



School of Design – Film & Television
Student Risk Assessment

Part A

Film/Project Title: The Long Way Home	
Director: Martha Roseweir	Mobile Number: 07745334705
Producer: Martha Roseweir/Aaron de Verdes	Mobile Number: 07902413626
Production Manager: Liwen Chen	Mobile Number: 07923961758
Shoot Date(s):	10th to 14th of February
Location & Address: <small>(If multiple loci, indicate all sites)</small>	Denside, Catterline, Aberdeenshire, AB39 2UN

If filming out with Edinburgh students must organize transit insurance through the insurance department at www.insurance.finance.ed.ac.uk

<p>Description of Location(s):</p> <p>Private Woodland area, sheltered and close to base location</p>
<p>Description of tasks being carried out:</p> <p>Two girls run through the woods whilst playing with each other. They continue to play with each other and start to use sticks as weapons and other objects, before flicking mud at each other.</p>

Hazards

Hazard list – select your hazards from the list below and use these to complete Part B (add others where appropriate)

Hazard	<input checked="" type="checkbox"/>	Hazard	<input checked="" type="checkbox"/>	Hazard	<input checked="" type="checkbox"/>
Access/egress blocked/restricted	<input type="checkbox"/>	Hazardous substances: chemicals, dust, fumes, poisons, asbestos, battery acid, etc. waste disposal	<input type="checkbox"/>	Scenic/set materials - not fire retardant/ toxicity tested	<input type="checkbox"/>
Alcoholic drinks/hospitality	<input type="checkbox"/>	Heat/cold, extreme weather climate	<input checked="" type="checkbox"/>	Scenery manual handling difficulties	<input type="checkbox"/>
Animals/insects (wild, performing etc.)	<input checked="" type="checkbox"/>	Heavy loads on studio floor/rostra	<input type="checkbox"/>	Scenic materials: glass/polystyrene	<input type="checkbox"/>
Any special prop, tool etc., under the direct control of the presenter, artist etc.	<input type="checkbox"/>	L.P.G./bottled gases	<input type="checkbox"/>	Smoking on set/studio	<input type="checkbox"/>
Audience safety/public/crowds/violence/ civil unrest	<input type="checkbox"/>	Lasers/other bright lights/strobes	<input type="checkbox"/>	Special 'flying'/technical rigs	<input type="checkbox"/>
Compressed gas/cryogenics/low temperature	<input type="checkbox"/>	Lifting equipment, e.g. forklift LOLER	<input type="checkbox"/>	Special needs/children/elderly/disabled	<input checked="" type="checkbox"/>
Confined space/ tanks/mines/caves/ tunnels	<input type="checkbox"/>	Live electrical equipment	<input type="checkbox"/>	Special visual effects: rain/snow/fire/ smoke/steam/dry ice/heat	<input type="checkbox"/>

Derelict buildings/dangerous structures/ isolation of services/waste control		Machinery proximity		Scenery/props storage on premises	
Diving operations		Night operations		Stunts/dangerous activities/hazardous props	
Explosives, pyrotechnics, fireworks		Noise/high sound levels		Technocrane/camera cables/camera movement/special cable runs/scanners	✓
Falling objects		Portable tools above 110v		Vehicles/motorcycles/speed	
Fatigue / long hours/physical exertion/stress		Practical flame/fires/flambeaux		Water/proximity to water/tanks	
Fire Prevention/Evacuation Procedures		Radiation - sources/equipment etc.		Weapons/knives/firearms	
First Aid/Medical Requirements		Recording/shooting outside of LWT studios/OBs/PSC	✓	Work at height: zip-up/ladders/telescope etc.	
Flammable materials: painting/spraying needed		Risk of infection		Working on grid/'truss', etc.	
Flying/aircraft/balloons/parachutes		Scaffolds/rostra/decking/platforms/ practical staircase/walkways on set		Working/storage under seating	
Freelance crews, scenic ops	✓	Scenery/flats over 12 ft x 10 ft/non-standard shape/centre of gravity. Flown from grid		Other	✓

Part B

Risk Matrix - Use this matrix to determine the risk for each hazard, i.e. how bad and how likely . Severity of Harm		Likelihood of Harm				
		1	2	3	4	5
		Remote e.g. <1 in 1000 chance	Unlikely e.g. 1 in 200 chance	Possible e.g. 1 in 50 chance	Likely e.g. 1 in 10 chance	Probable e.g. >1 in 3 chance
1	Negligible e.g. small bruise	Very Low	Very Low	Low	Medium	Medium
2	Slight e.g. small cut, deep bruise	Low	Low	Medium	High	High
3	Moderate e.g. deep cut, torn muscle	Medium	Medium	High	High	Intolerable
4	Severe e.g. fracture, loss of consciousness	High	High	High	Intolerable	Intolerable
5	Very Severe e.g. death permanent disability	High	High	Intolerable	Intolerable	Intolerable

Activity¹: Each individual activity you are proposing e.g. general office inspection			Location: Where this activity will take place		
Hazards² List what could cause harm from this activity, i.e. working at height, electricity, etc	Who is Exposed List who may be harmed by this activity, i.e. Public, crew, young people, etc.	Risk³ For each hazard quantify the risk before control measures are introduced	Control Measures For each hazard list the measures you will be taking to minimise the risk, i.e. employing competent persons, training, personal protective equipment, etc.	Risk³ For each hazard quantify the risk after control measures are introduced	
1. Visibility: in low visibility such as foggy conditions, the crew may get lost or not see potential dangers such as animals	Crew and Cast	M	<ul style="list-style-type: none"> Have all crew wear high-visibility clothing Collect all crew members contact details to enable communication in the event someone gets lost Have extra lighting 	L	

2.	Weather: People may be affected by extreme temperatures, and weather can be unpredictable so rain and wind could worsen conditions	Crew and cast	M	<ul style="list-style-type: none"> Check weather forecasts before each shoot day, and in the event of unpredictable weather have a contingency plan Make sure all cast and crew are wearing appropriate clothing for the conditions Bring extra layers of clothing or blankets, as well as provide extra provisions such as warm drinks and heat packs 	L
3.	Working with children: children may become stressed under working conditions, and children are also more susceptible to the cold	Cast	M	<ul style="list-style-type: none"> Make sure the children are supervised at all times by a designated chaperone, and monitor their stress and comfort levels Provide shelter, food, and make sure they remain hydrated throughout the day Have regular breaks and provide a comfortable rest area 	L
4.	Animals: there may be animals such as pheasants on the premises	Cast and Crew	M	<ul style="list-style-type: none"> Check the area for any signs of animal habitats to avoid disrupting the wildlife Be aware of possible wildlife in the area, and if it approaches then remain calm 	L
5.	Private hunting property: there may be traps or wires left in the area	Cast and Crew	H	<ul style="list-style-type: none"> Conduct a location recce, check the area for signs of traps before sending cast and crew into the area Communicate with the land owner to ensure that all traps are removed to their knowledge Make everyone aware of the risk so they know what to look out for Film in small area and don't go too far into the woods to limit the land the crew come into contact with Have a medical kit on hand in the event of an injury 	M
6.	Woodland: possibility of falling tree branches, or cast/crew falling on uneven ground	Cast and Crew	M	<ul style="list-style-type: none"> In the location recce check the condition of trees in the area to make sure none look unstable If possible, use a footpath to get to the specific location Watch for tree roots and general floor obstacles 	L
7.	Camera movement: While shooting handheld shots, crew are more susceptible to tripping	Crew and Equipment	M	<ul style="list-style-type: none"> Prepare and practice the route of the shot, along with the speed Keep watch for areas of uneven ground that may cause a tripping hazard 	L

(Continue on a separate sheet if necessary)

1. Complete separate table for each activity 2. From Hazard List 3. From Risk Matrix

Assessor's Name	Position	Department	Signed	Date
Olivia Henderson	Student	Production		30/01/24

This form **must** be signed off by your supervising tutor & a technician on your last tutorial before shooting.

Supervising Tutor's Name	Position	Department	Signed	Date
	Tutor			
Julie Bills/Ross Buchanan	Technician	Film & TV		