

Bournemouth Media School Risk Assessment Form Approved

Approved 21/05/2014 19:19 By: Sykes, Lizzie

Author: Martin, Samuel

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: Recovery Road - Collaborative Project

Date: 22/05/2014

Description: Recovery Road is a short, 8 minute pilot episode for our brief created by Channel 4 for our Collaborative Project. The episode is set within 2 locations; the back garden of a residents home, and the Salvation Army village hall. The episode explores a recovery group for those who suffer from strange addictions to everyday objects. It center's around 4 main characters; Venom, Siv, Blot and Madeline as they aim to recover from their addictions. However, unlike other organised recovery groups, this particular group cause stress for Madeline - the group councillor. The episode see's Venom stealing Gnomes from a local residents back garden. He has an addiction to stealing garden objects. He runs to escape the local resident who is chasing him when he comes across a place to hide - the local village hall. Unknown to him, a recovery group is taking place which he uses as his excuse to escape the resident. Within this group he then meets the outcasts of everyday society whom are recovering within the group.

The filming is set within 2 locations; 1 is a house within Winton, and also the Salvation Army Village Hall. Both locations have given permission for filming on their premises, however both properties also stated that they would sign the official release form on the day of filming. Both properties have undergone a Recce where they were analysed for any potential risks. These forms can be found within the uploaded documents. The filming day only requires 1 movement between the different filming locations, set to happen at 10am. The filming day is set to start at 09.00 with a wrap time of 16.00.

2. People at Risk

Primary Risk Assessment holder: Samuel Martin

Name	Group	Role
Amanda Forsgren	Crew	Sound Operator/ Editor

Name	Group	Role
Dom Thomas	Cast	Venom
Matthew Chapman-Burnette	Cast	Mike (Janitor)
Mike Hall	Cast	Blot
Olivia Spencer	Cast	Siv
Pierre Marku	Crew	Director
Samuel Martin	Crew	Production Manager/ Camera
Sil Ahmed	Cast	Man in Speedos
Sil Ahmed	Crew	Runner/ Assistant
Tiffany Hannam-Daniels	Cast	Madeline

3. Equipment being used

No	Name	Stored	Collection	Return	Approved
1	Canon 650DSLR & Rode Mic (Owner by you)	Transport - Car, Store - Bag.			
2	Clapperboard	Transport - Car, Store - Bag.	22/05/2014 09:00	22/05/2014 16:29	✓
3	High-Visibilty Jackets Pack	Transport - Car, Store - Bag.	22/05/2014 15:50	23/05/2014 15:59	✓
4	Lighting Kit	Transport - Car, Store - Bag.	22/05/2014 09:00	22/05/2014 16:29	✓

4. Locations(s)

- 1) 38 SEDGLEY ROAD, BH9 2JW, BOURNEMOUTH, DORSET
- 2) The Salvation Army Winton Corps 1 Latimer Road Bournemouth BH9 1JY

5. Emergency Procedures

Sector	Name	Contact Details
First Aided	Samuel Martin	07784117467
Nearest Hospital	The Royal Bournemouth Hopsital	01202 303626
Local Police Station	Bournemouth Central Police Station	01202 22 22 22

Additional Emergency procedures

Both locations are located within the catchment areas for Bournemouth Hospital and Bournemouth Central police station, with the locations being either a short 5 minute drive away or a 15 minute walk. There will be 1 car on shoot which I will drive in order to transport the equipment and use in case of an emergencies.

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	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 precisely the likelihood of harm as a basis for determining the need for improved control measures.	Tape down cables Roll up excess Use cable ties provided	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
Audience/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 Could be a large number of people that are difficult to control and adhere to Health and Safety Regulations	Public 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	Assign a crew member to create a safe zone around filming. All crew to wear Hi-Visibility vests Possible signs to warn public of filming	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

			necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
Lighting Working with/around lighting that runs off electricity and/or battery	Burns from heat of lights Electric shock from powering devices Damage to eyesight from direct exposure	Crew	Potential Outcome: Very Serious Likelihood of Incident: Possible Substantial Risk Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.	Always wear gloves provided. Allow lights to cool before moving/changing a bulb Always use switches on kit Always inform cast/crew when lights are being switched on I am operating the lamps myself and I will be following the correct code of practice If I'm using a contractor to supply electrical equipment, they are? Cabling: We will ensure all cabling is made secure and clearly marked to minimise trip hazard. If suspended we will ensure it allows adequate safe head height. Connectors: All connectors will be adequately supported and protected from moisture/water penetration Crossing public thoroughfares: Where cables cross public thoroughfares they will be adequately protected. If they are suspended above a public highway this will be done by competent individuals and no lower than 16ft 6in Water: We will ensure that all electrical equipment is isolated if there is a risk of contact with water, rain etc Current isolators: We will ensure that all electrical equipment including domestic electrical equipment (practical lamps, kettles etc) are connected via RCDs	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.
Roads Working on location that is near road. Individual needs to	Causing traffic accident by neglect Causing personal injury	Crew Cast	Potential Outcome: Serious Likelihood of Incident:	Film at safe distance from roads - assign crew member to	Tolerable Risk No additional controls are required.

be aware of hazard to self, crew members and cast.	from filming near/on roads		<p>Possible Substantial Risk Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.</p>	<p>maintain road safety High visibility clothing: All crew will wear high visibility jackets if filming at night or working 10m or less from the road Distractions: We will ensure we cause minimal distraction to motorists Safe guarding each other: We will ensure we watch for each other's safety -particularly those unable to see traffic Cabling: Cables which cross the road will be adequately protected or we will attempt to reroute them to avoid them crossing the road Police: We have agreed our activities with local police and contact details are at the front of this agreement Changing traffic flow: We will not alter traffic flow or block traffic. We will work with police if this is needed for the production Ensure that high visibility jackets are worn when working by roads. Low loaders: See: equipment for contractor approval</p>	<p>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</p>
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	Crew Cast	<p>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</p>	<p>Tape down all cables Create safe boundary around kit/filming location Use hazard tape to identify hazards Provide adequate lighting</p>	<p>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</p>

			harm as a basis for determining the need for improved control measures.		
Electricity Use of electricity to power devices/set.	Electric shock/Electrocution from not operating specialist kit properly.		Potential Outcome: Very Serious Likelihood of Incident: Possible Substantial Risk Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.	Always use switches provided on electrical equipment Never overload sockets	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.

7. Attached Documents

[89143_Actor Agreement Form \(Blot\) 220514.doc](#)
Agreed to be signed on the day of filming.

[89143_Actor Agreement Form \(Madeline\) 220514.doc](#)
Agreed to be signed on the day of filming.

[89143_Actor Agreement Form \(Mike\) 220514.doc](#)
Agreed to be signed on the day of filming.

[89143_Actor Agreement Form \(Siv\) 220514.doc](#)
Agreed to be signed on the day of filming.

[89143_Actor Agreement Form \(Speedo's\) 220514.doc](#)
Agreed to be signed on the day of filming.

[89143_Actor Agreement Form \(Venom\) 220514.doc](#)
Agreed to be signed on the day of filming.

[89143_Call Sheet.doc](#)

[89143_Garden 1.jpg](#)

View of 38 SEDGLEY ROAD Garden (Recce)

[89143_Garden 2.jpg](#)

View of 38 SEDGLEY ROAD Garden (Recce)

[89143_Garden 3.jpg](#)

View of 38 SEDGLEY ROAD Garden (Recce)

[89143_Location Release Form 220514.doc](#)

Agreed to be signed on the day of filming.

[89143_Location Release Form 220514 \(Salvation Army\).doc](#)

Agreed to be signed on the day of filming.

[89143_Recce \(35 Sedgley Road\).docx](#)

E-Copy of original Recce. Pictures are Attached in Separate Documents. Checklists are not ticked however details have been written instead.

[89143_Recce \(Salvation Army Hall\).docx](#)

E-Copy of the original Recce - checklists are not ticked in this copy but details are given.

8. Approval

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