**CREATIVE MEDIA CENTRE LOW RISK ASSESSMENT FORM**

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| **Introduction** If you intend to work in locations both within and outside of the University as part of your course, we have to be sure your planned project is acceptably safe and both you and the University have a mutual responsibility to ensure this is the case. To help you, this risk assessment has already been filled out to cover any **LOW RISK ACTIVITIES** that you may be involved with when borrowing equipment from the Creative Media Centre. Please ensure you have read through this risk assessment and that **YOUR ACTIVITY** is covered by it. If you are doing anything additional to what is described in this form you will not be covered by our insurance. You must then complete your own Risk Assessment using the **Blue** **CMC\_RA\_form**. If you are unsure, please talk to your tutor or the Creative Media Technical team.***I understand that if any of my activities are not covered in this form the University reserves the right to charge me for the damage or loss of equipment due to misuse (under the value of £5000)*** |
| **Student Name:****STA MEDIA, ARTS AND COMMUNICATION STUDENT** | **Student Number:****N/A** | **Student Signature:****N/A** |
| **Project Name:****LOW RISK FILMING, AUDIO RECORDING AND PHOTOGRAPHY** |
| **Module/Course:****ACES MEDIA, ARTS AND COMMUNICATION STUDENTS** | **Booking Start Date:****SEPT 1st 2021** | **Booking End Date:****JUNE 30th 2022** |
| **LOW RISK FILMING/AUDIO RECORDING/PHOTOGRAPHY** |
| **1.** **What** **does your project actually consist of?** This Risk Assessment document covers an individual student who is booking equipment out and taking it to complete ‘low risk’ university related activities. The student should have been briefed on appropriate conduct and safety procedures, and willtake all reasonable steps to ensure their own health and safety, and the health and safety of others**.**The student booking out the equipment is responsible for ensuring this risk assessment covers all activities involved on the shoot. If you are unsure, double check with an academic or a member of the technical team to ensure that this risk assessment will cover you for the activities you will be involved in. This risk assessment covers shooting/recording in a safe external environment during normal weather conditions and/or inside a residential building (where permission has been granted, if required). The student will only be operating equipment during day light hours and will only be involved in low risk activities involving filming, audio recording and/or photography. When filming, photographing or recording outside this risk assessment does not cover you for any adverse weather conditions (including rain or high winds etc.)Equipment must be booked in advance and collected on the day of the shoot.* Transport equipment in a safe and secure way.
* Lights, camera and/or audio recorders will be setup
* All cables will be taped down for safety
* Lights will be illuminated during shooting only and switched off in between shots
* Activity will be completed
* Equipment all powered down and all non-heat generating items packed away neatly

 **\*This risk assessment does not cover any activity using gopro cameras and/or any other activities that are not covered in the above description.** **\*\* Film productions or bookings involving more than one person will always require a student to fill in a risk assessment.** |
| **2.** **Where** **will you be shooting?** (This risk assessment will only cover you for the below locations)Any standard classroom within Sheffield Hallam University City Campus A location external to Sheffield Hallam University where all hazards are deemed low risk (please see risk assessment guidance for further details) |
| **3.** **When** **will you be shooting?** (This risk assessment will only cover you for the below times)During daylight hours only (If working outside)Monday-Sunday |
| **4.** **What equipment** **will you be using?** (This risk assessment will only cover you for the below equipment)* 1 x Photography or film camera + Leads/Accessories
* 1 x Tripod
* 1 x Audio recorder + microphone + Leads/Accessories
* No more than 3 x LED Lights and lighting stands
* Weights and/or sandbags for lighting stands
* Correct PPE (gloves, appropriate footwear) where applicable
* Gaffer tape (for taping down any trip hazards)
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| **5. What are the main risks you might encounter** (This risk assessment will only cover you for the below low risk hazards))\* A **hazard** is something with the potential to cause harm. \***Risk** is the likelihood of that potential being realized \* The **Risk Rating** is **Probability** multiplied by S**everity**.

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| **Hazard** | **Please tick if applicable** | **No. of persons** **at risk** | **Probability (1-3)** | **Severity****(1-3)** | **Risk Rating****(1-9)** |
| Manual Handling eg. Heavy Lifting  | **** | 1 | 1 | 2 | 2 |
| Slip/Trip Hazards eg. Cables  | **** | 1 | 1 | 1 | 1 |
| Equipment Falling eg. Stands | **** | 1 | 1 | 1 | 1 |
| Portable Lighting  | **** | 1 | 1 | 1 | 1 |
| Traffic  |  |  |  |  |  |
| Weather /Environment | **** | 1 | 1 | 1 | 1 |
| Noise  | **** | 1 | 1 | 1 | 1 |
| Lone Working | **** | 1 | 1 | 1 | 1 |

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| **6. Control Measures** **- What will you do to minimise the main risks**? Ensure everyone working on the shoot understands the control measures in this risk assessment.If heading to an unfamiliar location, research and check that it is a safe location for your activity.Be aware of any trip hazards in the location and take extra care when looking thru the camera eye pieceMake sure equipment is carried in the correct way - use trolleys and / or seek assistance.Do not attempt to lift anything too heavy (test the items weight first) and when lifting equipment ensure you use a proper lifting technique. Only work outside when it is overcast or sunny with no adverse weather conditions.Wear shoes appropriate for the location and wear gloves if required.Use Gaffer tape to hold down loose wiring if it presents a trip hazard.Equipment should be transported and stored in protective cases when not in use. Tripods and stands are correctly setup and weighed down where appropriate using sandbags.Turn off lights when not in useEnsure you are working a safe distance from roads/trafficTo avoid losing equipment and props, make sure that regular checks are carried out during the shoot.Keep a safe distance from any road and ensure you have someone looking out for you if your attention is taking up with filming, recording or photography. Do not film or shoot near a main road. |
| **7. Control Measures using PPE (Tick all that apply)** Dust mask Ear protection Eye protection Gloves Face Protection High-vis clothing Safety Footwear Harness or Line |
| **8. Additional PPE required: N/A** |
| **9. Emergency Procedures:**Make sure you have a fully charged mobile phone and are in an area where you can get a signal. In case of an accident emergency ring 999. Make sure you know where the nearest hospital is.If working inside, find out where the nearest fire escape and meeting point(s) are for that buildingIf lone working, ensure that a friend or relative know where you are and what time you are expected back. |
| **Approved by:** CREATIVE MEDIA TECHNICAL TEAM 2021 |

COVID-19 Safety Guidance

The following guidance must be followed by all staff and students in University buildings.

1. **Washing your hands with hot water and soap is the most effective way to destroy any virus on your skin.**
2. **Please continue to observe social distancing.**
3. **The wearing of a face covering is expected whilst you are in the building.**
4. The default face covering should be a cloth mask covering your nose and mouth.
5. You can bring your own mask but the University will provide you with two for you to keep.
6. If you cannot wear a cloth mask, you may use a protective face visor instead, which the Technical Staff can provide on request.
**This is not as safe as a cloth mask and should only be used when there is a good reason and there is no alternative.**
	* 1. Return visors to technical staff after use.
		2. When removing your visor, remember to replace your mask immediately.
7. Sanitise your hands frequently whilst in the University, especially before and after handling tools, equipment etc. Anti-microbial hand sanitiser is available generally around the University via wall-mounted dispensers.
8. Where a one-way system is implemented in the area please use the designated routes at all times.
9. Outside of University buildings, you do not need to wear face coverings but you should continue to observe social distancing
* The virus has been demonstrated to remain viable on some surfaces for up to 72 hours. Please consider this when sharing equipment and tools.
* All equipment issued to you should be returned to Technical Staff after use.

**PLEASE NOTE: Whatever your personal views on COVID-19, these guidelines are intended to minimise the risk of transmission and apply to everyone.**

**Covid-19 can kill, and even a mild infection can lead to long-term chronic illness (google ‘Long Covid’ for information on this).**