



UNIVERSITY OF THE  
WEST OF ENGLAND  
ACE Central Loans

# LOCATION PRODUCTION RISK ASSESSMENT

Booking Reference  
(For office use only)

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Use this form to identify the hazards associated with your proposed activity and the risk of harm to those exposed to them.  
Declarations and signatures are mandatory.

STUDENT NAME	MOBILE NUMBER	COURSE	YEAR	MODULE	PRODUCTION TITLE	AUTHORISING TUTOR

## OVERVIEW OF ACTIVITY

Describe the project and the action (indicate scenes, sequences, locations, stunts, sfx + attach script treatment)

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## CREW RESPONSIBLE FOR ACTIVITY & EQUIPMENT

Name	Role / Area of Responsibility	Mobile Number	Evidence of competence (e.g. workshops attended, additional training, other relevant experience)

## ACTIVITY

Provide details of dates, times and locations where each activity will occur. State whether you have obtained the permission of property owners to work there and provide details. **Remember, if you are filming in public spaces within the city of Bristol you will need to seek permission from the council film office** (<http://www.filmbristol.co.uk/permits>). Give a brief description of the proposed activity for each location given.

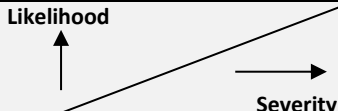
Dates & Times	Location	Who needs to give permission?	Proposed action in this location: what is actually happening in the location and with whom? Are there any stunts? SFX? (For drama indicate scene number)	Have you visited the location & are aware of the issues?

## ADDITIONAL INFORMATION & EQUIPMENT DETAILS

Which documents have you consulted from the H&SE ( <a href="http://www.hse.gov.uk/entertainment/index.htm">http://www.hse.gov.uk/entertainment/index.htm</a> ) or other relevant organisations about filming your activities? Which regulations are in force, if any, at the locations? Are you using any additional non-UWE crew and, if so, what is their competence?	List UWE Equipment	List non-UWE Equipment Do any require a permit for use? E.g. drone

Use this page to help you identify the risk of activities for the rest of the form.

### RISK MATRIX: (To generate the risk level)

Very likely 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Extremely unlikely 1	1	2	3	4	5
Likelihood 	Minor injury – No first aid treatment required 1	Minor injury – Requires First Aid Treatment 2	Injury - requires GP treatment or Hospital attendance 3	Major Injury 4	Fatality 5

### ACTION LEVEL: (To identify what action needs to be taken)

POINTS:	RISK LEVEL:	ACTION:
1 - 2	NEGLIGIBLE	No further action is necessary.
3 - 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 - 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity / do not start the activity

# HAZARD IDENTIFICATION CHECKLIST

(When thinking about the activities, read through the choices and tick relevant boxes that apply to your project)

1	Access & exits - obstructions to walkways, doors, exit routes.	17	Gas - including bottled gases, cylinders, systems under pressure, compressed air.	33	Sets, special constructions, scaffolds, platforms
2	Alcohol & drugs - people under the influence	18	Hazardous substances e.g. chemicals, biohazards, sewerage, bacteria, virus, infectious disease	34	Set & scenic materials – including glass and sharp edges, splinters, painting/spraying etc.
3	Animals - including insects, reptiles, birds, farm animals, horses, pets.	19	Heat & cold – e.g. Hot/cold environments, wind chill, extreme weather.	35	Slipping, tripping, falling.
4	Audiences and/or members of the public.	20	Heights – e.g. ladders, scaffold, mountains, cliffs, towers, hydraulic platforms and cranes.	36	Smoking on set.
5	Camera & grip operations and equipment – track, dolly, jibs, car mounts.	21	Language e.g. non-English speaking, communication issues.	37	Special effects e.g. smoke machines, flashing lights.
6	Catering – food & drink hygiene.	22	Lighting equipment, stands, cables, power supplies	38	Stunts & hazardous activities – including diving & flying, mock fights etc.
7	Confined spaces e.g. ditches, caves, compartments etc.	23	Lone working – working by yourself and/or in isolated locations.	39	Sports activities - including skateboarding & snowboarding.
8	Crowds, demonstrations, protests, police or military presence.	24	Make-up, costumes, unusual garments.	40	Tools & machinery; mechanical plant.
9	Disused or derelict buildings, dangerous structures, building sites, wasteland.	25	Manual handling, awkward lifting, heavy loads.	41	Travel.
10	Dust, sand, mud, airborne particles, contagions, breathing restrictions.	26	Medical condition, disability, mental health (of team members, actors, other participants etc.)	42	Vehicles/speed – including cars, bikes, skateboards.
11	Electrical equipment - including portable appliances, generators, etc.	27	Night working.	43	Violence (real or simulated).
12	Equipment hire – non UWE supplied equipment including personally owned kit.	28	Noise – e.g. exposure to loud machinery, music, Public Address systems, headphones.	44	Water & proximity to water – e.g. sea, river, docks, boats, underwater filming, swimming pools.
13	Explosives, pyrotechnics, fireworks.	29	People at higher risk: Pregnant women, infants/children, elderly, emotionally vulnerable, inexperienced etc.	45	Weapons (real or imitation) – e.g. knives, swords, ammunition, firearms.
14	Falling objects e.g. equipment, materials, structures etc.	30	Poor visibility – reduced/no light, fog, smoke etc.	46	Flying – including drones and aerial camera platforms
15	Fatigue, long hours, physical exertion, stress.	31	Radiation, radio activity, microwaves, lasers.	47	OTHER – please give details
16	Foreign country (especially non EU).	32	Roads & traffic – working on or near public highways.	48	

## PERSONS AT RISK OF INJURY OR HARM – consider:

Yourself, fellow students, university staff, assistant crew, helpers.	Residents (of neighbourhood, houses, lodgings, hostels etc.)	Emergency service personnel (involved as a requirement of the planned activity)
Actors, performers, contributors, interviewees	People in the workplace	OTHER – please give details
Members of the public, bystanders, passers-by, spectators, audience	Instructors e.g. climbing, canoe, caving and guides	



## IMPORTANT: DURING PRODUCTION

1. *Inform all persons exposed to risk of the control measures adopted (give a copy the risk assessment to all personnel / authorities involved)*
2. *Monitor all risks throughout the activity and ensure control measures are in place and working effectively at all times*
3. *Report any accident or near misses to the Media Centre within 24 hours*

<b>DECLARATIONS</b>			
<p><b>Student-in-charge / Producer Declaration:</b> By submitting this I have made a thorough and complete assessment of the potential hazards and risks involved with the activities described. 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>Email:</b></p>	<p><b>Tutor-in-charge / Executive Producer Declaration:</b> I have read this document, including the risk assessment details. 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> <p><b>Email:</b></p>