

# Media Production Services - Risk Assessment Form

This form is required for specialist Media Production & location equipment. You should complete this form in conjunction with your Lecturer or Supervisor before you undertake any location work. Once completed it must be signed by an appropriate Assessor. If this form is not completed, you will **not** be allowed to proceed with your production or book facilities from the Production store.

<b>Name:</b>		<b>Course:</b>	
<b>Level:</b>		<b>Date of shoot:</b>	
<b>Location:</b> <b>Time:</b>		<b>Equipment:</b>	
<b>List other Students working on this Project</b>			

**Please tick any items or hazards (the potential to cause harm) that apply to your production.**

Restricting access in public areas		Special Filming Equipment		Fire	
Actors/Performers/children		Animals		Fight sequences/weapons (props)	
Working at Height		Electrical/Cabling		Lone Working	
Vehicles/Traffic		Potential risk of accident/illness or injury		Noise	
Slip, Trips & Falls		Manual Handling		Smoke /Visibility/Pyrotechnics	
Beach/Sand/Water/Environment		On campus		Other Hazards; please state...	
Outside of normal office working hours		Off campus		Props or Set Flats being used	

Some of the hazards and items above may not be applicable and additional items may need to be considered and added to the risk assessment

What are the hazards?	Who might be harmed and how?	What actions have you put in place?		
		<b>Student Signature</b>		
<b>Checked by</b>	T1 for Studio / Specialist Equipment Lecturer for off site filming			<b>Signature</b>
<b>Date</b>				