Filming Risk Assessment Form Page 1

Event:	Interior shots	**Date:**	1/12/2018	**Venue:**	Llanelli, house

(1) **Activity / Area of Concern** i.e.: what is taking place as part of the event?	**(2)** **Hazards Identified** i.e.: what can cause harm?	**(3)** **Persons at Risk** i.e.: who could be harmed by the hazard?	**(4)** **Current Risk Factor** (high, medium or low) i.e.: determine the level of risk	**(5)** **Actions to be Taken to Minimize each Risk** i.e.: what action can you take to lower the level of risk	**(6)** **New Risk Factor** (high, medium or low) i.e.: risk factor after action taken to minimize the risk
Fatigue	Long shooting periods	Cast and crew	Low	Lunch break half way, access to bottled water on set.	Very low
Trip hazard	Wires on floor from equipment	Cast and crew	Low	Ensure all wires are away from footpaths or are Cleary indicated and visible if necessary	Low
Noise	Noise from traffic and persons outside	Cast and crew	Low	Breaks to minimise exposure, planning to shoot at quieter times	Very low
Fire	Fire from overheating equipment/ fault	Cast and crew	Low	Ensure all equipment is pat tested and test again before use, ensure all cast and crew are aware of exits	Very low

Name of person completing Risk Assessment (printed): ……Ashley Edwards…….

Signature: ……A J EDWARDS…… Date: ……3/11/2018…….

Guidance for Filming Risk Assessments

1.1 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending, carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

In addition the Regulatory Reform (Fire Safety) Order 2005 (FSO) will apply to such events and will require the Responsible Person to carry out a risk assessment concerning fire safety, which can be carried out along side the health and safety risk assessment.
Full details are available on;
http://www.fire.gov.uk/Workplace+safety/

1.2 Guidance Notes

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

Any contractors involved in your event must also carry out risk assessments. Accordingly, if you are employing contractors/other organisations it is your duty to ensure that you obtain copies of the risk assessments.

The following guidance should aid you in carrying out your risk assessments. Please also see the example form, which provides detailed examples of some event components. The paragraph numbers below relate to the headings on the Event Risk Assessment Form for ease of reference.

1.3 Identifying the Activity / Area of Concern

An activity is anything which is taking place as part of your event, i.e.: stalls, face painting, fairground rides, car boot sale, staged events, music, dancing, sports activities, fireworks, laser show, parade, marquee/tent, food, alcoholic refreshment, etc. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely, i.e.: first aid, stewarding/security, crowd management, car parking, site fencing/barriers, fire precautions and equipment, potential major incidents, evacuation procedure (due to emergency or inclement weather), stages/marquees/temporary structures, waste collection/handling/disposal, cash collection and signage. Please note that these lists are not exhaustive.

All activities must be clearly identified on the event/site layout plan you submit.

1.4 Identifying the hazards

All hazards must be identified for each activity. A hazard is something with the potential to cause harm, i.e.: slipping/tripping/falling hazards, hazards relating to fire risks or fire evacuation procedures, any chemicals/fumes/substances hazardous to health, moving parts of machinery, vehicle movement, electrical safety including use of portable electrical appliances, lifting/carrying/moving, high noise levels, poor lighting/heating/ventilation, any possible hazard from specific demonstrations/activities, crowd intensity and pinch points – i.e.: areas where there is restricted access/exit for the amount of people.

This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

1.5 Identifying the persons at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people, i.e.: stewards, employees, volunteers, contractors, vendors/exhibitors/performers, members of the public, people with disabilities, children/elderly people, expectant mothers and local residents. This list is not exhaustive.

1.6 Identifying the current risk factor

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. You should be taking into account any information,

instruction and training regarding the event and the activities involved; and compliance with legislative standards, codes of good practice and British Standards. Examples of risks and their categories are as follows:

High An inflatable bouncy castle which is not tied down being used in adverse weather conditions by young children; or a fairground chair ride without sufficient safe space around it.

Medium Face painting being undertaken without the knowledge of children's allergies.

Low A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable an.

1.7 Identifying the actions to be taken to minimize each risk

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard by enclosure/segregation, safe-working procedures, adequate

Signage/training/instruction, find a substitute for that activity/machine etc, provide welfare facilities for removal of contamination/first aid, removal of the hazard, etc. Personal Protective equipment should be considered as a last resort. This list is not exhaustive.

For the examples listed in 4 above, action taken to minimize the risk could be to secure the inflatable with guy ropes; supply sufficient barrier-ed space around the fair ride; ask parents/guardians regarding allergies; supervise the mime artist.

1.8 Identifying the New Risk Factor

Once you have identified the action to be taken as per 5, insert the appropriate new High, Medium or Low risk rating.

1.9 Review and Revise

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.
Finally, please print your name, sign and date the form.

1.10 Further information

- 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804