

**Bournemouth Media School Risk Assessment Form Approved**

Approved 21/05/2014 13:54 By: Murphy, Kate

Author: Lainchbury, Mia

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 - Podcast

Date: 23/05/2014

Description: I will be in the studio creating the podcast for my group in the collaborative project. There will be some of my group from this project and an actor from AUB. They will be in here from 2pm for an hour. I will be in the studio from 9am so I can record all the other things.


**2. People at Risk**

Primary Risk Assessment holder: Mia Lainchbury

Name	Group	Role
Connor Davies	Crew	Voice Over
Emma Hand	Crew	Voice Over
George Sadler	Crew	Voice Over
Irina Zaefrul Nadzarine	Crew	Voice Over
Jack Richards	Crew	Voice Over

Name	Group	Role
Tiffany Hannam-Daniels	Cast	Voice Over

### 3. Equipment being used

No	Name	Stored	Collection	Return	Approved
1	Radio Studio 5 - W121		23/05/2014 09:00	23/05/2014 15:59	

### 4. Locations(s)

1) Bournemouth University - Radio Studio 5

### 5. Emergency Procedures

Sector	Name	Contact Details
First Aided		
Nearest Hospital		
Local Police Station		

### 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	<b>Potential Outcome: Minimal Likelihood of Incident: Unlikely Moderate Risk</b> 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	Tape down cables Roll up excess Use cable ties provided	<b>Tolerable Risk No additional controls are required.</b> 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

			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.	Crew	<b>Potential Outcome: Minimal</b> <b>Likelihood of Incident: Unlikely Moderate Risk</b> 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.	Always use switches provided on electrical equipment Never overload sockets	<b>Tolerable Risk No additional controls are required.</b> <b>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>

## 7. Attached Documents

No Document(s) Added

## 8. Approval

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