



A. PRODUCTION INFORMATION

Production Title:		
Detailed description of Production/Shoot: (include locations, date of equipment pick up and storage, main items of equipment, description of activities or action, plus any other relevant detail)		
If filming outwith Edinburgh, students must organize TRANSIT INSURANCE through the insurance department www.insurance.finance.ed.ac.uk/		
Production Date(s):		Course Name:
Name, email, phone number of Producer or Director/Producer:		Name and email of course director:
Name, email, and mobile phone of Director:		Name and email of production lecturer/tutor:
Location Address, contact person, email and telephone number: (each <u>location</u> requires a separate RA as the assessed risks may change)		A REMINDER THAT UNDER THE HEALTH AND SAFETY AT WORK ACT 1974 AND 1993 REGULATIONS EVERYONE IS RESPONSIBLE FOR SAFE WORKING PRACTICES
Experts/Specialist Contractors	Contact details	Service Provided, Experience/qualification/Insurance details/Risk Assessments and method statements
Emergency Arrangements & First Aid Requirements		
Nearest A & E: Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh, EH16 4SA - 0131 536 1000 IN THE EVENT OF AN EMERGENCY CALL 999. Police non-emergency dial 101 In case of fire, leave the building and call 999 KNOW YOUR FIRE EXITS AND ASSEMBLY POINTS – NEVER BLOCK ANY OF THE ENTRANCES OR STAIRWAYS HI-VIZ VESTS TO BE WORN FOR NIGHT TIME SHOOTS/LOW VISIBILITY		

B. HAZARD CHECKLISTS

Using the checklist below, tick next to each hazard or risk that is involved with the activity. This list should be used to develop appropriate controls in PART C.

Level 1 Hazards (Common Hazards)

Nº	Hazards	X if yes	Nº	Hazards	X if yes	Nº	Hazards	X if yes
1	Access/egress difficulties: <i>Cramped space, equipment blocking exit routes, difficult access to location etc.</i>	<input type="checkbox"/>	9	Fatigue/long hours/physical exertion/stress: <i>Increases other risks, can cause poor decision making, inexperienced crew and cast at greater risk, consider fitness assessment</i>	<input type="checkbox"/>	17	Rough terrain: <i>Hills, fields, country paths, rocky shores, slippery surfaces etc.</i>	<input type="checkbox"/>
2	Alcoholic drinks/hospitality: <i>Risk of drunken behaviour, liquid spills, broken glass etc.</i>	<input type="checkbox"/>	10	Food preparation and hygiene: <i>Eg. cross contamination between uncooked and ready to eat foods, dirty surfaces & hands</i>	<input type="checkbox"/>	18	Scalding, burning: <i>Hot items or surfaces, liquids, steam etc.</i>	<input type="checkbox"/>
3	Artist/presenter using or controlling special tools/props: <i>Risk of injury due to lack of training/experience</i>	<input type="checkbox"/>	11	Manual Handling/ergonomics: <i>Risk of injury from handling loads. bad posture, bad design of workstation or equipment/tools. Operations in poor lighting, using too much force, awkward movements</i>	<input type="checkbox"/>	19	Scenery hazards: <i>Eg. unusual shape, nails, revolves, non-fire retardant, unstable, suspended from height etc.</i>	<input type="checkbox"/>
4	Camera operations: <i>Eg. handheld/steadicam, jibs, cables, remote cameras</i>	<input type="checkbox"/>	12	Mental health/wellbeing: <i>Eg. fatigue & stress. Consider impact of filming on cast/crew/contributor</i>	<input type="checkbox"/>	20	Slips, trips and falls: <i>Eg. placing of cables, legs Of light stands, equipment cases, slippery ground</i>	<input type="checkbox"/>
5	Combustible materials: <i>E.g. paper, cloth, polystyrene</i>	<input type="checkbox"/>	13	Night operations/hours of darkness: <i>Working during the hours of darkness can increase other risks, slips, trips and falls, violence/aggression etc. Hi-viz vests must be worn after dark</i>	<input type="checkbox"/>	21	Smoking: <i>Eg. simulation on camera. Smoking on set is never permitted</i>	<input type="checkbox"/>

6	Crowds (public): <i>Increases other risks to crew, cast, contributors, equipment. N.B. 2 metres of clear pavement space must be available for pedestrians, wheelchairs and buggies</i>	<input type="checkbox"/>
7	Electricity: <i>Eg. domestic supplies, generators, electrocution/fire. An RCD must be used with all halogen film lights</i>	<input type="checkbox"/>
8	Environmental impact: <i>Your impact at location, litter, contamination of watercourse, disposing of materials etc.</i>	<input type="checkbox"/>

14	Noise: <i>Already at the location or created by the production. Risk of injury to hearing, causing a disturbance, inability to hear instructions/warnings/alarm)</i>	<input type="checkbox"/>
15	Prop hazards: <i>Sharp, hot, real glass, highly flammable, etc.</i>	<input type="checkbox"/>
16	Risk of infection: <i>Eg. from tick bites, bird/animal/human excrement, dirty location working near bacteria, hospital, lab etc.</i>	<input type="checkbox"/>

22	Weather – extremes of: <i>Very cold or hot, wind chill, high winds, flooding, ice/snow etc.</i>	<input type="checkbox"/>
23	Working alone: <i>Is it safe? Where possible work in pairs. Let someone know where you will be and when to expect you back. Arrange a phone check in call at regular intervals</i>	<input type="checkbox"/>
	Other:	<input type="checkbox"/>

Level 2 Hazards (Complex Hazards)

Nº	Hazards	X if yes
24	Additional Support needs/considerations: <i>Eg, people with health conditions or disabilities, elderly, pregnant women</i>	<input type="checkbox"/>
25	Animals: <i>Risk of bites, scratches, trampling, crushing</i>	<input type="checkbox"/>

Nº	Hazards	X if yes
34	Fire & practical flame: <i>Only flameless candles should be used on sets. Risk of burns, damage to buildings, spread to grass/trees etc.</i>	<input type="checkbox"/>
35	Flying: <i>Eg. aircraft, balloons, parachutes, drones. Licence requirements, flight plans, CAA Regs and insurance cover</i>	<input type="checkbox"/>

Nº	Hazards	X if yes
44	Stunts/fight scenes: <i>Special action scenes: Punch/kicks, running, jumping, climbing etc.</i>	<input type="checkbox"/>
45	Special visual effects: <i>Smoke/fog, dry ice, rain, wind, snow</i>	<input type="checkbox"/>

School of Design – Film & Television STUDENT RISK ASSESSMENT

26	Children/young persons: <i>Chaperones (e.g. parents) are compulsory, Local Authority licences may be required. You must comply with The Children (Performances and Activities), (Scotland) Regulations 2014</i>	<input type="checkbox"/>	36	Hazardous substances: <i>Eg. Chemicals, pesticides, dusts, vapours, fumes, oils, mists</i>	<input type="checkbox"/>	46	Temperature – extreme heat/cold: <i>Eg. working at a furnace, cold storage</i>	<input type="checkbox"/>
27	Civil unrest (public): <i>Eg. risk of aggression/violence, 'kettling' by police. Consider security requirements</i>	<input type="checkbox"/>	37	Lasers/stroboscopic Effects Radiation: <i>Eg. eye injury, flashing lights may cause seizures, radiation risk from communication masts/dishes, medical procedures</i>	<input type="checkbox"/>	47	Vehicles/motorcycles – filming off/in/from: <i>Artists should not act and drive. Safe distance from moving vehicles must always be maintained. Comply with the Road Traffic Act. Make sure vehicles have the relevant insurance.</i>	<input type="checkbox"/>
28	Compressed gas/cryogenics: <i>Eg. risk of gas leak, explosion, injury from liquid nitrogen up to -50°C</i>	<input type="checkbox"/>	38	Lifting equipment: <i>Eg. fork lift trucks, cranes, lifting machinery. To be in compliance with current LOLER regulations.</i>	<input type="checkbox"/>	48	Violence (Possibility of Violence): <i>Eg. high crime area, football crowds, asking awkward questions of interviewee. May need security requirements. No lone working.</i>	<input type="checkbox"/>
29	Confined space: <i>Eg. mines, tanks, sewers, restricted sets. Anywhere there would be a risk of low oxygen or fumes, overheating, difficult rescue etc.</i>	<input type="checkbox"/>	39	Nudity & Intimacy: <i>Intimacy coordinator may be required. Refer to Bectu guidance for shooting intimacy</i>	<input type="checkbox"/>	49	Water: <i>Work on or near, use of water tanks, boats, water diving operations. Comply with Media Diving Regulations</i>	<input type="checkbox"/>
30	Construction Work/ Building sites: <i>Compliance with host/owner's policies/procedures. Wear PPE eg. Hi-viz, hard-hats. Check asbestos register before drilling/sawing/sanding fabric of any building</i>	<input type="checkbox"/>	40	Permit to work: <i>Usually required for work activities such as working at height, welding, angle grinding, blow torch use and other hazardous activities.</i>	<input type="checkbox"/>	50	Work at height: <i>Use of ladders, roofs, cliffs. Necessary training required</i>	<input type="checkbox"/>
31	Derelict building hazards: <i>Eg. dangerous structures, weak flooring, unsafe/lack of building services, dust, asbestos, rats, bird droppings etc.</i>	<input type="checkbox"/>	41	Portable tools above 110V: <i>Power tools above 110V should not be used outside. RCDs should be used.</i>	<input type="checkbox"/>	51	Working overseas: <i>University permission required. No university equipment can be taken outside the UK.</i>	<input type="checkbox"/>



32	Excavation – holes/ditches <i>Risk of cave-in, contact with buried power cables. Liaise with the landowner and utility companies</i>	<input type="checkbox"/>	42	Replica Firearms/Weapons: <i>Risk of causing public alarm. Police permits required involving application process which may not be successful</i>	<input type="checkbox"/>		Other:	
33	Explosives/pyrotechnics/ Fireworks <i>Not permitted on student shoots</i>		43	Scaffolds: <i>Rostra, working platforms etc. Specific competence and certification requirements to use and construct certain equipment</i>				

C. HAZARDS, CONTROLS AND RISKS *(add new rows or delete rows below as required)*

For each hazard/risk ticked in PART B, state who is at risk, (crew, cast, contributors, public, others), what the risks are and how the risks are/will be controlled. Controls should be selected using the hierarchy of risk control – Eliminate, Substitute, Isolate, Supervise, Competent Staff, Specialists, Protective clothing/equipment (include any specialist protective equipment), First Aid/emergency/rescue facilities. The person(s) responsible for implementing the controls should also be clearly identified and included on the distribution list in PART A. Full details of experts/contractors and emergency arrangements should also be detailed front page.

Hazard N°	The Hazards and Main Risks identified <i>(What is the hazard and how might it cause harm?)</i> <i>Include detail of activity.</i>	Risk Level before control measures	Who is at risk? <i>(Consider everyone inc public)</i>	Control Measures to minimise risk <i>(What can be done to eliminate or reduce the risk? Include who is responsible for implementation)</i> <i>Please note – All control measures require to be in place before commencement of setting up and filming activities</i>	Risk Level after control measures	Signed off by person responsible for implementing control measures <i>(include their role on production)</i>
		High Medium Low			High Medium Low	



School of Design – Film & Television
STUDENT RISK ASSESSMENT

Hazard Nº	The Hazards and Main Risks identified <i>(What is the hazard and how might it cause harm?)</i> <i>Include detail of activity.</i>	Risk Level before control measures	Who is at risk? <i>(Consider everyone inc public)</i>	Control Measures to minimise risk <i>(What can be done to eliminate or reduce the risk? Include who is responsible for implementation)</i> <i>Please note – All control measures require to be in place before commencement of setting up and filming activities</i>	Risk Level after control measures	Signed off by person responsible for implementing control measures <i>(include their role on production)</i>
		High Medium Low			High Medium Low	



School of Design – Film & Television
STUDENT RISK ASSESSMENT

Hazard N°	The Hazards and Main Risks identified (What is the hazard and how might it cause harm?) Include detail of activity.	Risk Level before control measures	Who is at risk? (Consider everyone inc public)	Control Measures to minimise risk (What can be done to eliminate or reduce the risk? Include who is responsible for implementation) Please note – All control measures require to be in place before commencement of setting up and filming activities	Risk Level after control measures	Signed off by person responsible for implementing control measures (include their role on production)
		High Medium Low			High Medium Low	

I have completed the Mark Milsome Foundation Film & TV online Safety Passport Course	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

Risk Assessor's Name	Position	Department	Signed	Date

This form MUST be signed off by your supervising tutor and the signed copy emailed to julie.bills@ed.ac.uk and ross.buchanan@ed.ac.uk before shooting.

Supervising Tutor's Name	Position	Department and Course Name	Signed	Date