**CREATIVE MEDIA CENTRE RISK ASSESSMENT FORM**

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| **Introduction** If you intend shooting in locations away from the University as part of your course, it's essential that we know what you're proposing to do. Being part of your coursework, we have to be sure your planned project is acceptably safe and both you and we have a mutual responsibility to ensure this is the case.Please be aware that there have been serious incidents in the past with students out on locations/shoots, so it is important that you take the time to fill in this form. The purpose of this risk assessment is to confirm that any risks have either been eliminated or are being adequately controlled. |
| **Student Name:** | **Student Number:** | **Student Signature:** |
| **Project Name:** |
| **Module/Course:** | **Booking Start Date:** | **Booking End Date:** |
| **Outline of your project***Include as much detail as possible (photos, sketches etc) - use separate sheets if needed. If you don't give enough information, we'll have to come back to you and it may delay your project or we may not be able to issue you with the equipment you need.* |
| **1.** **What** **does your project actually consist of? (**What do you want to do?) |
| **2.** **Where** **will you be shooting?** (Don't just say 'Sheffield'; tell us whereabouts as we do need details) |
| **3.** **When** **will you be shooting? (**What times on what days?) |
| **4.** **What equipment** **will you be using?** (eg. Camera’s, lights etc.) |
| **5. What are the main risks you might encounter** (Please use the chart below and add any additional 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 Severity.

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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  |  |  |  |  |  |
| Slip/Trip Hazards eg. Cables  |  |  |  |  |  |
| Equipment Falling eg. Stands |  |  |  |  |  |
| Portable Lighting  |  |  |  |  |  |
| Traffic  |  |  |  |  |  |
| Weather /Environment |  |  |  |  |  |
| Dust and Fumes  |  |  |  |  |  |
| Noise  |  |  |  |  |  |
| Water |  |  |  |  |  |
| Falling Objects  |  |  |  |  |  |
| Fire  |  |  |  |  |  |
| Electrocution  |  |  |  |  |  |
| Flooding  |  |  |  |  |  |
| Display Screens |  |  |  |  |  |
| Transport |  |  |  |  |  |
| Working in a Public Space |  |  |  |  |  |
| Sensitive Subjects  |  |  |  |  |  |
| Confined Spaces |  |  |  |  |  |
| **Fall from Height \*\*** |  |  |  |  |  |
| **Underground \*\*** |  |  |  |  |  |
| **Underwater \*\*** |  |  |  |  |  |
| **Violence \*\*** |  |  |  |  |  |
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**\*\* Requires specialist advice**

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| **6. Control Measures**  **- What will you do to minimise the main risks**?  |
| **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:** |
| **9. Emergency Procedures:** |
| **Approved by: (Tutor Name**  ) | **Approved by: (Tutor Signature**) |

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).**