

Faculty of Media and Communication Risk Assessment Approved
Approved 30/03/2017 11:54 By: Osborne Shaun

Author: Collins Charlotte

Original Risk Assessment: 7 minute documentary assignment

A RISK ASSESSMENT MUST BE COMPLETED TO COMPLY WITH LEGAL REQUIREMENTS

When completing your Risk Assessment think of PETE - PEOPLE, EQUIPMENT, TASKS and ENVIRONMENT

If you deem the risks associated with your planned activity 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

EQUIPMENT AND THE BEACH:

Equipment from the Kit Room must NOT be used on or near the beach as small particles of sand and sea spray can cause significant damage. If this occurs you will receive a penalty fee.

There is equipment listed on SISO specifically for beach use - please make sure you book this equipment if filming is unavoidable.

If you have any queries regarding the suitability of equipment in certain locations please consult with the Technical Support team (WG10) who will be happy to advise.

USING ELECTRICAL EQUIPMENT OUTSIDE:

We DO NOT recommend using any mains powered electrical items outside. However, when electrical equipment is being operated outside using power from the mains supply you must adhere to HSE Code of Practice BS7909-2011 which covers using temporary electrical systems for entertainment and related purposes (this includes using lighting systems, location lighting and television equipment). All electrical equipment used in this way MUST be installed by a fully qualified electrician (evidence required).

1. Describe the Activity

Risk Assessment Title: 7 minute documentary assignment

Date: 06/04/2017


Description: Booking out a Panasonic AC90 kit to film an interview for my seven minute documentary.

2. People at Risk

Primary Risk Assessment holder: Charlotte Collins

3. Equipment being used

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No	Name	Stored	Collection	Return	Approved
1	GU Panasonic AC90 Kit	At my flat	06/04/2017 09:00	06/04/2017 16:29	

4. Locations(s)

1) King Street, Wimborne Minster BH21 1DY

5. Emergency Procedures

Sector	Name	Contact Details
First Aided	Charlotte Collins	07985689630
Nearest Hospital	Castle Ln E, Bournemouth BH7 7DW	01202 303626
Local Police Station	5 Maderia Road, Bournemouth BH1 1QL	01202 222222

6. List potential Risks / Activities

Hazard	Risks	Groups at risk?	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level
I will be working alone.	Risk of encountering a dangerous situation due to working alone.	Public Crew	Potential Outcome: Minimal Likelihood of Incident: Unlikely Moderate Risk 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.	You must follow the BAMMJ or MAMMJ Lone Working Guidelines. You must tell a responsible person where you are going and give names and contact details for any interviewees. If you prefer you may email a lecturer using the address "BAMMJ Lone Working".	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
I will be directing or interviewing members of the public, or working in areas where there	Risk of injury to members of the public	Public Crew	Potential Outcome: Minimal Likelihood of Incident: Unlikely Moderate Risk	You must take measures to keep everyone around you safe. Remember some people such	Tolerable Risk No additional controls are required. Consideration may be given

<p>are members of the public.</p>		<p>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.</p>	<p>as the elderly or those with disabilities may be more vulnerable than others. This assessment must include a description of any hazards and safety measures taken:</p>	<p>to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained</p>
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7. Attached Documents

No Document(s) Added

8. Approval

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