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| Work/Activity: Wessex Films General Film Set Risk Assessment | | | |
| This Risk Assessment is to be consulted whenever a filming event is to occur. In specific cases another Risk Assessment may be needed for particular locations and stunts. These projects can be held in a variety of locations, both indoor and outdoor, both on campus and off campus. The number of members involved can range from 1 to up to, potentially, 15 members depending on what number is deemed necessary for a certain task. When filming, the use of all the equipment can be expected.  This risk assessment has been checked over by the entirety of the committee (Philippa Short, Wahiba Borgstrom, Harland Mitford, Thomas Davies and James Baker) | | | |
| Group: Wessex Films | Assessor(s): Philippa Short | | Contact: pls2g14@soton.ac.uk |
| Guidance/standards/Reference documents | Competence requirements | | |
| * http://www.hse.gov.uk/Risk/faq.htm | **Role: Teacher and Idea Facilitator** | **Skills, experience or qualifications** | |
| Members will be using the equipment to capture visual and audio footage for short films. | The members have been taught how to use the equipment by the committee.  Some of the committee members (Philippa and Thomas) have been provided with some health and safety training from SUSU.  Committee members have attended the workshops run by the previous committee last year and have experience with all of the equipment. | |
| Risk assessments linked |
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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| Filming | Tripping over equipment/causing equipment to fall. | All members participating and those in the nearby area - tripping | The equipment is left in stable locations with space for people to navigate around. All members are made aware of where the equipment is and the area is made unavailable to those who pass by | 1 | Cables will be secured or participants made aware of potential trip hazards if unavoidable. Members will not run across the set unless required. Signs could be put up if deemed necessary. | Wessex Films Members | 1 |  |
| Filming | Lifting too much equipment | All members participating – risk of injury/strain | No single item has an unreasonable mass. | 1 | Committee members will remind members only to carry equipment they feel comfortable carrying. No single member will carry all filming equipment that is owned by Wessex Films. A health and safety meeting can be carried out if this seems appropriate for an upcoming project | Wessex Films Committee | 1 |  |
| Using lights | Bulbs overheating | All members | Lights are situated in a protective “soft box”, additionally careful attention is kept to ensure the equipment does not overheat | 3 | Lights will not be unattended whilst in operation. Material other that designed to cover the soft box will not be used to cover the lights. The lights will be screwed in correctly. Re-new light bulbs every few years to ensure that equipment is safe | Wessex Films Members | 2 |  |
| Using equipment connected to mains | Electrical fault | All members | No known damage has come to the equipment. | 2 | Containers of fluid will not be left near sockets. Excessive use of extension leads (multiple devices being attached to a single socket) will be limited. Sockets will not be placed where particles and fluids are likely to enter them. If the sockets are to be used outside then sufficient shielding from the weather is required. If shielding is not available then the sockets cannot be used. | Wessex Films Members | 2 |  |
| Moving between locations | Getting lost en-route | All members – becoming lost in an unknown location | A mobile phone number of a committee member is available on the facebook event/will have already been given to each member within the team | 1 | The committee will make sure all members stay together, unless a member tells committee about their intent to leave the social at any point prior to the end of the social. In this instance they are dismissed from Wessex Films care to leave either on their own or accompanied, see control measures for “risk of injury due to intoxication”. | Wessex Films Committee | 1 |  |
| Moving between locations | Slips, trips and falls | All members - injury | Ensure all social participants walk on pavements at all times. Additionally, no one will be holding too much equipment when travelling. | 2 | Will maximise using street lit roads when moving between locations to reduce likelihood of occurrence. Use of buses may be deemed necessary for long distance journeys. | Wessex Films Committee | 1 |  |
| Moving between locations | Collisions with vehicles | All members - injury | Green Cross Code. Make sure that no member is holding too much equipment that may affect their ability to cross a road safely. | 3 | Committee will ensure that members remain on designated pedestrian paths and safely cross roads by following the green cross code and only crossing roads at designated points. | Wessex Films Committee | 2 |  |
| Changing Location | Losing property and equipment | All members | Personal awareness of belongings and equipment. | 1 | A member of the crew will be with the equipment at all times. When moving between locations, members will check to the best of their ability that no person is leaving any items behind. | Wessex Films Members | 1 |  |
| PerformingStunts | Injury through physical contact with members or environment | All members | No member is forced to do anything against their will | 2 | No member shall attempt to perform stunts without informing the Committee and being granted permission. Stunts may only be performed by individuals who have had sufficient training to do so. No member will be harmed by another member during filming. | Wessex Films Members | 1 |  |

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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |