

Bournemouth Media School Risk Assessment Form Approved

Approved 22/05/2014 14:46 By: Parsons, Mik

Author: Wood, Lara

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: Coffee Shop Main filming

Date: 27/05/2014

Description: Filming for the Comedy. We will be using our own camera's to film the sequences. The first sequences filmed are in the back office of the cafe with Chris speaking to his employee's Dylan and Jane. We will then film the sequences behind the counter, involving Jane and Dylans banter. Finally we will film Dylan interacting with the customers on the tables within the cafe. Through out these sequences we were also get additional cutaway shots.

2. People at Risk

Primary Risk Assessment holder: Lara Wood

| Name | Group | Role |
|-----------------|-------|-------------------|
| Alex Mendes | Crew | Director/Producer |
| Gary Boyce | Cast | Chris |
| Hannah Claridge | Cast | Jane |
| James Henson | Crew | Camera/Producer |
| James Philpott | Crew | Camera/Producer |

| Name | Group | Role |
|--------------|-------|-------------------|
| Lara Wood | Crew | Director/Producer |
| Sam Potheary | Cast | Dylan |
| Tanya Haymen | Crew | Sound |

3. Equipment being used

| No | Name | Stored | Collection | Return | Approved |
|----|-----------------------------|--------|------------------|------------------|----------|
| 1 | BATV 1 Kit [Sony Z7] | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |
| 2 | Clapperboard | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |
| 3 | Fish Pole | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |
| 4 | Lighting Kit | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |
| 5 | Tascam DR-40 Audio Recorder | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |
| 6 | Tripod [Video Camera] | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |
| 7 | Tripod [Video Camera] | | 27/05/2014 09:00 | 28/05/2014 16:59 | ✓ |

4. Locations(s)

1) Coffee House, 82 Poole Road, Westbourne, BH49DZ

5. Emergency Procedures

| Sector | Name | Contact Details |
|----------------------|--------------------------------|-----------------|
| First Aided | Lara Wood | 07837040623 |
| Nearest Hospital | The Royal Bournemouth 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 |
|------------------------|-------------------------------|------------------|--|--------------------------|------------------------------|
| Cables Equipment Using | Slipping, Tripping or Falling | Public Crew Cast | Potential Outcome: Minimal | Tape down cables Roll up | Tolerable Risk No additional |

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| equipment that requires cables equipment - potential hazard to self, crew and if filming in public. | over trailing cables | | 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. | excess Use cable ties provided | 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 |
| Public Working on location that has members of the public present or nearby | Diverting attention with potential to cause injury Unfamiliar equipment in environment could cause injury | Public | Potential Outcome: Minimal 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. | Assign a crew member to create a safe zone around 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 |
| Electricity Use of electricity to power devices | Electric shock/Electrocution from not operating specialist kit properly. | Public Crew Cast | Potential Outcome: Very Serious Likelihood of Incident: Unlikely Moderate Risk Efforts should be made to reduce the risk, but the | Always use switches provided on electrical equipment Never overload sockets | Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that |

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| | | | 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. | | imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained |
| Lighting Working with lighting that runs off electricity | Burns from heat of lights Electric shock from powering devices Damage to eyesight from direct exposure | Crew Cast | Potential Outcome: Serious 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. | Allow lights to cool before moving/changing a bulb Always use switches on kit Always inform cast/crew when lights are being switched on 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 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 | 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 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 | Tape down all cables Create safe boundary around kit/filming location Use hazard tape to identify hazards Provide adequate lighting | Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost |

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| | | | 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. | | burden. Monitoring is required to ensure that the controls are maintained |
| Confined Spaces Working in confined space that can restrict movement and affect access | Restricted access in the event of an emergency, limited space for safe operation of equipment | Crew | 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. | Limit use of confined spaces, ensure that all work is closely monitored | 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 |
| Water - Spillages Working around water that could be hazardous to individuals and kit operation. | Spillage of water on powered equipment could lead to injury Spillage of water could become a slipping hazard for cast/crew | Crew Cast | 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 | Keep all kit away from water and its sources Take extra care when near coffee machines that hold water | 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 |

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| | | <p>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.</p> | |
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7. Attached Documents

[89354_Call sheet 2.doc](#)

8. Approval

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