

Faculty of Media and Communication Risk Assessment Approved

Approved 03/04/2021 19:46 By: James Fair

Author: Samuel King

BAF, 3, 2018

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.

1. Describe the Activity

Risk Assessment Title: Foley Session

Supervisors Name: James Fair

Description: I will be recording foley sounds for my grad project with my Zoom h4n pro. On the 17th of April I will be travelling to multiple outdoor locations around Bournemouth using my bike.

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)	YES
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?	YES
In Section 7 have you added the Screenskills Coronavirus basic awareness training certificate for each member of your production crew named in Section 2?	YES
MANDATORY: Has the Risk Assessment been peer reviewed taking into account the above points?	YES

2. People at Risk

Primary Risk Assessment holder: Samuel King

Contact Information: 07733856216

3. Equipment being used

No	Name	Stored	Collection	Return	Approved
1	Zoom h4n pro Field Recorder (Owner by you)	Safely secured in a hard case in my backpack.			

4. Locations(s)

Location	Date at Location
Boscombe Pier	17/04/2021

Location	Date at Location
Boscombe Pier	
Bournemouth Gardens	17/04/2021
Bournemouth Square	17/04/2021

5. Emergency Procedures

Sector	Name	Contact Details
First Aided	Samuel King	07731316288
Nearest Hospital	Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust	01202 303626
Local Police Station	Dorset Police	01202 222222

Additional Emergency procedures

I will carry with me at all times my mobile phone which I will use to contact emergency stations.

6. List potential Risks / Activities

Location	Hazard	Risks	Groups at risk?	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level
Bournemouth Gardens, Square and Boscombe Pier	Slipping, Tripping, Falling Slipping, 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	Potential Outcome: Minimal Likelihood of Incident: 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	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

				necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
Bournemouth Gardens, Square and Boscombe Pier	Filming/Recording near Roads I will be filming/recording near a road	Risk of causing an accident/injury due to filming/recording near a road	Public Crew	Potential Outcome: Serious Likelihood of Incident: Possible Substantial 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, urgent action should be taken.	Outline safety measures taken. Remember you must not film or record ON a road:	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.
Bournemouth Square and Boscombe Pier	Roads Working on location that is near road. Individual needs to be aware of hazard to self, crew members and cast.	Causing traffic accident by neglect Causing personal injury from filming near/on roads	Public Crew	Potential Outcome: Serious Likelihood of Incident: 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	Film at safe distance from roads - assign crew member to maintain road safety High visibility clothing: All crew will wear high visibility jackets if filming at night or working 10m or less from the road Distractions: We will ensure we cause minimal distraction to motorists Safe guarding each other: We will ensure we watch for each other's safety -particularly those unable to see traffic Cabling: Cables which cross the	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

				assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	road will be adequately protected or we will attempt to reroute them to avoid them crossing the road Police: We have agreed our activities with local police and contact details are at the front of this agreement Changing traffic flow: We will not alter traffic flow or block traffic. We will work with police if this is needed for the production Low loaders: See: equipment for contractor approval	
Bournemouth Gardens, Square and Boscombe Pier	Electricity Use of electricity to power devices/set.	Electric shock/Electrocution from not operating specialist kit properly.	Crew	Potential Outcome: Minor Likelihood of Incident: 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
	Lone Working Lone working deems the individual at high risk from others or from injury -	Hazards caused by lone working Injury from using equipment or being on/in location without crew to	Crew	Potential Outcome: Minimal Likelihood of Incident: Unlikely Moderate Risk Efforts	Carry means of communication at all times Always tell someone where you are going Have an	Tolerable Risk No additional controls are required. Consideration may be given to a more

	should be avoided where possible.	assist		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.	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.	cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
Bournemouth Gardens, Square and Boscombe Pier	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	Potential Outcome: Minimal Likelihood of Incident: 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

7. Attached Documents

[coronaviruscertifica_1617362578.pdf](#)

[scene2.pdf_1617362787.pdf](#)

[scene3.pdf_1617362795.pdf](#)

[scene4.pdf_1617362802.pdf](#)

[scene5.pdf_1617362809.pdf](#)

8. Approval

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