‘Production Buddy’ Risk Assessment System

Registration

Before using the system, you will need to register. In your browser, go to http://productionbuddy.royalholloway.ac.uk/ and click the ‘register’ link at the bottom of the Login panel. Fill out the boxes with your own information. The Username must be unique (you can use your college username if you wish) and your password must contain at least 8 characters. The email address you supply must be valid and you must be able to access it, so please check it before you hit the Register button.

The system will send you and email to confirm that your email is working. When you receive the email, click the confirmation link, otherwise you will not be able to log in. Please note, some email services tend to reject emails from this app so, if you do not receive a confirmation email, please email n.smith@rhul.ac.uk, using the email address you registered with, to be manually confirmed.
Logging in

Using the username and password you set up whilst registering, you can now log in to the system. If you forget your password, you can hit the ‘forgotten password’ link and it will email you a reset link.

Control Panel
Once logged in, you will see your control panel; from here, you can create a New Production (including Risk Assessments and Recces etc.), edit your profile, see any forms that you have archived, contact a course convenor or report a problem. You can see a list of all of your active productions in the second panel.
Each production will contain at least one Risk Assessment and there are buttons next to the
Production name to Edit the Production, Add a New Risk Assessments, Add a Recce and Upload an
Attachment.

You will also see a Submit button next to a production once it is ready for submission.

Creating a Production
To create a new Production, click the appropriate link in the left panel. You should now fill out the
details about the production, including the course unit that it is for, the name of the production, and
a list of the locations that you will be filming at. **Be aware that you will have to complete a Risk
Assessment for each Location you add.**

If you are making a Personal Production, you can select a member of the Practice academic staff to
send the Risk Assessment etc. to, otherwise the Staff Member box will be automatically filled out
with the course convenor of the course unit you select.

Adding a Risk Assessment
When you first create a production, it moves straight into creating your first Risk Assessment (the
process is the same, though, if you add a new Risk Assessment later)
Select one of the locations that you have added or choose **All** if you wish to complete one Risk Assessment for the entire shoot – be aware that if you choose this option, you will have to complete ALL risks associated with EVERY location you have entered. While this may seem the easiest route, you have to be thorough and your form may get rejected if you miss one item, slowing down the entire process.

Fill out the rest of the information on this page to the best of your ability. When filling out the actor/contributor section, if they are children or young adults, you will need to read the Department’s ‘Working with Children’ policy at: https://www.royalholloway.ac.uk/mediaarts/documents/pdf/working-with-children-policy-final-2016-17.pdf

If they fall within this bracket, you MUST tick the ‘Under age’ box next to their name.

When you are ready, click Next to take you to the actual Risk Assessment page. Select all of the risks that may apply to your shoot. Each risk selected will open a new panel for you to detail the risks involved, who will be at risk, what the likelihood of this happening is, how severe the injury would be if it did happen and, finally, what control measures you will take to prevent this from happening.

Please do not skim over this and only write the bare minimum, the safety of the people around you on your shoot is your responsibility. Although everyone on location has a responsibility to the safety of others, this is the document that everyone should adhere to, so it should cover everything that may reasonably be expected to happen.

Once you have completed all of the panels, click Next to take you to the Summary page.

**Work Method Statements**

If you added any risks that require a Work Method Statement, you will be taken to a page with extra information to fill out. Please take your time to consider the answers to these questions as this section only shows up for risks that are considered beyond the normal, everyday risks.
# Work Method Statement for Scenes Involving Weapons

**Describe the hazardous action or situation, stating what options have been considered and eliminated (please upload a storyboard for any directed sequence)**

One of the actors picks up a steak knife and waves it at the other in anger. We considered removing the scene but felt it was necessary to show her state of mind and his lack of reaction.

**Describe the physical environment where you are filming the sequence (please upload a floor plan if possible)**

Cafe environment, area will be roped off from general public. Tables and chairs around the area.

**What props and equipment do you intend to use?**

- Steak knife (blunted)

**Describe any specialist training that is required by the actors, performers or anyone operating props or specialist equipment (please upload a scan/photo of any training certification and their current public liability and other relevant insurance cover)**

- None

**State what instructions will be given to anyone involved or potentially affected by the sequence**

Only use the knife that has been specially blunted for the scene; be careful when waving around not to get too close to other actor and/or crew members. Place warning signs around exterior areas so passers-by are not alarmed and inform campus security in case they get calls from concerned passers-by.

**Who is responsible for supervising the sequence?**

- Johnny Student

**Describe the sequence of tasks required in order to film the action**

- Figure out limits of movement
- Rehearse with plastic replacement
- Clear the area of anyone not deemed necessary
- Shoot the scene
Summary
The final page in the Risk Assessment is the summary, which will show all of the answers you gave. In the red panel, there is the legal agreement. Please read this! If you agree to the terms, tick the box and hit Save Form. This will mark it as ready to be submitted (though there are a couple of other things you may want to do first). If there is a problem at this point, don’t click Save Form, just hit the Home button (top left). The form will still be saved but as a Draft.

You can click on the Risk Assessment later in the Control Panel to complete/adjust the form before marking it Ready for submission.

Back in the Control Panel, you will see your new production in the panel on the right; if you expand it, you will see the Risk Assessment for your first location.

Click on the Location marker next to the Production name to create a Recce for this location. A Recce is important to show that you or someone on your team has visited the location and carried out basic checks and observations which will help to plan your shoot in advance. If you do not complete a Recce, your Course Convenor may reject your forms until one has been carried out.
Recce

Firstly, select the location from the dropdown, then add as much detail as you can. If any sections are not applicable, just put n/a in the box.

At the end of the form is a button to allow you to add attachments to the production, including PDFs, JPGs or PNGs. Things like floor plans, maps, photos of the area, letters of permission etc. are useful for your Course Convenor to be able to visualise your location. You can also do this later, by clicking the paperclip icon next to the production name in the Control Panel.

Editing your Production

Clicking the small clapperboard icon next to the Production allows you to edit the production details, including changing the course unit, title of the production and adding new locations.

Adding more Risk Assessments

To add another Risk Assessment, you do not need to create a new production, you should add a new Risk Assessment to the same production. Then just click the Add Risk Assessment button and it will allow you to pick any of the locations associated with that production.
Submitting your Production
Once you are happy that you have filled out the forms to the best of your ability, you should click the Submit button next to the production name. This will mark all of your completed forms as submitted (and now unchangeable) and email the Course Convenor for them to check.

Once they have checked your forms, your Course Convenor will, hopefully, mark them as Accepted, in which case you will be emailed to let you know and an email will be sent to the Equipment store, notifying them, so you can then go and book equipment for this shoot.

If there is a problem with your forms, your Course Convenor will Reject the form and you will receive an email, notifying you of that, with a copy of their comments. In this case, click on the form(s) that are marked as rejected (in red) and make any changes necessary, before saving it as Ready and re-submitting. You can also add a note for your Course Convenor if you feel the need.

Once a form has been agreed, you will see a new icon next to it, allowing you to create a PDF version of the form. You can then save that and send the PDF to any contacts that may require a copy (e.g. the crew and location owners etc.)

Adding new Risk Assessments
If you need to add a new Risk Assessment (e.g. a new location or a change in circumstances) you can click the Add risk Assessment button next to the Production name, even for an already accepted production. Just remember to submit it after creating it.

Archiving
Any Risk Assessment forms that you do not want to submit or that have been rejected and you have decided to start again (for example), you can archive. This cleans up your production by removing them from the list. You can archive a Risk Assessment in two ways – either by clicking on the Archive this Form icon next to the form or, when editing the form, by clicking on the big red trashcan item in the top left.

Archives
To view the forms in the Archive, click on the Archived Forms option in your control panel, then click on the form you wish to see/retrieve. In the top left, you will now see a Recycle button. Click that to retrieve the form back into the production.

Contacting Staff
If you want to contact a Course Convenor, you can send them a message through the appropriate option in your control panel. It will send them an email.

Reporting a problem
If you find something that doesn’t work or an error message pops up, please let us know by using the Report a problem link in the control panel. If you can explain what you were doing when the problem occurred, what the message (if any) was and, importantly, what time it happened, we can look into it.