



UNIVERSITY OF THE  
WEST OF ENGLAND  
Media Centre ACE  
Bower Ashton  
Campus

# LOCATION PRODUCTION RISK ASSESSMENT

<b>Booking Reference</b> (Media Centre use only)

USE THIS FORM TO IDENTIFY THE HAZARDS ASSOCIATED WITH YOUR PROPOSED ACTIVITY  
AND THE RISK OF HARM OR INJURY THAT MAY COME TO ANY PERSONS INVOLVED.  
Declarations and signatures are mandatory. Equipment will only be loaned on completion of this form.

NAME	COURSE/YEAR	TUTOR IN CHARGE	CONTACT NUMBER	PROJECT TITLE

OVERVIEW OF PROJECT	EQUIPMENT TO BE USED (include mechanical rigs/props etc)

Provide details of dates & times and locations where each activity will take place. State whether you have got appropriate permission of property owners to work there and provide details.  
Give a brief description of the proposed activity for each location given.

DATES & TIMES	LOCATIONS (address & phone contact)	PERMISSION OBTAINED (inc details)	PROPOSED ACTIVITY

Refer to the checklists below and identify any potential hazards that may be present and all persons who may be at risk by marking the appropriate box with a tick

### HAZARD IDENTIFICATION CHECKLIST

1	Access & egress - obstructions to walkways, doors, exit routes	17	Fire & flammable materials – also painting, spraying, non fire retardant materials	33	Scaffolds, towers, including hydraulic platforms and cranes
2	Alcohol & drugs - people under the influence of	18	Fire prevention & fire evacuation procedures	34	Sets, special constructions (including danger of falling objects)
3	Animals - including insects, reptiles, birds, farm animals, horses, pets	19	First aid & medical requirements	35	Set & scenic materials – including glass and sharp edges, splinters, sharp points etc
4	Audiences and/or members of the public	20	Gas - including bottled gases, steam cryogenics, systems under pressure,	36	Sewerage, contamination, bacteria, virus, infectious disease
5	Camera & grip operations and equipment – track, dolly, jibs, car mounts	21	Hazardous substances (COSHH), chemicals, biohazards, contamination	37	Slipping, tripping, falling
6	Catering – food & drink hygiene	22	Heat & cold - wind and other extreme weather	38	Smoking on set
7	Confined spaces and/or badly lit spaces	23	Heights - ladders, scaffold; also mountains, cliff tops, falling objects	39	Special effects, props, smoke machines
8	Crowds, demonstrations, protests, police or military presence	24	Lighting equipment, stands, cables, power supplies	40	Stunts & dangerous activities – including diving & flying, mock fights etc
9	Dangerous substances (COSHH), chemicals biohazards, contamination	25	Lone working – working by yourself and/or in isolated locations	41	Sports activities - including skateboarding & snowboarding
10	Disused or derelict buildings, dangerous structures, building sites, wasteland	26	Make-up, costumes, unusual garments	42	Tools & machinery; mechanical plant
11	Dust, sand, mud, airborne particles, contagions, breathing restrictions	27	Manual handling, awkward lifting, heavy loads	43	Travel
12	Electrical equipment - including portable appliances, generators, cables	28	Night working	44	Vehicles/speed – including cars, bikes, skateboards
13	Equipment hire – non Media Centre supplied equipment including personally owned kit	29	Noise – exposure to loud music, PA systems, headphones	45	Violence (real or simulated)
14	Explosives, pyrotechnics, fireworks	30	Overseas filming	46	Water & proximity to water – including sea, river, docks, boats, underwater filming
15	Fatigue, long hours, physical exertion, stress	31	Radiation, radio activity, microwaves, lasers	47	Weapons – guns, knives etc (real or simulated)
16	Firearms, ammunition	32	Roads & traffic – working on or near public highways	48	OTHER – please give details overleaf

### PERSONS AT RISK OF INJURY OR HARM

Yourself, fellow students, university staff, assistant crew, helpers,	Pregnant women, nursing mothers, babies	People in the workplace
Actors, performers, contributors, interviewees	Children, infants, schoolchildren, young persons or inexperienced crew or helpers	Instructors e.g. climbing, canoe, caving and guides
Members of the public, bystanders, passers by, spectators, audience	Persons with disabilities or special medical needs; also non-English speakers	Emergency service personnel (involved as a result of planned activity)
Residents of student houses, lodgings, hostels etc.	Emotionally vulnerable people or elderly or physically frail people	OTHER – please give details overleaf

## COMPLETE THE FOLLOWING SECTIONS AS FULLY AS POSSIBLE

- Refer to previous completed checklists.
- State hazards involved (adding specific details) Name persons at risk.
- Identify risks: describe the potential adversity, injury or harm that could occur
- Indicate the level of risk in terms of how severe the injury or harm might be and how likely it would happen - using terms High (H), Medium (M) or Low (L)
- Specify control measures to be put in place to remove or reduce the risk level
- Indicate the adjusted risk level once the control measures are in place - using terms High (H), Medium (M) or Low (L)
- Seek authorisation from your Tutor-in-charge (**Form must be signed by Student-in-charge + Tutor-in-charge**)

### IMPORTANT: DURING PRODUCTION

- Inform all persons exposed to risk of the control measures adopted (give a copy the risk assessment to all personnel/authorities involved as necessary)
- Monitor all risks throughout the activity and ensure control measures are in place and working effectively at all times
- Report any accident or near misses

## RISK ASSESSMENT

Ref No.	HAZARDS IDENTIFIED	PERSONS AT RISK	ASSOCIATED RISK IDENTIFIED (adversity or injury that could occur)	Initial Risk level	CONTROLS TO MINIMISE RISK	Adjusted Risk level

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**DECLARATIONS**

<p><b>Student-in-charge / Producer Declaration:</b> I have made a thorough and complete assessment of the potential hazards and risks involved with the activities described overleaf. I have undertaken to put control measures in place and will continue to monitor conditions and control measures throughout the process of these activities taking place.</p>	<p><b>Signed</b>  <b>Date</b>  <b>Print Name</b></p>	<p><b>Tutor-in-charge / Programme Leader Declaration:</b> I have read this document, including the risk assessment details overleaf. I have questioned the student/s concerned – and I am satisfied that all reasonable steps are being taken to address all hazards and health and safety issues involved in the activities proposed.</p>	<p><b>Signed</b>  <b>Date</b>  <b>Print Name</b></p>
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