



## School of Design – Film & Television Student Risk Assessment

### Part A

Film/Project Title:	
Director:	Mobile Number: 0
Producer:	Mobile Number: 0
Production Manager:	Mobile Number: 0
Shoot Date(s):	
Location & Address: (If multiple loci, indicate all sites)	

If filming out with Edinburgh students must organize transit insurance through the insurance department at [www.insurance.finance.ed.ac.uk](http://www.insurance.finance.ed.ac.uk)

Description of Location(s):
Description of tasks being carried out:

## Hazards

Hazard list – select your hazards from the list below and use these to complete Part B (add others where appropriate)

Hazard	✓	Hazard	✓	Hazard	✓
Access/egress blocked/restricted		Hazardous substances: chemicals, dust, fumes, poisons, asbestos, battery acid, etc. waste disposal		Scenic/set materials - not fire retardant/toxicity tested	
Alcoholic drinks/hospitality		Heat/cold, extreme weather climate		Scenery manual handling difficulties	
Animals/insects (wild, performing etc.)		Heavy loads on studio floor/rostra		Scenic materials: glass/polystyrene	
Any special prop, tool etc., under the direct control of the presenter, artist etc.		L.P.G./bottled gases		Smoking on set/studio	
Audience safety/public/crowds/violence/civil unrest		Lasers/other bright lights/strobes		Special 'flying'/technical rigs	
Compressed gas/cryogenics/low temperature		Lifting equipment, e.g. forklift LOLER		Special needs/children/elderly/disabled	
Confined space/ tanks/mines/caves/tunnels		Live electrical equipment		Special visual effects: rain/snow/fire/smoke/steam/dry ice/heat	
Derelict buildings/dangerous structures/isolation of services/waste control		Machinery proximity		Scenery/props storage on premises	
Diving operations		Night operations		Stunts/dangerous activities/hazardous props	
Explosives, pyrotechnics, fireworks		Noise/high sound levels		Technocrane/camera cables/camera movement/special cable runs/scanners	
Falling objects		Portable tools above 110v		Vehicles/motorcycles/speed	
Fatigue / long hours/physical exertion/stress		Practical flame/fires/flambeaux		Water/proximity to water/tanks	
Fire Prevention/Evacuation Procedures		Radiation - sources/equipment etc.		Weapons/knives/firearms	
First Aid/Medical Requirements		Recording/shooting outside of ECA studios/OBs/PSC		Work at height: zip-up/ladders/telescope etc.	
Flammable materials: painting/spraying needed		Risk of infection		Working on grid/'truss', etc.	
Flying/aircraft/balloons/parachutes		Scaffolds/rostra/decking/platforms/practical staircase/walkways on set		Working/storage under seating	
Freelance crews, scenic ops		Scenery/flats over 12 ft x 10 ft/non-standard shape/centre of gravity. Flown from grid		Other	

## Part B

<b>Risk Matrix</b> - Use this matrix to determine the risk for each hazard, i.e. <i>how bad and how likely</i> .  <b>Severity of Harm</b>		Likelihood of Harm				
		1	2	3	4	5
		Remote <small>e.g. &lt;1 in 1000 chance</small>	Unlikely <small>e.g. 1 in 200 chance</small>	Possible <small>e.g. 1 in 50 chance</small>	Likely <small>e.g. 1 in 10 chance</small>	Probable <small>e.g. &gt;1 in 3 chance</small>
1	<b>Negligible</b> e.g. small bruise	Very Low	Very Low	Low	Medium	Medium
2	<b>Slight</b> e.g. small cut, deep bruise	Low	Low	Medium	High	High
3	<b>Moderate</b> e.g. deep cut, torn muscle	Medium	Medium	High	High	Intolerable
4	<b>Severe</b> e.g. fracture, loss of consciousness	High	High	High	Intolerable	Intolerable
5	<b>Very Severe</b> e.g. death permanent disability	High	High	Intolerable	Intolerable	Intolerable

<b>Activity<sup>1</sup>:</b> <i>Each individual activity you are proposing</i> <i>e.g. general office inspection</i>			<b>Location:</b> <i>Where this activity will take place</i>	
<b>Hazards<sup>2</sup></b> List what could cause harm from this activity, i.e. working at height, electricity, etc	<b>Who is Exposed</b> List who may be harmed by this activity, i.e. Public, crew, young people, etc.	<b>Risk<sup>3</sup></b> For each hazard quantify the risk <b>before</b> control measures are introduced	<b>Control Measures</b> For each hazard list the measures you will be taking to minimise the risk, i.e. employing competent persons, training, personal protective equipment, etc.	<b>Risk<sup>3</sup></b> For each hazard quantify the risk <b>after</b> control measures are introduced

(Continue on a separate sheet if necessary)

**1. Complete separate table for each activity**

**2. From Hazard List**

**3. From Risk Matrix**

Assessor's Name	Position	Department	Signed	Date
	Student	Film & Television		

This form **must** be signed off by your supervising tutor on your last tutorial before shooting.

Supervising Tutor's Name	Position	Department	Signed	Date
	Tutor	Film & Television		