

Bournemouth Media School Risk Assessment Form Approved

Approved 20/05/2014 16:30 By: Murphy, Kate

Author: Aldred, Chelsea

A Risk Assessment must be completed to comply with legal requirements.

To reopen a saved Risk Assessment (e.g. to make amendments) click on Open Risk Assessment (in the menu below) and then click on the Open Risk Assessment icon.

Remember to tick the boxes next to ALL the Media School equipment you will be using (Step 3).

If you are using your own equipment please add this to the Risk Assessment (Step 3).

If you are going to be including equipment belonging to another course on your Risk Assessment (booked by a student from that course) you can add it to your Risk Assessment by either listing it as an additional piece of equipment (Step 3) or including it in your description (Step 1).

If the risk is deemed to be 'trivial' there is no need to formally risk assess - you must still complete this form but tick in the Trivial Risk box when you reach Step 6 and continue.

1. Describe the Activity

Title: Collaboration Project - 'Hot Spot'

Date: 21/05/2014

Description: Our Collaboration Project will consist of a scene of an older gentleman who accidentally gets involved in speed dating inside a coffee shop. He talks to a number of very eccentric characters as we follow his reactions and how they interact with him. The scene will be set inside a Nero's coffee shop which has its top seating area closed off for our use. Filming will begin in the morning of Thursday 22nd May.

2. People at Risk

Primary Risk Assessment holder: Chelsea Aldred

Name	Group	Role
Amelia Shipton	Cast	Actress
Chelsea Aldred	Crew	Production Manager & Sound
Frank Holden	Cast	Actor
Jonn Newman	Crew	Scriptwriter
Kurt Gordon	Crew	Camera & Editor

Name	Group	Role
Richard Perrin	Cast	Actor
Shaun Skeen	Crew	Digital Media Design
Tom Homewood	Crew	Director

3. Equipment being used

No	Name	Stored	Collection	Return	Approved
1	BATV 1 CF Card & Reader Pack		21/05/2014 16:00	22/05/2014 16:59	✓
2	BATV 1 Kit [Sony Z7]		21/05/2014 16:00	22/05/2014 16:59	✓

4. Locations(s)

1) Nero Coffe Shop, 64-66 Old Christchurch Rd City Centre Bournemouth BH1 1LL

5. Emergency Procedures

Sector	Name	Contact Details
First Aided	Chelsea Aldred	07821301277
Nearest Hospital	Royal Bournemouth General Hospital	Castle Ln E, Bournemouth BH7 7DW, 01202 303626
Local Police Station	Dorset Police	Bournemouth Police Station 5 Madeira Rd, Bournemouth, 01202 222222

Additional Emergency procedures

Contact First Aider (Chelsea Aldred) immediately if any problems or call 999 for severe injuries.

6. Listed potential Risks / Activities

Hazard	Risks	Groups at risk?	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level
Cables/Grip Equipment Using equipment that requires cables/grip equipment - potential hazard to self, crew and if filming in public.	Slipping, Tripping or Falling over trailing cables	Staff Crew Cast	Potential Outcome: Minor Likelihood of Incident: Possible Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and	Roll up excess cables Have someone hold long cables Make cast and crew aware of cables Place cables in a less used walkway Create signs for staff of the location to avoid cables	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is

			limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		required to ensure that the controls are maintained
Public Working on/in location that has an audience or members of the public present or nearby	Diverting attention with potential to cause injury Unfamiliar equipment in environment could cause injury	Public Staff Crew Cast	Potential Outcome: Minimal Likelihood of Incident: Possible Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Block off upstairs of our location since we have permission to film there. Assign crew member to make public aware of the area filming. Create a plan with the location's manager Film in the morning when there will be less of the public	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
Directing the Public Care of members of the public when working with them on set/location	Filming around members of the public during a few shots	Public Staff Crew Cast	Potential Outcome: Minimal Likelihood of Incident: Likely Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with	Make public aware that we will be using the bar area for some shots. Film this earlier in the morning to avoid too much public interaction.	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained

			extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
Manual Handling Handling equipment, props etc that could lead to injury if not done properly/carefully.	Causing severe injury from handling kit/sets that are abnormal loads	Crew	Potential Outcome: Minor Likelihood of Incident: Possible Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Take care with handling heavy loads and make sure crew understands how to carry/manage heavy kit. Distribute holding kit evenly between crew	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
Slipping, Tripping, Falling Slipping, tripping and falling likely to occur in unfamiliar locations and whilst operating kit.	Causing injury to cast, crew or members of the public whilst filming/operating kit	Public Staff Crew Cast	Potential Outcome: Minor Likelihood of Incident: Possible Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more	Create a boundary around filming area Move chairs out of the way of filming area Make sure floor is clear as much as possible of tripping hazards e.g. coffee spills, cables, etc.	Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for

		precisely the likelihood of harm as a basis for determining the need for improved control measures.	improved control measures.
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7. Attached Documents

[88909_10335682_846427865371522_221057905_n.jpg](#)

[88909_10344953_846427712038204_867599227_n.jpg](#)

[88909_10374355_846427708704871_790219606_n.jpg](#)

[88909_Call Sheet.docx](#)

8. Approval

Approved: 20/05/2014 16:30

Written By: Murphy, Kate - When: 20/05/2014 13:13

I'm sorry, but there is still no call sheet attached, as far as I can see. In the 'Upload Documents' section, there are only photographs

Written By: Murphy, Kate - When: 19/05/2014 18:57

I can't see your call sheet? Can you attach this please.