

# RISK ASSESSMENT FORM

## To be completed

A risk assessment must be carried out each time you plan to use kit from the Media School Store.

### Hazards

There are a number of hazards that are common to all filming activities. If your risk assessment identifies these as the only hazards then you do not need to complete and submit this form. You still need to implement the planned precautions to prevent these hazards from becoming events as the responsibility lies with you.

Hazard	Caused by	Planned Precautions
Trips	Cables, camera supports etc.	Keep trip hazards away from where people may walk, or cover the cables. If this is not possible tell people that the cables are there.
Burns	Lighting	Do not touch hot lighting without wearing the safety gloves provided.
Electrocution	Electrically powered equipment	Do a visual inspection of the equipment before use. If it appears damaged then do not use it, and report it to a technician or tutor.

### Additional hazards

A number of additional hazards are listed below.

Tick the relevant box if your production includes any of the hazards listed. If you identify any of these hazards or anything that could cause concern then this risk assessment form needs to be submitted to your module tutor.

Equipment	<input checked="" type="checkbox"/>
Vehicles	<input type="checkbox"/>
Cabling (excluding camera, lighting and sound equipment)	<input type="checkbox"/>
Lighting	<input type="checkbox"/>
Explosives / pyrotechnics*	<input type="checkbox"/>
Scaffolding*	<input type="checkbox"/>
Smoke effects	<input type="checkbox"/>
Glass (excluding lamps for lighting)	<input type="checkbox"/>
Props or costumes	<input type="checkbox"/>
Other – please list	<input type="checkbox"/>

**\*These activities must also be referenced to the insurance office/health and safety department for sign off before kit can be taken out.**

**Insurance office: Email: [earundel@glos.ac.uk](mailto:earundel@glos.ac.uk)  
Tel: 01242714166**

**Health and Safety: Email: [mediabookings@glos.ac.uk](mailto:mediabookings@glos.ac.uk)  
Tel: 01242 714225 or 715031**

Environments	✓
Aircraft*	
Working in / near water*	
Working at heights	
Traffic	
Restricted visibility	
Caves / tunnels etc *	
Hillsides, quarries, mountains, moors*	
Derelict sites*	
Other – please list	

People	✓
Stunts or fight sequences	
Fight sequences	
Violent interviewees*	
Actors / performers (other than module participants)	
Children	
Drug users*	
Criminals	
Weapons*	
Other – please list	

If you have identified any of the additional hazards as being possibly then please complete the section below.

## PLANNED PRECAUTIONS

What is the hazard?	Who could be harmed?	How harmed could they be? (Minor or major)	Precautions (What you will do to prevent the hazard from occurring)

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The information provided is complete and correct.

Name and details of project (i.e a film called #first world problems, being about poverty, involving a shoot with actors in a film studio)

Location of project:

Date/s filming takes place \_\_\_\_\_

Name of student \_\_\_\_\_

Signed & dated (student) \_\_\_\_\_

Name of tutor \_\_\_\_\_

Signed & dated (tutor) \_\_\_\_\_

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