|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Date:** |  | **Location: (Site/ Building/ Room)** | Outside |
| **Assessors Name:**  |  |
| **Task:** Risk assessment for  |

| **What are the hazards?**(See list of sample hazards) | **Who might be harmed?**(e.g. Staff, students, visitors) | **What are the risks** | **Are the following control measures in place to eliminate or reduce the risks?** | **Yes/****No** | **Corrective actions required** | **Risk Evaluation** | **Risk Rating** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Consequence****(1 – 3)** | **Likelihood****(1 – 3)** | **Overall risk****(C x L)** | **Low, Medium or High** |
| **Slips, trips and falls** | Camera man and performer. | Risks could include: Falling over, dropping camera, falling in water. | Reduce | yes | In order to prevent falling over I have made sure to choose a good quality camera with no wires or any extensions. This is to minimise any tripping risk.Not falling in the water is very easily fixed as me and the camera will be at a safe distance away from the water- lake. | **1** | **1** | **1** | **low** |
| **Manual Handling** | Camera man | Dropping camera | Reduce |  | In order to minimise the risk of dropping the camera me and the camera man have agreed to take a break after every shot in order to not fatigue and drop it. | 2 | 1 | 2 | medium |
| **Computer workstation use** | Editor | Editors eyes and posture effected. | Reduce | yes | The editor will have two weeks to complete the editing meaning they won’t have to sit for hours straining themselves. | 1 | 2 | 2 | medium |
| **Electrical safety** | N/A | N/A | N/A | N/A |  |  |  |  |  |
| **Fire** | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| **Falling from height** | Camera man and performer | Falling from sitting on wall  | Reduce | yes | Making sure to sit and not stand on it which minimises the risk of falling off. | 2 | 2 | 4 | High  |
| **Working environment** | Camera man and performer. | Getting robbed or getting unnecessary attention | Eliminate  |  | To stop getting robbed, mugged etc the initiative I have put in place, is going to very remote places in order to not be in the public thus not being at treat. | 1 | 1 | 1 | Low |
|  |  |  |  |  |  |  |  |  |  |
| **Camera battery dying** | No one will be harmed | Camera dying | Reduce  | yes | Ensure that when the camera is picked up from central media it is fully charged | 3 | 2 | 6 | High |
| **Weather**  | Camera man and performer. | Camera getting damaged | eliminate | yes | Planning the shoot day on a day which the forecast is best. | 1 | 2 | 2 | medium |
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| **1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY**  |
| Working at Height | Noise | Hand tools | Vibration |
| Falling objects | Extreme Heat / cold | Confined spaces | Repetitive hand/ arm movement |
| Slippery/ uneven/ worn floors | Radiation | Poor housekeeping / cleaning | Machine operation |
| Obstructions/ projections | Lighting | Vehicle movement | Electro Magnet |
| Manual handling | Compressed air | Fire / explosion | Pressurised systems |
| Mechanical Lifting | Substances / materials | Electricity | **Other (*specify on assessment)*** |

|  |  |
| --- | --- |
| **2. RISK MATRIX** | **Potential consequence of harm** |
|  |  | **1 – Minor Injury** (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious) | **2 – Significant Injury**(e.g. hazard can result in serious injury and/or illness, over 3 day absence) | **3 – Major Injury**(e.g. hazard capable of causing death or serious and life threatening injuries) |
| **Likelihood of harm** | **1 – Unlikely**  (injury rare, though possible) | **1 – Low**  | **2 – Low**  | **3 – Medium**  |
| **2 – Possible** (injury could occur occasionally) | **2 – Low**  | **4 – Medium**  | **6 – High**  |
| **3 – Probable** (injury likely to occur, can be expected) | **3 – Medium**  | **6 – High**  | **9 – Extreme**  |

**3. RISK EVALUATION**

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you and overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

**1 to 2** = **Low risk**

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

**3 to 4** = **Medium risk**

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.  Risks on the lower end should be reduced if practicable.

**6** **= High risk**

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.