



## Faculty of Media and Communication Risk Assessment

<b>Title:</b>	Voice Recording (Abi Stevens)		
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<b>Date:</b>	Thu 22nd Apr 2021 09:36	<b>Author course(s):</b>	BAF, 3, 2018
<b>Approval by:</b>	Simon Perkins	<b>Approved: Yes</b>	Thu 22nd Apr 2021 17:59

### A RISK ASSESSMENT MUST BE COMPLETED TO COMPLY WITH LEGAL REQUIREMENTS

When completing your Risk Assessment think of **PETE: PEOPLE, EQUIPMENT, TASK, ENVIRONMENT**

**EQUIPMENT AND THE BEACH:** Equipment from the Kit Room **MUST NOT** be used **ON OR NEAR** the beach as small particles of sand and sea spray can cause significant damage. If equipment is used on or near the beach you will receive a fixed £25 fee. If the equipment is found to be damaged due to this use you will also be liable for an additional fee covering the cost of repair/replacement. There are Beach Use Kits (camera and tripod) available to book if filming in a beach location is unavoidable.

**USING ELECTRICAL EQUIPMENT OUTSIDE:** We **DO NOT** recommend using any mains powered electrical items outside. However, when electrical equipment is being operated outside using power from the mains supply you must adhere to HSE Code of Practice BS7909-2011 which covers using temporary electrical systems for entertainment and related purposes (this includes using lighting systems, location lighting and television equipment). All electrical equipment used in this way **MUST** be installed by a fully qualified electrician (evidence required).

**HEADPHONES:** Due to current COVID restrictions we are unable to provide shared headphones at this time. We would therefore like to remind you that you will need to provide your own. This applies to all production areas.

### Describe the activity

Supervisors name: Simon Perkins

Description: Abi Stevens will be voice recording with her smart phone from her home, 20 Sedgley Road, Bournemouth, BH9 2JW. She will then send me the recordings via wetransfer.com

Name of Peer Reviewer: Louis Grant

Has the acronym 'PETE' been used in describing the activity in Section 1?: YES

Are the emergency procedure details in Section 5 appropriate?: YES

Have you personalised the drop down risks in Section 6? (double click on the box to edit text): NO

Are call sheets and/or other appropriate project documentation attached in Section 7?: NO

Does the risk assessment (and/or call sheet) cover the full working day? (e.g. travel arrangements): NOT REQUIRED

Have you considered the ethical issues of your production?: YES

Have you considered all the risks relating to Covid-19 in Section 1 and Section 6?: NO

In Section 7 have you added the Screenskills Coronavirus basic awareness training certificate for each member of your production crew named in Section 2?: NO

MANDATORY: Has the Risk Assessment been peer reviewed taking into account the above points?:

## Equipment being used

Name	Stored	Collection	Return	Owner	Approved
Smart Phone	Safely, in a locked room.			Owned by Me	No

## Locations

Location	Date at Location
20 Sedgley Road Bournemouth BH9 2JW	24/04/2021

## Emergency Procedures

Sector	Name	Contact
First Aider	Abi Stevens	07946636543
Nearest Hospital	Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust	01202 303626
Local Police Station	Dorset Police	

## List potential Risks / Activities

Trivial Risk: No

Date of Activity	Location	Hazard	Risks	Groups at risk	Prevention	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level

24/04/2021	20 Sedgley Road Bournemouth BH9 2JW	Slipping, Tripping, FallingSlipping, tripping and falling likely to occur in unfamiliar locations and whilst operating kit.	Causing injury to cast, crew or members of the public whilst filming/operating kit	Crew	Primary	Minimal, Unlikely  Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Tape down all cables Create safe boundary around kit/filming location Use hazard tape to identify hazards Provide adequate lighting	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
24/04/2021	20 Sedgley Road Bournemouth BH9 2JW	Electricity Use of electricity to power devices/set.	Electric shock/Electrocution from not operating specialist kit properly.	Crew	Primary	Minimal, Unlikely  Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Always use switches provided on electrical equipment Never overload sockets We DO NOT recommend using electrical items outside. However, when electrical equipment is being operated outside using power from the mains supply you must adhere to HSE Code of Practice BS7909-2011 which covers using temporary electrical systems for entertainment and related purposes (this includes using lighting equipment, location lighting and television equipment). All electrical equipment used in this way will have to be installed by a fully qualified electrician (evidence required).	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained

24/04/2021	20 Sedgley Road Bournemouth BH9 2JW	Lone Working Lone working deems the individual at high risk from others or from injury - should be avoided where possible.	Hazards caused by lone working Injury from using equipment or being on/in location without crew to assist	Crew	Primary	Minimal, Unlikely  Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Carry means of communication at all times Always tell someone where you are going Have an emergency contact I will not operate solo in a potentially hostile situation. A minimum of 3 crew will attend the film shoot to help prevent lone working.	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
24/04/2021	20 Sedgley Road Bournemouth BH9 2JW	First Aid Working in/on location that contains any hazard that requires access to or contact with First Aid/Hospital	Failing to provide adequate measures to control First Aid access could lead to fatal injury	Crew	Primary	Minimal, Unlikely  Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risks reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Always carry a First Aid kit Always have means of communication Have a number of local emergency amenities	Tolerable Risk No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained

## Documents

Document	Description	Added by	Date added
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