



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

# STUDIO 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. The studio can only be used on completion of this form.

NAME	COURSE/YEAR	TUTOR IN CHARGE	CONTACT NUMBER	PROJECT TITLE

BRIEF DESCRIPTION OF PROJECT	NAMES OF CREW	NAMES OF PERFORMERS/PRESENTERS/EXTRAS (attach lists)

PROJECT DATES/TIMES	LIST PROPOSED ACTIVITIES (NB indicate if there is audience or public presence)	PROPOSED SET CONSTRUCTION, USE OF PROPS, (attach plans) LIGHTING, RIGGING, PHYSICAL OR MECHANICAL EQUIPMENT

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 - blocked/restricted	18	Heat/cold, climate, extreme weather	35	Scenery/flats over 12 ft x 10 ft/non-standard shape/centre of gravity. Flown from grid
2	Animals/insects (wild, performing etc.)	19	Heavy loads on studio floor/loads on staging/rigging	36	Scenery manual handling difficulties
3	Any special prop, tool etc., under the direct control of the presenter, artist etc.	20	L.P.G./bottled gases	37	Scenic materials: glass/polystyrene/drapes/cloths/paper etc
4	Audience safety/public/crowds/violence/civil unrest	21	Ladders, stepladders, scaffold platforms etc	38	Smoking on set/studio
5	Camera cables/camera movement/special cable runs	22	Lasers/other bright lights/strobes	39	Special 'flying'/technical rigs
6	Catering/ food/alcoholic drinks/hospitality	23	Lifting equipment	40	Special needs/children/elderly/disabled
7	Compressed gas/cryogenics/low temperature	24	Lights standing on studio floor/Live electrical equipment	41	Special visual effects: rain/snow/fire/Smoke machines/steam/dry ice/heat
8	Confined spaces/ tanks/tunnels	25	Machinery proximity	42	Scenery/props storage on premises
9	Dangerous structures	26	Make-up, costumes, unusual theatrical garments	43	Stunts/dangerous activities/hazardous props
10	Explosives, pyrotechnics, fireworks	27	Noise/high sound levels	44	Vehicles/motorcycles/bicycles/skateboards etc
11	Falling objects	28	Power tools, tools	45	Water/proximity to water/tanks
12	Fatigue/long hours/physical exertion/stress	29	Practical flame/fires/flambeaux	46	Weapons/knives/firearms (real or simulated)
13	Fire Prevention/Evacuation Procedures	30	Radiation - sources/equipment etc.	47	Wind generating machines/Fans
14	First Aid/Medical Requirements	31	Recording/shooting outside studios/OBs/PSC	48	Work at height, on ladders/scaffold etc.
15	Flammable materials including painting/spraying /non-fire retardant	32	Risk of infection or contamination	49	Working on grid/ 'truss' etc.
16	Guests, visitors or people brought in without briefing or familiarisation	33	Ropes, string, suspended objects	50	Working/storage under seating

### PERSONS AT RISK OF INJURY OR HARM

Yourself, fellow students, university staff, assistant crew, helpers,	Children, infants, schoolchildren, young persons or inexperienced crew or helpers	Emergency service personnel (involved as a result of planned activity)
Actors, performers, contributors, interviewees	Persons with disabilities or special medical needs	Pregnant women, nursing mothers, babies
Members of the public, spectators, audience	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

--	--	--	--	--	--	--

**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></p> <p><b>Date</b></p> <p><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></p> <p><b>Date</b></p> <p><b>Print Name</b></p>
---	--	--	--