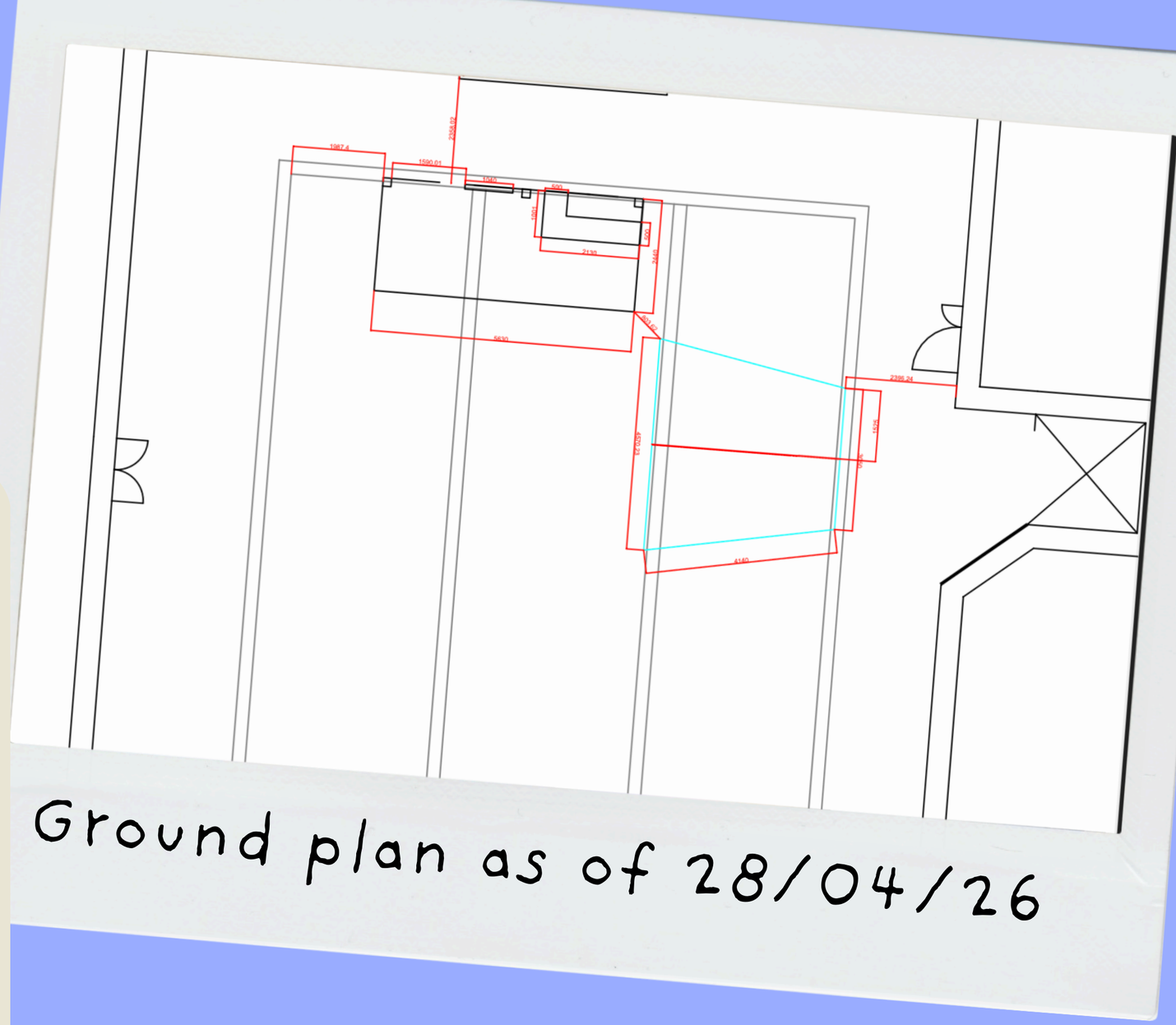
- I then took my favourite layouts and drew the rough lighting grid over the top of the drawings
- This was so that I could see what might work best with regards to lighting
- I also did it to check the bar/truss position to get most use out of

Model Box Presentation

- This morning, we presented the model box and I presented my initial idea for the ground plan
- From this I know I need to do my ground plan in CAD - Rox also suggested that I do some tweaking to my layout to allow for back lighting through the windows

Ground Plan

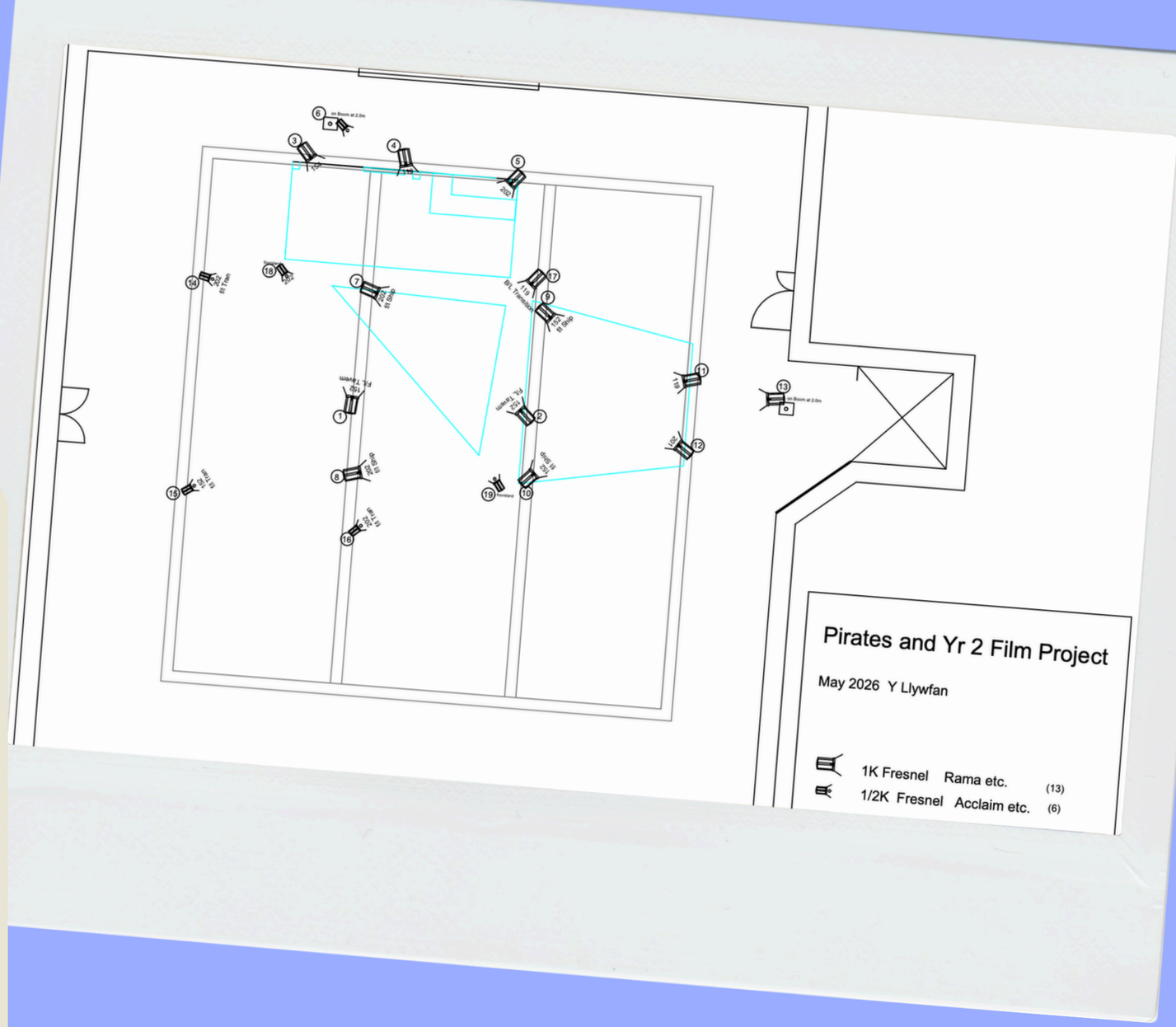
- After model box presentation
- CAD
- Arrange ahead of meeting with Rox tomorrow



Ground plan as of 28/04/26

Lighting Plan

- Rox said that he would create the lighting plan
- This is because everything also needed to be shared with Y1 for thier collaboration with the Y1 actors



Notes from meeting with Liam from Digital Media

- beach - salt - clean everything
- sand - pre-assemble everything in a car
- consider sun
- water-proof coverings
- portable charger
- pavo light
- provided dry bag
- haze - no concern
- clapper + clapper pen
- monday - monday loan

Filling the window frame

- We needed to filler the window
- The gaps were large enough to see but too small for the pallette so we ended up using an old paint brush and thicker filler to fill in the gaps

Problem: Paint

- When it came to scenic painting, we were running low or out of some paints
- There was no sight of paint order
- We (very thankfully) borrow some from 3rd years

Corbels



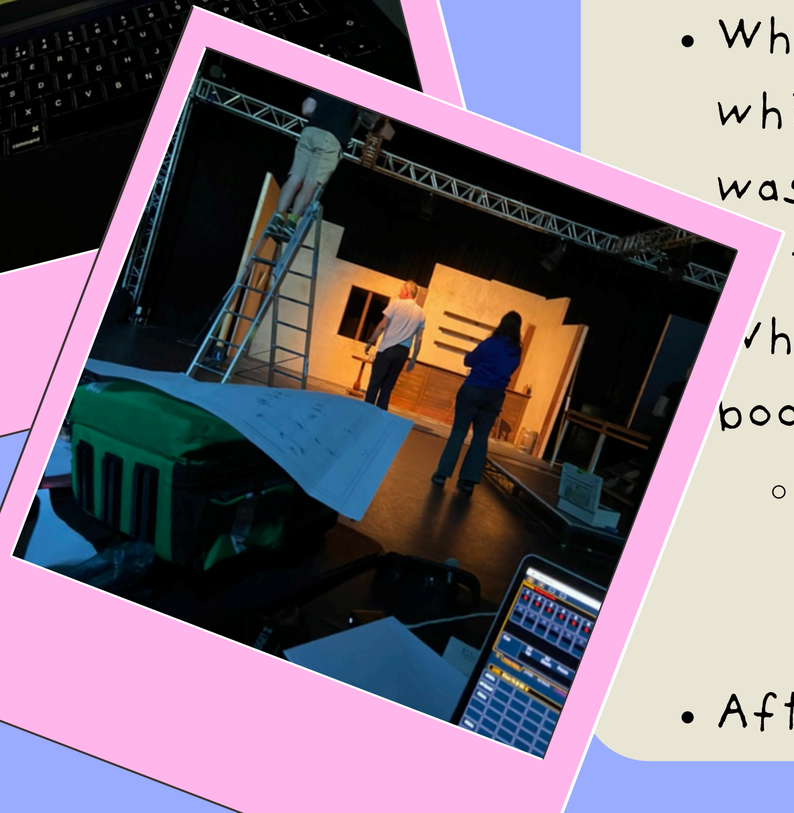
- The corbels are plastic and we wondered how we would paint them - the plastic was too thin to key into
- We knew it was PVC
- We googled how you should prep plastic and according to Young-dogs Espa﷽a S.L.U (2026) it should be tacky/sticky so that the paint has something ot stick to
- Sarah and I remembered about the EPS primer we used during Design Process (German Expressionism)
- So we prepped as per the instructions
- We also mixed PVA into our base coat to make it extra tacky
- We then mixed a red wash to match ship walls where it would fit into the set

Helping with Costume

- After we did the fittings with the actors we had some mending to do
- I added buttons to Bonnet's shirt
- I also had to mend his shirt as there was a rip in it
- I ended up swapping the buttons on Bonny's shirt as ther was a missing one higher up sp I moved one of the original buttons up to hide the mending as the buttons we had did not match the rest

Rigging





- On the 4th may Ash, Rox and I rigged the lights
- We rigged the lights on the truss according to the lighting plan
- We then cut and inserted the gels
- We then rigged the two fresnels onto the boom that would shine through the windows
- We then placed and plugged in the fresnels on the floor
- When it came to checking that the light we rigged worked while we were doing the gels, Rox found out that ⅔ of the rig was not working - this was quickly resolved
- the afternoon, we ran cables to the dimmer
- When it came to checking the lights, it turned out that the boom down lighting behind the tavern wasn't working
    - To eliminate what the issue was we tried changing first the light then the dimmer plug before then daisy chain of cables/extension leads
- After that, we got a chance to play around on the desk

Focussing

- The next day, we focussed
- Rox was up the ladder and Ash and I swapped between being the designer and being on the desk
- When focussing you face away so as to see where the light falls

Location Shooting

- 7th May was location shooting
- We were delayed in leaving as forms needed filling in mostly by the actors
- We did end up getting to the castle on time but delays later made us run long
- When we checked the weather earlier in the week there was a chance of rain but we ended up having amazing weather
- Due to us running long we ended up not being able to shoot on the beach but we manage to fake the shots up at the castle

Cofio

- After the initial email, Gavin (the general manager at Cofio) got in contact saying that they would be happy for us to come down
- After some conversation, he said we could come down on 11th May to film there

Location Shooting

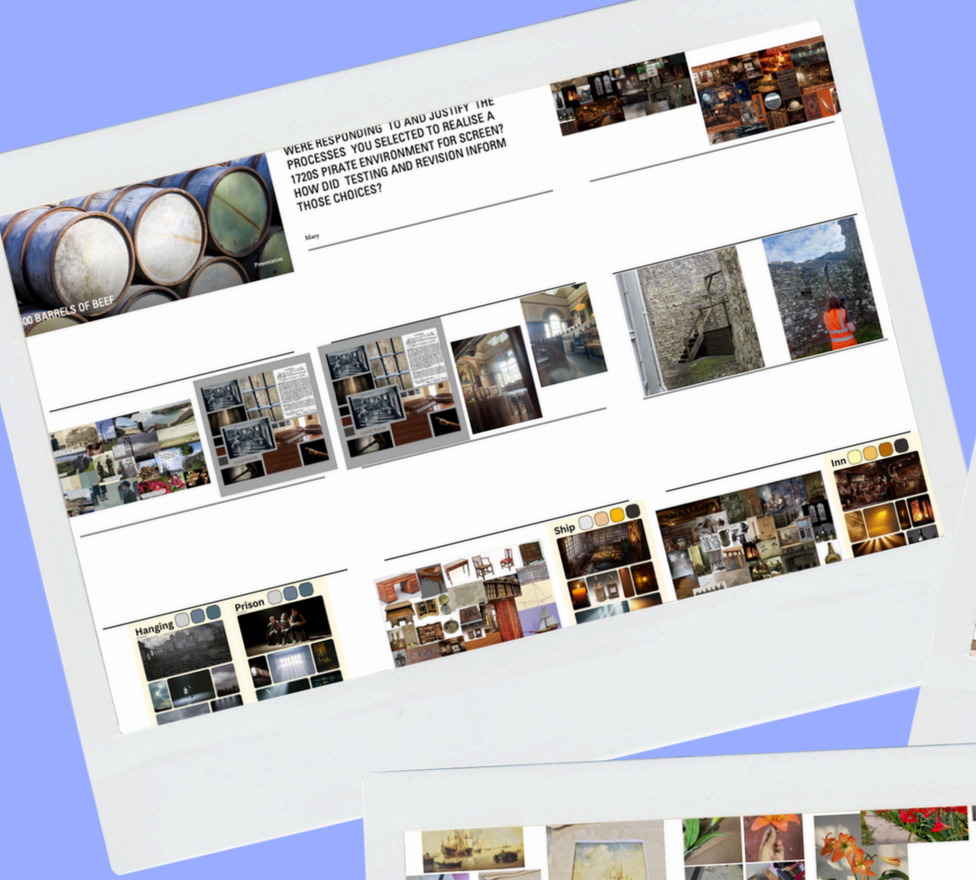


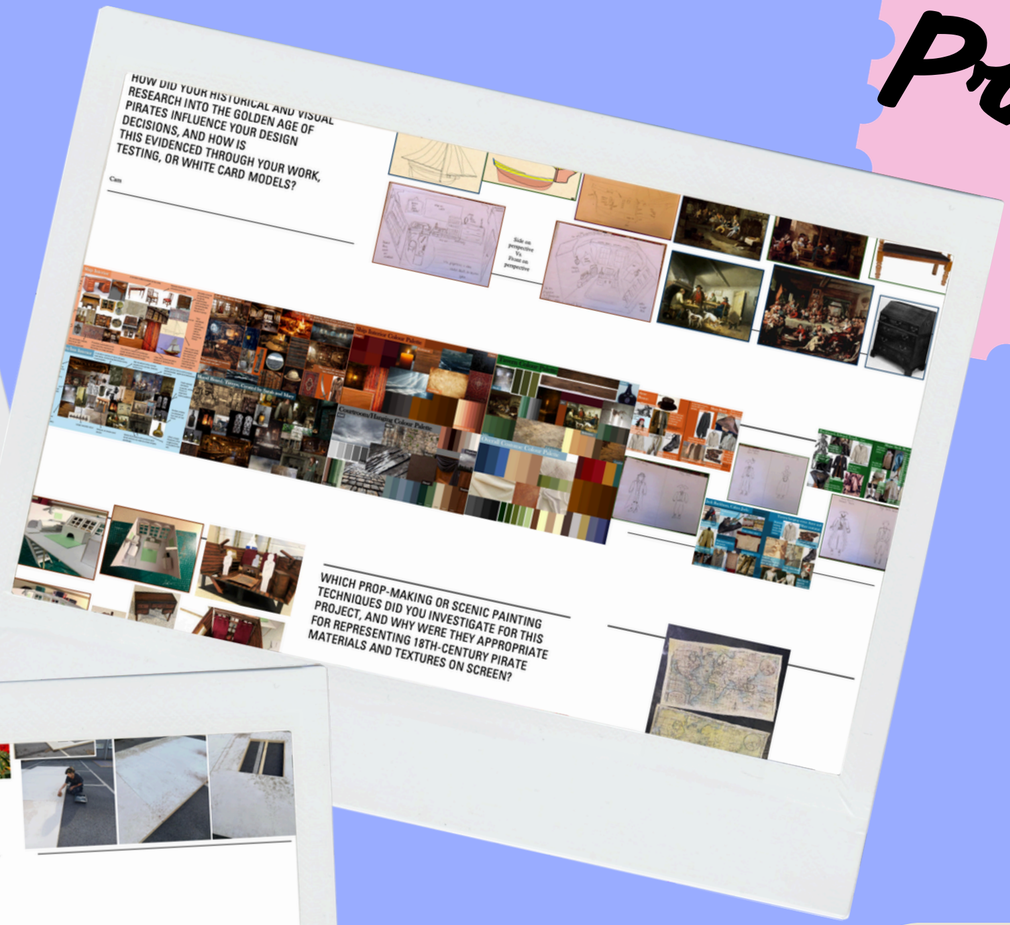






Presentation

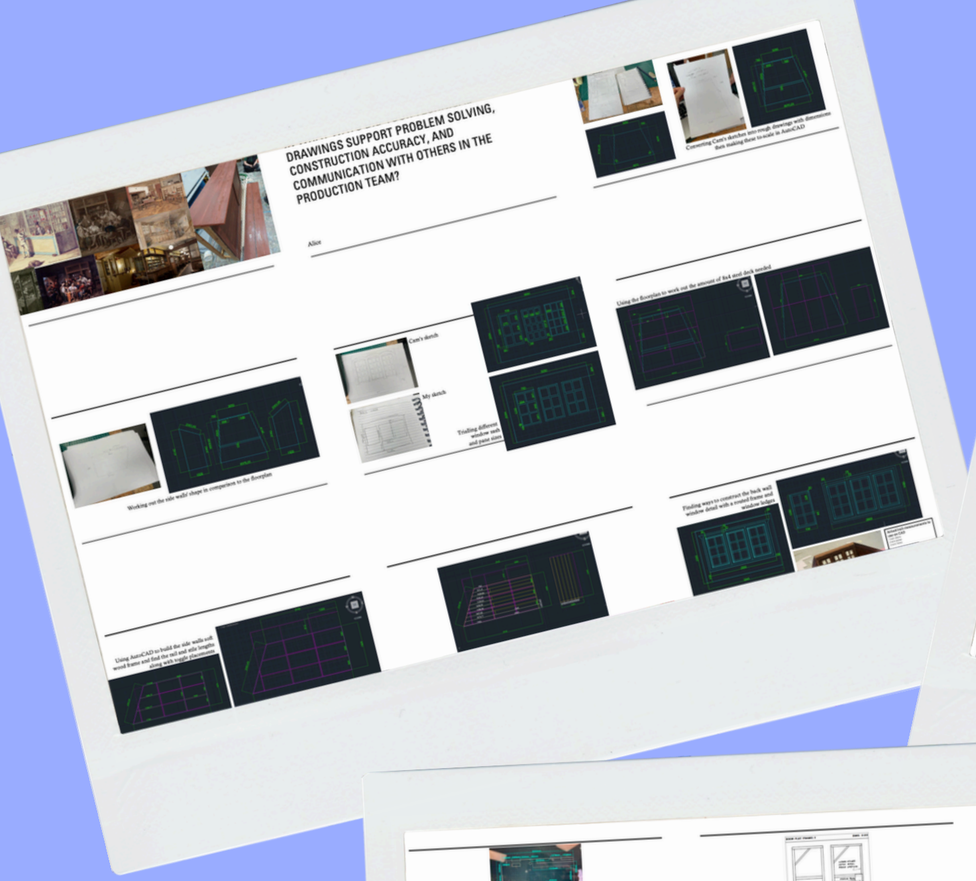


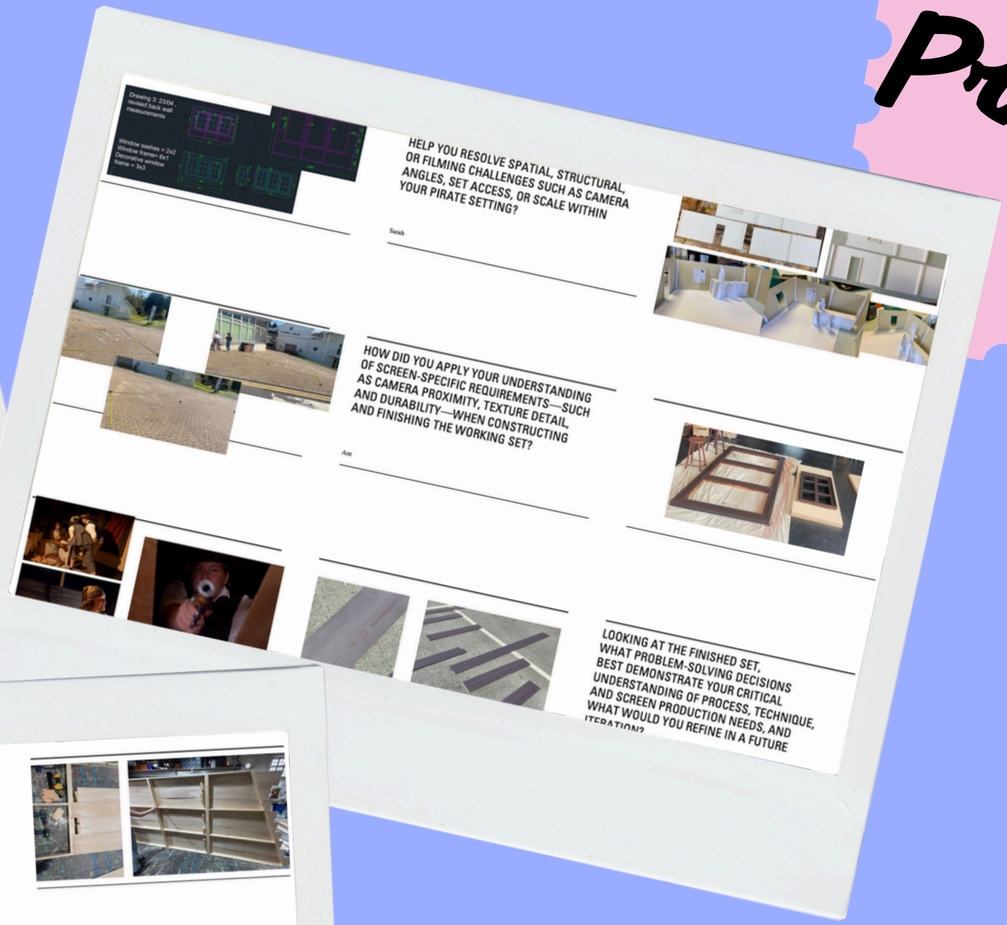




- Here are the screenshot of our presentation

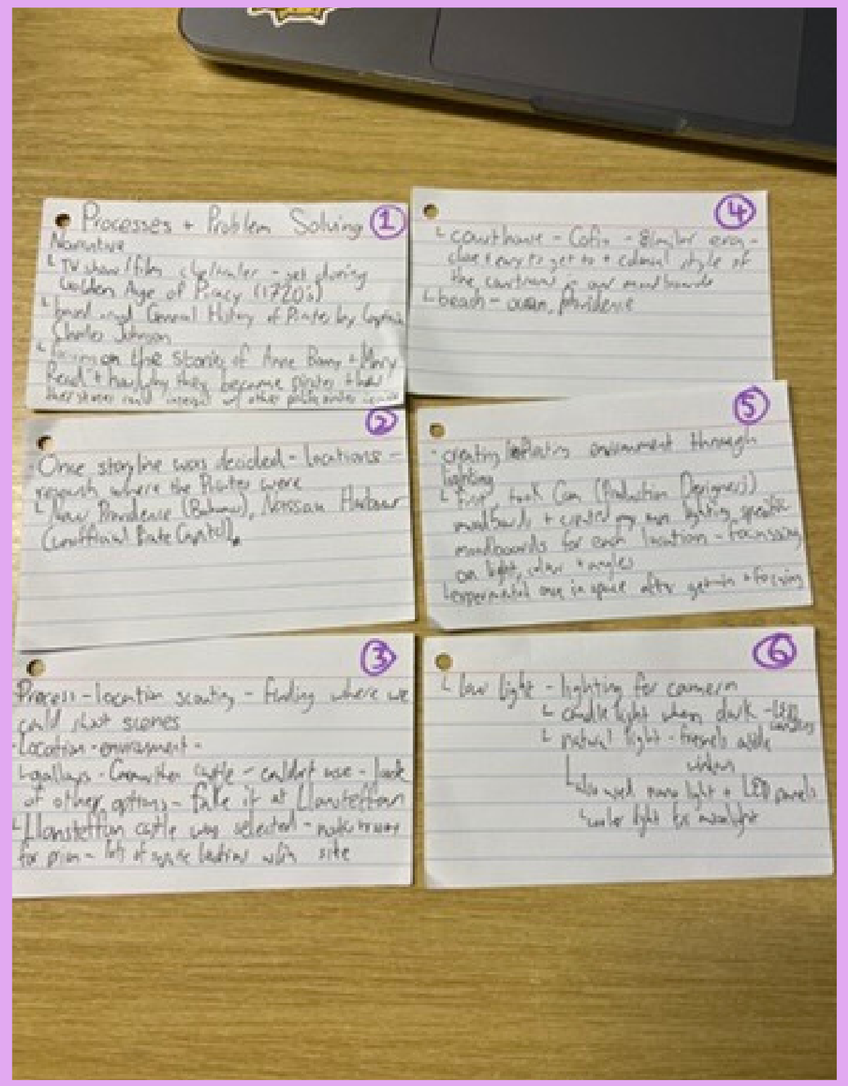
Presentation







Presentation



- Here are my cue cards from the presentations

Reflection

When we came back from Easter knowing how little time we had to build everything the project felt very daunting and seemed impossible. However, now looking back at what we have accomplished and how well and efficiently we all worked together.

I really enjoyed doing lighting in this as this is an area I am really interested in. I really enjoyed the process being a creative collaborative journey, where I got to work with the other departments. It was really interesting to see how all the departments worked together - whether it was collaborating with the props team for the practical lighting candles or asking the Production designer if I had correctly interpreted their moodboards.

Something I did differently this time is that I created To Do lists for each of my areas (so one for Lighting and one for Locations). This helped me to stay on top of things and know what I needed to do next. It also helped me break down the more admin-based stuff with regards to locations.

However, if lighting is an area I am seriously considering going into, I have to improve my CAD skills as it turns out that I had done the ground plan wrong. I had not put in all the relevant angles or measurements - thankfully, Annie had her laptop with the plan on so we could use CAD to get those missing measurements. From this, I know I need to practice and experiment with CAD over the Summer.

Reflection

This project has taught me to take things as it comes - especially when it comes to things out of my control. Being the Locations Manager was stressful but has taught me so much and when I learnt to relax and take it as it comes, it became easier. Doing Locations also taught me how to do a Risk Assessment properly and I think next time I could be more independent and confident in my own abilities to do it.

With regards to the presentation, I felt like it could have gone better as I felt underprepared going into it but I also feel like when I was talking about lighting and my design for those it went well and my enthusiasm came across.

Overall, I think this project went well and I now know what I need to do over the summer to improve my skill set. It has also taught me what works for me organisation- wise.

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