

# HEALTH AND SAFETY

RISK ASSESSMENT FOR INDIVIDUAL PROJECT

NTD

## WHO IS RESPONSIBLE

**Everyone** has a responsibility for **SAFETY**

**Everyone** must take **reasonable care** for the health and safety of themselves and others who may be affected by their acts or omissions at work

### **Self-employed**

Section 3 (2) HSWA 1974 places a duty on the self employed:

*“It shall be the duty of every self-employed person to conduct an undertaking in such a way as to ensure, so far as is reasonably practicable, that he/she and other persons who may be affected thereby are not exposed to risks to their health and safety.”*

## RISK ASSESSMENT

You are required to do a risk assessment taking into consideration how a production activity could harm people, and whether more needs to be done to prevent harm from occurring. It should be a 'useful' document rather than a complicated one. This is an important part of your pre-production activity.

You need to identify the risk of danger and put appropriate controls in place to minimise the chances of that danger being realised, or happening.

## RISK ASSESSMENT

A risk assessment does not simply identify the risk, but also outlines how the risk is to be addressed.

- Task: Filming in a small space
- Hazards: Trips, falls, equipment damage, fire
- Persons at risk: Crew, actor, visitors
- Measures put in place: Fire exits labelled, crew briefed
- Extra measures needed: Visitors to be briefed on the day
- Risk level (high, medium, low) and score: Medium 6
- Who actioned, and when: NTD 02/09/2017

## WHAT IS RISK

The likelihood of being harmed by a hazard and the severity (or harm caused)

Electricity is an example of a high hazard as it has the potential to kill a person: however, the risk associated/connected with electricity is low.

**Probability** (LOW 1→5 HIGH) x **Severity** (LOW 1→5 HIGH) = **Risk** (LOW 1→25 HIGH)

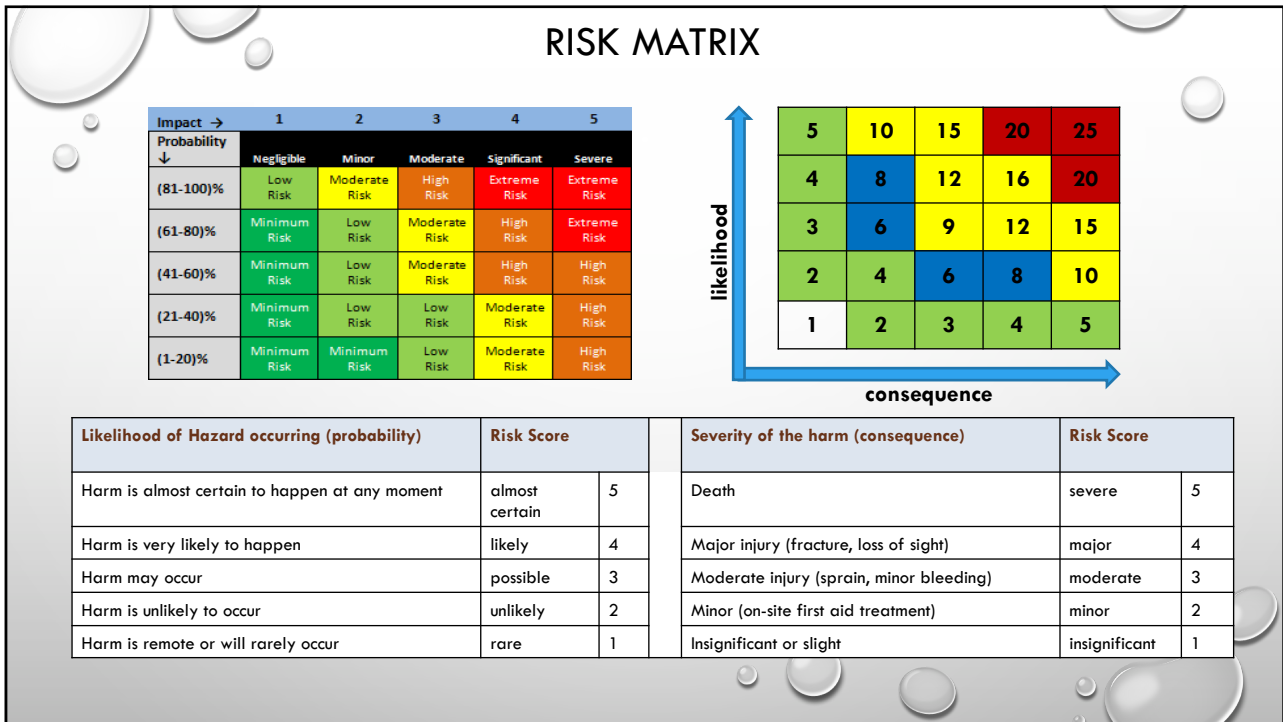
Or

**Risk = Likelihood x Severity**

## FACTORS

A sufficient and suitable risk assessment must consider the factors that affect risks, commonly referred to as the PETE factors:

- **People** – competency, existing health conditions, children, the elderly
- **Equipment** – Cameras, Tripods, lights, mains power, heavy cases
- **Task** – walking/running, driving, rigging, manual handling, filming
- **Environment** – hot/cold, slippery surfaces, lighting levels, altitude, noise



### EXAMPLE

If driving home after a very long days work is likely to cause an accident, you may give it a risk score of 3 or even 4, depending on how you are feeling. The severity of an accident could be death, risk score of 5.

So likelihood of 3 (possible) x severity of 5 (severe) = a risk score of **15 (Extreme)**

**What reasonable actions would you take?**

## FIVE STEP TO RISK ASSESSMENT

It is important to develop and apply a safe way for working. There are logical and thought-out approaches to managing risk.

- Identify the risk
- Decide who might be harmed and how
- Evaluate the risk and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary

Hazard	Persons who may be harmed	Any property which may be damaged	Risk controls in place	Level of Risk LOW, MODERATE, HIGH, EXTREME	Any further action required to control risk
Emergency Service details:					
Assessor:				Date:	
Review required:		YES	NO		

## NOTE

Legally, a separate risk assessment should be carried out for each location you plan on using. This should all be done during the pre-production stage, in a timely manner prior to filming, unless when working on a news production.

Make sure that you take time to carry out a proper risk assessment, this is industry requirement

## SAFE SYSTEM

It is important to develop and apply a safe way for working. There are logical and thought-out approaches to managing risk. The IADIM principle should be applied to technical areas

- I – Identify Hazard
- A- Assess the risks
- D – Develop controls
- I – Implementation of controls
- M – Monitor the effectiveness of the controls and risk

## INSURANCE

- **Employer Liability**

Compulsary - The business meets costs of damages and legal fees for employees who are injured or made ill at work through the fault of the employer or business

- **Public Liability**

Voluntary - If a third party is injured or damage is caused to their property in the course of your work, you will be personally liable for any compensation and/or costs that might be awarded to the third party. It could also result in loss of your personal assets. Being a member of BECTU will bring down the cost considerably

- **Production Insurance**

This is a combination of three policies joined together, employer insurance, public liability insurance and third party property damage.

Extra cover may be required for specific filming activities such as using moving cars as a filming platform.

## USEFUL WEBSITES

BECTU - [www.bectu.org.uk/home](http://www.bectu.org.uk/home)  
BBC My Risks - [www.bbc.co.uk/safety](http://www.bbc.co.uk/safety)  
London Hazards Centre - [www.lhc.org.uk](http://www.lhc.org.uk)  
Greater Manchester Hazard Centre - [www.gm hazards.org.uk](http://www.gm hazards.org.uk)  
COSHH - [www.hse.gov.uk/coshh](http://www.hse.gov.uk/coshh)  
Creative Toolkit - [www.creativetoolkit.org.uk/home](http://www.creativetoolkit.org.uk/home)  
HSE - [www.hse.gov.uk/entertainment](http://www.hse.gov.uk/entertainment), [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor),  
[www.hse.gov.uk/work-at-height/wait/index.htm](http://www.hse.gov.uk/work-at-height/wait/index.htm)  
Direct Gov - [www.gov.uk](http://www.gov.uk)  
TUC – [www.tuc.org.uk/workplace-issues/health-and-safety](http://www.tuc.org.uk/workplace-issues/health-and-safety),  
[www.tuc.org.uk/sites/default/files/extras/brownbook.pdf](http://www.tuc.org.uk/sites/default/files/extras/brownbook.pdf),  
[www.tuc.org.uk/health/health\\_and\\_safety](http://www.tuc.org.uk/health/health_and_safety)  
Healthy Working Lives – [www.healthyworkinglives.com/advice/workplace-hazards/index.aspx](http://www.healthyworkinglives.com/advice/workplace-hazards/index.aspx)  
Just FX - [www.justfx.co.uk/](http://www.justfx.co.uk/)  
Itunes – [www.itunes.apple.com/us/app/itruss/id363376468?mt=8](http://www.itunes.apple.com/us/app/itruss/id363376468?mt=8)  
Public Concern at Work - [www.pcaw.org.uk](http://www.pcaw.org.uk)  
RIDDOR – [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)  
Stress – [www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)  
First Aid at Work assessment tool - [www.hse.gov.uk/firstaid/assessmenttool.htm](http://www.hse.gov.uk/firstaid/assessmenttool.htm)

