

Location Recce

& Risk Assessment

Project Title: A Day at Al Mustafa: Inside the Academy
Prepared by: Tranquil1



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TRANQUIL Location Recce

Date: Sunday 18th May 2025

1. Location Recce Checklist

Overview

- Date of visit: 18th May 2025
- Time of Visit: 14:00
- Filming date: 18th May 2025
- Contact: Mudassir Ul-Haq

Exterior

- Parking Available for crew?
 - Yes.
- Safe entry/exit location?
 - Yes.
- Emergency Access?
 - Yes.

Interior

- Size of film space?
 - Substantial.
- Natural or Artificial lighting?
 - Artificial
- Concerns about sound?
 - Vehicles driving past
 - Emergency 999 vehicles driving past
 - Classroom chatter
- Power sources available?
 - Yes.
- Storeroom available?
 - Yes.

Permissions & Safeguarding

- Have all children participating signed the Licensing Agreement?
 - Yes.
- Does the centre know of the production taking place?
 - Yes.
- Will you be supervised by a designated staff member?
 - Yes.

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Hazard	At Risk	Level of Risk	Control Measures	Residual Hazard
Trip Hazard (e.g. bags, cables).	People on set: crew, students.	Medium.	Use Gaffa tape, store all unused equipment, clear area.	Low.
Electrical Hazard.	People on set: crew.	Medium.	PAT-tested equipment, not overloading sockets & using surge protectors.	Low.
Disruption to class activity.	People off set: students & teachers.	Low.	Co-ordinate production schedule with staff - keep noise low.	Low.
Equipment falling over.	People on set: crew, students.	Medium.	Supervise equipment, crew to access gear ONLY.	Low.
Fire/Evacuation.	All personnel.	High.	Keep an eye out for nearest fire exits, follow evac protocol.	Low.
Safeguarding concerns.	People on set: children/minors.	High.	Parents to sign Licensing Agreement, Staff supervision at all times.	Low.