

**Bournemouth Media School Risk Assessment Form Approved**

Approved 22/05/2014 13:35 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 (weekend filming)

Date: 23/05/2014


Description: Gaining cutaway shots at James' parents coffee shop. He will use his own camera to gain the shots, but will use the university Tascam to gain 'atoms' sound.

**2. People at Risk**

Primary Risk Assessment holder: Lara Wood

| Name           | Group  | Role           |
|----------------|--------|----------------|
| Customers      | Public | General public |
| James Philpott | Crew   | Camera         |

**3. Equipment being used**

| No | Name                        | Stored | Collection       | Return           | Approved  |
|----|-----------------------------|--------|------------------|------------------|---|
| 1  | Tascam DR-40 Audio Recorder |        | 23/05/2014 09:00 | 27/05/2014 16:59 |  |

#### 4. Locations(s)

1) The Place, Somerset, BA7 7AH

#### 5. Emergency Procedures

| Sector               | Name                          | Contact Details |
|----------------------|-------------------------------|-----------------|
| First Aided          | Lara Wood                     | 07837040623     |
| Nearest Hospital     | Taunton and Somerset Hospital | 01823 333444    |
| Local Police Station | Avon and Somerset Police HQ   | 01275 818340    |

#### 6. Listed potential Risks / Activities

| Hazard   | Risks   | Groups at risk? | Potential Outcome and Likelihood of Incident  | Control Measure   | Risk Level  |
|--|---|-----------------|---|---|---|
| Cables Equipment Using equipment that requires cables equipment - potential hazard to self, crew and public. | Slipping, Tripping or Falling over trailing cables  | Public Crew     | <b>Potential Outcome: Minimal</b><br><b>Likelihood of Incident: Possible Moderate Risk</b><br>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                                     | <b>Tolerable Risk No additional controls are required.</b><br>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 Could be a large number of people that are difficult to control and adhere to Health and Safety Regulations | Public Crew     | <b>Potential Outcome: Minimal</b><br><b>Likelihood of Incident: Possible Moderate Risk</b><br>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction  | Assign a crew member to create a safe zone around filming. Crew to wear Hi-Visibility vests | <b>Tolerable Risk No additional controls are required.</b><br>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                         |

|   |  |             |   |   |   |
|---|--|-------------|---|---|---|
|   |  |             | 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.  |   | controls are maintained   |
| Slipping, Tripping, Falling<br>Slipping, tripping and falling likely to occur in unfamiliar locations and whilst operating kit. | Causing injury to crew or members of the public whilst filming/operating kit | Public Crew | Potential Outcome: Minimal<br>Likelihood of Incident: Possible Moderate Risk<br>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 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 burden. Monitoring is required to ensure that the controls are maintained |
| Water - General Working around water that could be hazardous to individuals and kit operation.                                  | Working in a hazardous environment   | Crew        | Potential Outcome: Minimal<br>Likelihood of Incident: Unlikely Moderate Risk<br>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   | Take extra when filming around the machines containing water, incase of spillage  | 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. |  |
|--|--|---|--|

**7. Attached Documents**

[89354\\_Call sheet1.doc](#)

**8. Approval**

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