

**Bournemouth Media School Risk Assessment Form Approved**

Approved 19/05/2014 08:51 By: Sykes, Lizzie

Author: Zaefrul Nadzarine, Putri Aleana Irina Nazrine

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: Collaborative Project Group 12

Date: 20/05/2014

Description: This comedy piece is made up of three videos. The story is about old storybook/nursery rhyme characters after their original stories. They will be the human representations of these characters. They all suffer from problems and disorders and they are required to attend a support group. The 3 videos will focus on 3 main characters Georgie Lock (Goldilocks), Humphrey (Humpty Dumpty) and Felix (Puss in Boots). And supported by other characters. There will be flashbacks of the 3 main characters when they tell their stories. This session is led by Georgie Lock. Total number of actors: 9. 3 main, 3 supporting, 3 extras.

The support group scenes will be shot at The Salvation Army Church and Community Centre in Winton. We have gotten permission from the Centre Director, Debbie Ramsay.

The salvation army charity shop will be used to shoot flashbacks for Felix's story.

Winton highstreet will be used to shoot flashbacks for Humphrey's story

A house in Charminster will be used to shoot flashbacks for Georgie Lock's and Humphrey's story.

A toilet in the house will be used to shoot Humphrey's flashback

Brief schedule:

Tuesday 20th May 2014:

[Salvation Army Community Centre] All actors

9-11 : Pick up equipment (depending the time given to collect) While waiting for equipment, the actors and crew will be at location doing make up and run through/breakfast

11-1:30: Shoot

1:30-2:30: Lunch

2:30-5: Shoot

[House] Georgie Lock  
6-8: Touch up make up if needed/Shoot

Wednesday 21st may 2014:  
[Charity Shop] Felix  
9-11: make up n costume/Shoot

[Winton street] Humphrey  
2-4: make up n costume/Shoot

[House] Humphrey  
4:30-6 :Shoot

(The schedule might change. short breaks will be given when needed)

## 2. People at Risk

Primary Risk Assessment holder: Putri Aleana Irina Nazrine Zaefrul Nadzarine

Name	Group	Role
Aidan Flanagan	Cast	Main actor
Ben Stylianou	Crew	Crew
Connor Davies	Crew	Camera/Sound/
David Wylie	Cast	Supporting actor
Emma Hand	Crew	Costume & Make-up/Camera
Gemma Grange	Crew	Crew
George Sadler	Cast	Extra/Director
Irina Zaefrul	Crew	Production Manager
Jack Richards	Crew	Camera/Sound/Director
Jade Lauran Garstang	Cast	Extra
James Cottle	Cast	Main actor
Libby Odai	Cast	Costume & Make up/Extra
Lucy Redgrave	Cast	Supporting actor

Name	Group	Role
Matthew Hessey	Cast	Supporting actor
Mia Lainchbury	Crew	Crew/ Back up extra
Tiffany Hannam-Daniels	Cast	Main actor

### 3. Equipment being used

No	Name	Stored	Collection	Return	Approved
1	BATV 1 CF Card & Reader Pack	Proper casing/bag	20/05/2014 09:00	22/05/2014 15:59	✓
2	BATV 1 Kit [Sony Z7]	Proper casing/bag	20/05/2014 09:00	22/05/2014 15:59	✓
3	High-Visiblty Jackets Pack	Proper casing/bag	20/05/2014 09:00	22/05/2014 15:59	✓
4	Small Stereo Microphone	Proper casing/bag	20/05/2014 09:00	22/05/2014 15:59	✓
5	Tascam Audio Interface	Proper casing/bag	20/05/2014 09:00	22/05/2014 15:59	✓
6	Tascam DR-40 Audio Recorder	Proper casing/bag	20/05/2014 09:00	22/05/2014 15:59	✓

### 4. Locations(s)

- 1) 2, St Albans Road, Charminster, Bournemouth
- 2) Salvation Army Charity Shop, Winton, Bournemouth
- 3) Salvation Army Church and Community Centre, 1 Latimer Road, Winton, Bournemouth
- 4) Winton Highstreet, Bournemouth

### 5. Emergency Procedures

Sector	Name	Contact Details
First Aided	Irina Zaefrul	07449924378
Nearest Hospital	?Royal Bournemouth General Hospital	?01202 303626
Local Police Station	Dorset Police	01202 222222

### 6. Listed potential Risks / Activities

Hazard	Risks	Groups at risk?	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level
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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	Public Crew Cast	<b>Potential Outcome: Minor Likelihood of Incident: Unlikely 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.</b>	Tape down cables Roll up excess Use cable ties provided	<b>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</b>
Audience/Public Working on/in location that has an audience or members of the public present or nearby The scenes shot at Winton High street	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 Some people in the public wouldnt want to be in the shots.	Public Crew Cast	<b>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.</b>	Assign a crew member to create a safe zone around filming. All crew to wear Hi-Visibility vests Make sure to avoid having the public in the shots. If there is, ask permission and have contributor forms ready	<b>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</b>
Manual Handling Handling equipment, props etc that could lead to injury if not done properly/carefully. Props such	Causing severe injury from handling kit/sets that are abnormal loads There are scenes where chairs need to be	Crew Cast	<b>Potential Outcome: Minor Likelihood of Incident: Possible Moderate Risk Efforts should be made to</b>	Follow Health and Safety procedure for Manual Handling. Always have more than one person available to move	<b>Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective</b>

as chairs in the church hall.	pushed away. this might cause injury to actors and damage to props		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.	large/heavy/abnormal loads Handle with care. Have rehearsal to come up with a way to use the props without damaging them	<b>solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained</b>
Roads Working on location that is near road. Individual needs to be aware of hazard to self, crew members and cast. The scenes on winton highstreet	Causing traffic accident by neglect Causing personal injury from filming near/on roads	Public Crew Cast	<b>Potential Outcome: Minor Likelihood of Incident: Unlikely 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.</b>	Film at safe distance from roads - assign crew member to 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 Low loaders: See: equipment for contractor approval	<b>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</b>

Slipping, Tripping, Falling Slipping, tripping and falling likely to occur in unfamiliar locations and whilst operating kit. Scenes that might cause injury: Humphrey sitting on a small wall. He is required to fall off it. Characters required to push away chairs Georgie Lock is required to climb into a low window of a house	Causing injury to cast, crew or members of the public whilst filming/operating kit These scenes have potential to cause injury to actors	Crew Cast	<b>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.</b>	Tape down all cables Create safe boundary around kit/filming location Use hazard tape to identify hazards Provide adequate lighting Have proper rehearsals to ensure certain ways are used to avoid injury. For the wall scene, the ground will be padded for the actor to fall without harm. Crew will be on stand by as well	<b>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</b>
Costume/Make-Up Using specialist costume/make-up that could cause restricted movement, allergic reaction etc Actors are required to wear make up to make them look more like their characters.	Potential Hazards caused by costumes or make up worn by performers. - allergic reaction - restricted movement - obscured vision	Crew Cast	<b>Potential Outcome: Minor Likelihood of Incident: Unlikely 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.</b>	Handling make up to minimise cross-infection: We will avoid sharing containers of skin make-up. We will either use individual make-up containers or scoop out a quantity onto a wooden spatula before applying to the skin We will use clean sponges and/or powder puffs for each person Lipsticks will be applied with an individual brush - shared lipsticks will not be applied directly to lips Eye make-up and mascara will not be shared If a person has obvious skin, eye or mouth infections they will only be made up using disposable applicators Allergy and irritant avoidance: We will ask people for their possible allergies (latex, bleaches, lanolin etc) before applying make-up, hairspray etc All areas where make-up is applied will be well	<b>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</b>

				<p>ventilated to avoid irritants or poisoning through vapour inhalation There will be a strict no-smoking policy around make-up areas - many aerosols, latex glues are highly inflammable Emergencies: Eye washes and disinfecting hand washes will be available for hygiene and emergency use All hazardous substances (those marked with a hazard symbol such as aerosols) will be stored in a metal cupboard when not in use We will report all "near misses" as well as accidents and allergic reactions with make-up Give a description of the costume and how it may affect the wearer Movement: We will provide appropriate support to the wearer when moving in the costume Visibility: We will assist the wearer if they have restricted visibility and ensure they are guided through trip hazards Rest periods: We will ensure the wearer is given adequate rest, including removal of parts or all of the costume if necessary</p>	
Public Transport Using public transport in production Carrying equipment	Risk of injury to crew/cast/public due to using public transport in production If not handled with care, equipment can be damaged or left behind	Crew Cast	<p><b>Potential Outcome: Minor Likelihood of Incident: Unlikely 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</b></p>	<p>Keep an eye on the equipment at all times. Assign people to a particular equipment so it'll be easier to manage.</p>	<p><b>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</b></p>

		assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	
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7. Attached Documents

[88933\\_CP CALLSHEET 1.pdf](#)

[88933\\_CP CALLSHEET 2.pdf](#)

8. Approval

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