

Faculty of Media and Communication Risk Assessment Approved

Approved 13/07/2017 11:22 By: Osborne Shaun

Author: Collins Charlotte

A RISK ASSESSMENT MUST BE COMPLETED TO COMPLY WITH LEGAL REQUIREMENTS

When completing your Risk Assessment think of PETE:

PEOPLE
EQUIPMENT
TASKS
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 Section 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 equipment is used on or near the beach you will receive a fixed £25 fee.

If the equipment is found to be damaged due to this use you will also be liable for an additional fee covering the cost of repair/replacement.

There are Beach Use Kits (camera and tripod) available to book on SISO if filming in a beach location is unavoidable.

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: Masters Project Documentary

Date: 14/07/2017

Description: Filming shots on GoPro kit and recording atmospheric sound on Tascam kit for my master's project documentary on plastic bottle litter and deposit return schemes, filming and recording in Bournemouth Gardens and Town Centre.

Name of Peer Reviewer	
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Has the acronym 'PETE' been used in describing the activity in Section 1?	NOT REQUIRED
Are the emergency procedure details in Section 5 appropriate?	NOT REQUIRED
Have you personalised the drop down risks in Section 6? (double click on the box to edit text)	NOT REQUIRED
Are call sheets and/or other appropriate project documentation attached in Section 7?	NOT REQUIRED
Does the risk assessment (and/or call sheet) cover the full working day? (e.g. travel arrangements)	NOT REQUIRED
Has the Risk Assessment been peer reviewed taking into account the above points?	NOT REQUIRED

2. People at Risk

Primary Risk Assessment holder: Charlotte Collins

3. Equipment being used

No	Name	Stored	Collection	Return	Approved
1	GoPole - Time Lapse Device (for GoPro Hero)	At my flat in Bournemouth	07/08/2017 09:54	11/08/2017 15:59	✓
2	GoPro Hero 4 #03	At my flat in Bournemouth	07/08/2017 09:54	11/08/2017 15:59	✓
3	Tascam DR-40 Audio Recorder	At my flat in Bournemouth	07/08/2017 09:54	11/08/2017 15:59	✓

4. Locations(s)

1) Bournemouth Gardens, BH1 2AQ

5. Emergency Procedures

Sector	Name	Contact Details
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Sector	Name	Contact Details
First Aided	Charlotte Collins	07985 689630
Nearest Hospital	Bournemouth Hospital, Castle Ln E, Bournemouth BH7 7DW, UK	01202 303626
Local Police Station	Bournemouth Police Station, 5 Maderia Road, Bournemouth BH1 1QL	01202 303626

6. List potential Risks / Activities

Hazard	Risks	Groups at risk?	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level
I'll be working in a busy area, working on/in location that has an audience or members of the public present or nearby	Diverting attention with potential to cause injury Unfamiliar equipment in environment could cause injury Could be a large number of people that are difficult to control and adhere to Health and Safety Regulations	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.	Creating a safe zone around filming. Wearing Hi-Visibility vests	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 may be filming on my own. Lone working deems the individual at high risk from others or from injury - should be avoided where possible.	Hazards caused by lone working Injury from using equipment or being on/in location without crew to assist	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	Carry means of communication at all times Always tell someone where you are going Have an emergency contact I will not operate solo in a potentially hostile situation.	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

			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.		
Slipping, tripping and falling likely to occur in unfamiliar locations and whilst operating kit.	Causing injury to cast, crew or members of the public whilst filming/operating kit	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.	Tape down all cables Create safe boundary around kit/filming location Use hazard tape to identify hazards Provide adequate lighting	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

7. Attached Documents

No Document(s) Added

8. Approval

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