

**CREATIVE MEDIA CENTRE**

**RISK ASSESSMENT GUIDANCE**

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| Introduction |
| **Health & Safety & Risk Assessments**The primary responsibility for Health & Safety on any production/shoot or recording, rests firstly with the person responsible for booking out the equipment; however, everybody involved in the shoot has a responsibility to follow the correct health & safety procedures. The aim of a **Risk Assessment** is to identify any hazards, assess the level of risk and then reduce the risk as far as possible by taking appropriate action. The appropriate action will vary depending on the nature of the risk. |
| Risk Assessment Forms |
| There are two Risk Assessments associated with the booking out of equipment from the Creative Media Centre:**LOW RISK BOOKINGS USING A SMALL AMOUNT OF EQUIPMENT**1 - If you wish to book out equipment for a low risk activity the **CMC\_Low\_RA\_Form** will cover you for this activity. It covers shooting/recording in a safe environment during daylight hours and/or inside a building that you have permission to use. This form has already been completed for you, but you must read through it to understand your responsibilities and to ensure you are following the activity and guidelines described. **FILLING IN YOUR OWN RISK ASSESSMENT FORM**  2 - If your activity **is not** covered by the **CMC\_Low\_RA\_Form** Form, then you must fill in and complete the **CMC\_RA\_Form**. Once completed, this form must be discussed with your project tutor and ‘signed off’ accordingly, ensuring that any ‘medium or higher risk activities will be adequately controlled. No ‘shoot’ will be allowed to continue unless a satisfactory risk assessment has been completed and signed off. **If you do not have a satisfactory risk assessment when booking out equipment, the Creative Media Centre reserve the right to refuse your booking until appropriate adjustments to your risk assessment have been made.****Unforeseen Activities**If an unforeseen activity occurs whilst you are out on a ‘shoot’ you must add this to your risk assessment, if it is deemed medium or high risk then you will need to get authorisation to continue with this activity from your tutor. **Remember: When on location all the significant findings of the risk assessment must be communicated to all people who may be affected by the process/activity.**   |

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| Hazards |
| A hazard is anything with the potential to cause harm. For each process, it is important that all ***significant*** hazards are identified. You need to think carefully about the hazards. They should be described properlyto ensure that they are easily understood and communicated. Use the following list as a guide to what hazards you may need to identify:* **Lone Working –** Are you working alone, does anyone know where you are going?
* **Potentially hazardous locations** (E.g. Building sites, derelict buildings (structurally sound ceilings and floors potential asbestos, vermin, broken glass and general rubbish), waste ground, cliff edges, swimming pools, roads, motorways, high crime areas, areas of conflict, areas a long way from human habitation, terrain that is difficult to access or which is inhospitable)
* **The Equipment you are using in the space,** eg: stands, cables, props, hot lights/batteries
* **Working with animals of any kind**
* **Use of firearms, weapons, or violence**
* **Any form of special effects, including fire or pyrotechnics**
* **Proximity to water, or use of water on set** (other than for drinking)
* **Dangerous substances or locations where they are manufactured** (E.g. Chemicals, drugs, etc.)
* **Stunts, or special requirements of artistes** (E.g. Swimming, riding, climbing trees, dangerous heights, driving vehicles, alcohol or drug abuse, explicit or implied sexual activity, nudity, etc.)
* **Working at unusual heights/depths** E.g. platforms/scaffolding/caves/mountains
* **Aerial, underground, or underwater**
* **Action props** (E.g. Moving vehicles, aircraft, boats, trains, vintage transport etc)
* **Night shooting/Location with low levels of light**
* **Unusual equipment** (E.g. Electrical, medical, heavy plant, machinery, hoists, cranes)
* **Noise** (Eg. Industrial, live concert)
* **Shooting outside the UK** (This will need to be discussed with your tutor and may require additional insurance cover)
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| Who could be harmed? |
| For each hazard think about and record who could be harmed. This may be an individual, but it could also be a generic group (e.g. technical staff, engineering students, contractors, etc.).It may be that the people who may be harmed are the same ones for all of the hazards but do not assume that this will always be the case.Consider people who are not directly involved in the process but may be harmed (e.g. members of the public etc.) - in some cases it may be appropriate to develop separate risk assessment for these people).You may also need to consider individuals or groups of people who may be particularly vulnerable (e.g. disabled persons, children, new starters, etc.).  |
| Existing safety precautions |
| For each hazard think about and record the existing safety precautions.For each of the safety precautions consider if and how it could fail (e.g. someone not wearing the PPE that they have been given). This will help you to determine the risk. |

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| Risk level |
| Each assessment of risk should consider factors that affect the likelihood of an incident occurring and the severity of the outcome. Assessment of the likelihood should consider:* Number of people and how frequently people are exposed to the hazard
* Number of previous incidents associated with the activity/hazard
* Assessment of the probable severity of the outcome should consider:
* Likely physical injury (e.g. minor cut, lost time injury, permanent disability, death)
* Likely health impact (e.g. minor irritation, short-term illness, life-threatening disease)
* Number of people likely to be affected

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| Table 1 - Risk Rating Analysis Matrix |
|  | **Probability** (**Likelihood)** |
| **Severity****(Hazard Consequence)** | **1 Very Unlikely** (Freak event – No known history) | **2 Possible** (Foreseeable under unusual circumstances)  | **3 Very Likely** (Common occurrence – Aware of incidents) |
| **1.SLIGHT** | **ACCEPTABLE****1** | **ACCETABLE****2** | **MODERATE****3** |
| **2.MODERATE** | **MODERATE****2** | **MODERATE****4** | **SUBSTANTIAL****6** |
| **3.SEVERE** | **MODERATE****3** | **SUBSTANTIAL****6** | **INTOLERABLE****9** |
| Interpretation of the **Actions** required below relative to the **Risk** **Rating** identified using the above Analysis Matrix. |
| **Risk Rating** | **Action and Timescale** |
| **ACCEPTABLE (1-2)** **THIS IS A LOW RISK** | No action is required to deal with trivial risks |
| **MODERATE (3-4)** **THIS IS A MEDIUM RISK** | Every effort should be made to reduce the risk and this should be recorded in your risk assessment |
| **SUBSTANTIAL (6)****THIS IS A HIGH RISK** | Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible. |
| **INTOLERABLE (9)****THIS IS A VERY HIGH RISK** | Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited. |

Based on the above, the overall risk level for the hazard should be described as ***Low***, ***Medium*** or ***High***. Alternatively, the ***Risk Rating Matrix*** (below) may be used as a guide to determine a numerical value for the risk level  |

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| Safety Precautions  |
| If the assessment of any hazard has resulted in a **VERY HIGH RISK** level (Intolerable or a rating of 9) then **YOU MUST NOT** **PROCEED** with this activity under any circumstances as this is a unacceptable risk. Further discussions must take place with your tutor and if the activity is deemed necessary additional advice should be sought from the ACES H&S Advisor Brian Trevelyan.If the assessment of any hazard has resulted in a **HIGH-RISK** level (Substantial or a rating of **6)**, additional safety precautions that will reduce the risk **MUST be implemented**. Please discuss these hazards with your tutor in the first instance.If the assessment of a hazard has resulted in a **MEDIUM RISK** level (Moderate or a rating of **3 to 4)**, additional safety precautions that could reduce the risk **should be implemented.**If the assessment of a hazard has resulted in a **LOW RISK** level (or a rating of **1 or 2)**, additional safety precautions that could reduce the risk further **should be considered** if they can be implemented easily and at minimal cost.If additional safety precautions are to be implemented, the revised level of risk should be determined to ensure that it will be as low as is reasonably possible. **Remember: If you have any questions or are unsure, please ask a member of the creative media technical team or your tutor.** |
| Approval |
| All risk assessments should be signed and dated by your project tutor unless you are using the **CMC\_Low\_RA\_Form**.This approval indicates that the findings of the assessment are valid, any appropriate adjustments have been made and that the safety precautions included in the risk assessment will be implemented. |
| Key Contacts |
| **ACES LOCAL H&S ADVISOR:** Email: ! ACES Health and Safety (b.trevelyan@shu.ac.uk)Phone: 0114 225 4222**CREATIVE MEDIA CENTRE**Email: Creative Media Bookings (CreativeMediaBookings-mb@exchange.shu.ac.uk)Phone 0114 225 2659**CANTOR MEDIA CENTRE**Email: Creative Media Bookings (CreativeMediaBookings-mb@exchange.shu.ac.uk)Phone 0114 225 6856 |

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).**