**Name of Person Undertaking Assessment**
Keith Buckman  
(Health & Safety Coordinator – Media Arts)

**Date Conducted**
14th Mar 2016

**Department / Area (including description of what is being assessed)**
Students using hand held equipment for film, sound and photographic recording

This should be regarded as a default form for general recording work in public places, private dwellings, interview situations and location recces using battery-powered hand-held recording equipment, including mobile phones, computer tablets, and other single person operation accessories.

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Hazard under review</th>
<th>No &amp; Description of Staff/Students/Others Involved</th>
<th>Existing Controls</th>
<th>Assessed Level of Risk*</th>
<th>Further Action Required</th>
<th>By (Date) + Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Student may be vulnerable to verbal or physical abuse when working alone, especially when they are concentrating on recording processes</td>
<td>Student</td>
<td>Advise student to work with another person during filming</td>
<td>X</td>
<td>Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls</td>
<td>Mar 2018</td>
</tr>
</tbody>
</table>
| 12.2   | Student may be hit by a moving vehicle (road traffic or industrial vehicle), cyclist, skateboarder, etc, if they haven’t heard or observed its approach when operating the equipment adjacent to roads, or in driveways, precincts, etc. | Student Driver/ rider/ boarder | Advise student to work with another person during filming so they may keep a look out for approaching dangers  
Wear hi viz vest if practicable | X | Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls | Mar 2018 |
| 12.3   | Student may slip or trip over unseen obstacles when operating the equipment | Student | Survey the work area and remove such hazard as much as possible. Work accompanied so that operator can be guided to avoid hazards during filming. | X | Awareness raising during practical workshops and tutorials | Mar 2018 |

* The assessed level of risk will be Low, Medium or High. If in doubt use the criterion for establishing which is appropriate. You will find this in the College Document “Guide to Conducting General Risk Assessments”, which is in the Health and Safety Guidance Manual. 16.1.03.
### 12.4
**Student may suffer hearing damage if exposed to poorly controlled signal level on headphones**

**Student**
- Short duration exposure levels
- Location Filming Code of Practice
- Initial skills training followed by repeated practice and monitoring throughout course

**X**
Awareness raising during practical workshops and tutorials

**Mar 2018**

### 12.5
**Student may fall off an improvised platform when seeking a higher camera view point, or fall onto bystander, resulting in potential bruising, fracture or head injury.**

**Student**
- Media Arts Work Method Statement No.5 ‘Working at Height
- Location Filming Code of Practice
- Initial skills training followed by repeated practice and monitoring throughout course

**X**
Advise student to only use purpose-designed structures to obtain elevated views.

**Mar 2018**

### 12.6
**Contributor(s) and other participants may be vulnerable to verbal and physical abuse, deception, burglary, etc., for example a lone elderly resident may be placed at risk if their circumstances and place of residence can be identified or tracked**

**Contributor**
Assessed previously by Location Safety Form process, when relevant

**X**
The student must ensure that the occupant’s best interests are protected by making responsible content editing choices that conceal their full identity and their place of residence or business.

Please bear in mind this may apply to occupants of recognisable properties or businesses adjacent to the location, which may appear in the film incidentally, and must be managed accordingly by responsible content editing.

**Mar 2018**

### 12.7
**Student may be injured as a consequence of poorly managed pets, including being bitten, scratched or having persons equipment knocked over by overly excitable animals**

**Student**
Assessed previously by Location Safety Form process, when relevant

**X**
Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls

**Mar 2018**
<table>
<thead>
<tr>
<th></th>
<th>Risk Description</th>
<th>Responsible Party</th>
<th>Risk Assessment Method</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.8</td>
<td>Student may become trapped if there is a fire outbreak in the location</td>
<td>Student</td>
<td>Location Filming Code of Practice (Section 8)</td>
<td>X</td>
</tr>
<tr>
<td>12.9</td>
<td>Student may be working in an unfamiliar operating environment, including public spaces, business premises, arts and entertainment venues, public transport carriages and facilities, residential accommodation, etc., and may be harmed by exposure to processes, crowd behaviours, etc.</td>
<td>Student</td>
<td>Location Filming Code of Practice</td>
<td>X</td>
</tr>
<tr>
<td>12.10</td>
<td>Student may become ill by eating or drinking poorly prepared food products or eating in unhygienic conditions</td>
<td>Student</td>
<td>Assessed previously by Location Safety Form process, when relevant</td>
<td>X</td>
</tr>
</tbody>
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| 12.11 | Filming may involve exposure to incidental hazards from domestic living and pastimes, for example any involving food preparation, motor vehicle emissions, particle emissions from machine tools, fumes from craft paints and adhesives, loud machinery or musical instruments, etc. | Crew Contributor Actor | Assessed previously by Location Safety Form process, when relevant | X | The Producer must discuss any such real world processes with the contributor before filming in order to understand the risks involved and to assess whether their inclusion is essential to the story. Bear in mind that filming work may pose additional level of risk, such as by distracting persons while handling hot liquids, operating power tools, etc. If essential to the film story, crews must be able to film such activities from a distance in order to minimise risk of distraction, prevent obstruction or interference with the activity, and limit potential exposure to any process hazards. If in doubt, a separate risk assessment using a Location Safety Form and specialist advice may be required. Performance of similar activities in a dramatic scene must be risk assessed using a Location Safety Form. | Mar 2018 |

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