

## University of Roehampton, London Requires Risk Assessment

<b>Title:</b>	Personal project - camera test (music video)		
<b>ID:</b>	2735	<b>Author:</b>	Elea Eugenie Germaine Tessier
<b>Date:</b>	Sat 4th Mar 2023 21:59	<b>Author course(s):</b>	Film, 3, 2021, RA Signer, 1, 2021
<b>Approval by:</b>	Mark Lever	<b>Approved: Yes</b>	Fri 10th Mar 2023 14:14

## Please watch the video on how to complete a risk assessment [here](#)

Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is necessary to assess the health and safety risks associated with work activities affecting employees and non-employees and take measures to control these risks as far as is reasonably practicable. This is not a matter of reducing any risks to zero, but managing the risks adequately. To comply with the above, involves the person responsible for the risk assessment to make sound judgements regarding the levels of risk and then to decide what more, if anything, should be done to reduce the risk to an acceptable level.

**Depending on the kit you book submitting a Risk Assessment is mandatory for every location you plan to film/photograph at.**

You can book your kit without a risk assessment. Please book kit as far in advance of your shoot as possible. If kit remains booked and no RA has been completed 4 weeks after the booking. The booking will automatically cancel. Please remember only book what you need. If after booking there is kit in your booking you decide you will not need. Please cancel it.

### For film production

When you have completed the Risk Assessment you must use the "Upload Documents" option to send us your Recce Report for the location(S) you are filming at.

### Approval

When you are ready to submit your risk assessment you need to choose your **module lecturer** as the person it is sent to for approval. **(see extra guidance for photography students below)** They will review it and either approve it or reject it. If your RA is rejected your lecturer will tell you what you need to do to get it approved. You can edit the risk assessment to make changes and re-submit the changed version. You can keep doing this until your RA is approved. Please get your RA approved in plenty of time for your shoot/session. Remember some of the academic staff don't work full time, so find out from them the best days they will be available to read risk assessments. Please watch the video on how to complete a risk assessment [here](#)

### Photography

If you are booking photography kit or a photography studio. You need to submit your Risk Assessment to Ismar Uzeirovic. If at any point you are unsure of what you need to include please contact Ian Shand at [I.Uzeirovic@roehampton.ac.uk](mailto:I.Uzeirovic@roehampton.ac.uk)

**Kit Collection - You can only collect kit once your Risk Assessment has been approved. An email will be sent to your UoR email address**

If you are collecting film kit, your pick-up time is the time you book the kit from and your return time is the time you book the kit to. Kit can not be picked up after 4pm without prior agreement. And kit returns can not start after 4:30pm. Please keep an eye on your email in case we need to make alternative arrangements.

If you are collecting photographic kit, Ismar will email you with a collection time.

### Completing Section 5 Emergency Procedures

In section 5 the first thing you are asked for is to name a first aider. Only complete this if someone with a recognised first aid qualification will be on your shoot. If you are on campus the universities security team can be called on to administer first aid and you can enter those details.

You are also asked for the nearest hospital and police station. These should be the ones nearest to where you will be for your shoot. If you are in London using the links below will tell you the nearest ones to where you will be, you need the postcode for your location.

**Find the nearest hospital in London with an accident and emergency department to your location [here](#)**

**Note: if you are working on Campus please use the 2nd hospital listed on the NHS site which is Kingston Hospital, as the journey time to it will be quicker.**

Find the nearest Police Station in London to your location [here](#)

If you are filming outside London you will need to do some research to find out this information.

## Describe the activity

Date: Fri 10th Mar 2023  
Supervisors name: N/A

Description: I will do camera test for a 'music cover' shooting. It will be shot outdoor around campus.

Project: Music Video Film

Module: N/A

## People at Risk

Primary Risk Assessment holder: Eléa Tessier

Contact Information: 07724247898

Name	Group	Role	Contact number
Eléa Tessier	Crew	Director	[REDACTED]
Grace [REDACTED]	Cast	Actor	[REDACTED]
Aleksander [REDACTED]	Crew	AD	[REDACTED]

## Equipment being used

Name	Stored	Collection	Return	Owner	Approved
Battery Sony for FS5 02	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Camera Sony PXW FS5 mkII (07) (w/Charger)	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Lighting Aputure 300d MkII High Power Daylight Lamp 02	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Lighting Aputure Light Dome 02	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Lighting LED Panel Lamp 02	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Lighting LED Panel Lamp 05	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Lighting Stand 06 for Arri 650	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes

Name	Stored	Collection	Return	Owner	Approved
Manfrotto Large Lighting Stand 04	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Rain Cover for Sony FS5 Cameras 04	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes
Tripod Sachtler FSB 12	safe space on campus	10/03/2023 14:00	10/03/2023 16:29		Yes

Locations

Location	Date at Location
University of Roehampton - Jubilee Theatre	10/03/2023
University of Roehampton - outdoor campus	10/03/2023

Emergency Procedures

Sector	Name	Contact
First Aider	Roehampton University Security	020 8392 3333
Nearest Hospital	Kingston Hospital	020 8546 7711
Local Police Station	Wandsworth Police Station	020 7350 1122

List potential Risks / Activities

Date of Activity	Location	Hazard	Risks	Groups at risk	Prevention	Potential Outcome and Likelihood of Incident	Control Measure	Risk Level
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10/03/2023	University of Roehampton - Jubilee Theatre	Access/Egress Working in/on location that has access/egress likely to be blocked by filming if not observed.	Creating potential fire risk blocking exits Causing tripping hazards	Staff Students Crew Cast	Primary	<p>Serious, Unlikely</p> <p>Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk 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.</p>	Keep kit and bags out of doorways Keep kit and bags away from fire exits Make sure there is a clear path for use of crew/public	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
10/03/2023	University of Roehampton - Jubilee Theatre	Electricity Use of electricity to power devices/set.	Electric shock/Electrocution from not operating specialist kit properly.	Crew Cast	Primary	<p>Serious, Possible</p> <p>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.</p>	Always use switches provided on electrical equipment Never overload sockets	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

10/03/2023	University of Roehampton - outdoor campus	Manual Handling Handling equipment, props etc that could lead to injury if not done properly/carefully.	Causing severe injury from handling kit/sets that are abnormal loads	Crew	Primary	<p>Serious, Possible</p> <p>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.</p>	Follow Health and Safety procedure for Manual Handling as provided by Media Centre Induction. Always have more than one person available to move large/heavy/abnormal loads. Only crew handles and carries the equipment.	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
10/03/2023	University of Roehampton - Jubilee Theatre	Lighting Working with/around lighting that runs off electricity and/or battery	Burns from heat of lights Electric shock from powering devices Damage to eyesight from direct exposure.	Crew Cast	Primary	<p>Serious, Unlikely</p> <p>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.</p>	Always wear gloves provided. Allow lights to cool before moving/changing a bulb Always use switches on kit Always inform cast/crew when lights are being switched on. Only crew handles the equipment.	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

10/03/2023	University of Roehampton - Jubilee Theatre	Fire Risk Lights get very hot and do pose a significant fire hazard. You need to plan on where and how these lights will be used.	Have you got the proper safety equipment to handle the lights? are the lights going to be set up in a safe environment?	Crew Cast	Primary	<p>Very Serious, Unlikely</p> <p>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.</p>	Turn off the lights when they get too hot; Open the windows; Tape the cables; Keep an eye on the lights when shooting.	<p>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</p>
10/03/2023	University of Roehampton - outdoor campus	Weather Working outdoors/ in environment where weather is prone to change/extremes.	Causing electrocution/personal injury from operating equipment outdoors in wet weather. Working in extreme environments prone to change that could injure crew/cast.	Crew Cast	Primary	<p>Minor, Unlikely</p> <p>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.</p>	Always use rain cover provided. Cease working when weather becomes extreme. Use bags to protect kit.	<p>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</p>

10/03/2023	University of Roehampton - Jubilee Theatre	Slipping, Tripping, FallingSlipping, tripping and falling likelyto occur in unfamiliar locationsand whilst operating kit.	Causing personal/injury to cast and crew whilst filming/operating kit.	Crew Cast	Primary	<p>Minor, Possible</p> <p>Moderate Risk Efforts should be madeto reduce the risk, butthe costs of prevention should be carefully measured and limited. Risks reductionmeasures should beimplemented within adefined period. Where the moderate risk isassociated 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 improvedcontrol measures.</p>	Tape down all cables. Create safe boundary around kit/filming location. Use hazard tape to identify to hazards. Provide adequate lighting to light set.	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
10/03/2023	University of Roehampton - outdoor campus	Water Working on/around water that could be hazardous to individuals and kit operation.	Spillage of water on powered equipment could lead to injury. Spillage of water could become a slipping hazard for cast/crew.	Crew Cast	Primary	<p>Minor, Unlikely</p> <p>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.</p>	Keep all kit away from water and sources. Wear suitable footwear. Use rain covers where appropriate. (stay away from Froebel Lake)	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



10/03/2023	University of Roehampton - outdoor campus	Audience/Public Working on/in location that has an audience or members of the public present or nearby.	Diverting attention with potential to cause injury. Unfamiliar equipment in environment could cause injury. Could be a large number of people that are difficult to control and adhere to Health and Safety Regulations.	Public Staff Students Crew Cast	Primary	<p>Minor, Possible</p> <p>Moderate Risk Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk 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.</p>	Assign a crew member to create a safe zone around filming. All crew to wear Hi-Vis vests.	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
10/03/2023	University of Roehampton - outdoor campus	Equipment Security While you have equipment on loan you are responsible for the security of that equipment.	Equipment stolen or broken.	Crew	Primary	<p>Serious, Possible</p> <p>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.</p>	A member of the crew must stay at all times with the equipment; equipment will be stored in a safe space when not shooting.	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
<a href="#">outdoorreccereport.d_1678195508.docx</a>	recce Roehampton campus outdoor	Elea Eugenie Germaine Tessier	Tue 7th Mar 2023 13:25
<a href="#">reccejubileetheatre._1678294128.docx</a>	Recce Jubilee Theatre	Elea Eugenie Germaine Tessier	Wed 8th Mar 2023 16:48