

RISK ASSESSMENT FORM

Production Details

Production Title: Want To Know How The Students Union Empowers Students!

Production Date(s): _____

Location(s): The Tv Studio

Assessment Completed By: Ahmed Raza

Position: Producer

Date of Assessment: Thursday 3rd of April 2025

Risk Rating Matrix

Likelihood ↓ / Severity →	Minor	Moderate	Major	Severe
Very Unlikely	Low	Low	Medium	Medium
Unlikely	Low	Medium	Medium	High
Possible	Low	Medium	High	High
Likely	Medium	Medium	High	Extreme
Very Likely	Medium	High	Extreme	Extreme

Hazard Identification and Control Measures

Hazard	Person(s) at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls	Person Responsible
Fire risk	Crew and cast	Medium	Make sure everyone knows the fire evacuation plan.	Low	Tutors and production leader
Injury through heavy equipment	Crew and cast	Medium	Ensure heavy equipment is stable and secure	Site maintenance checks	Site managers
Electrical hazards	Crew and cast	Medium	PAT tests	Low	IT department

Location-Specific Hazards

Location	Hazard	Person(s) at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls	Person Responsible
TV Studio	Heavy lighting might fall from the ceiling causing injury.	Crew and cast	medium	Ensure heavy lighting is stable and secure.	Low	Site managers.
TV Studio	Eye injury through bright lights	Cast and crew	medium	Make sure lighting has been checked by the technician. Have a reporting protocol.	Low	Light technicians, crew and tutors.
TV Studio	Someone could fall down on the wires and injure themselves	Cast and crew	medium	Make sure wires are kept tidy and out of the way.	Low	Tutor and the crew
TV Studio	Back injury's from heavy lifting	Tutors	Medium	Ensure anyone lifting has had relevant training	Low	College leaders, managers and tutors.

Equipment Hazards

Equipment	Hazard	Person(s) at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls	Person Responsible
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Wires	Someone could fall and injure themselves	Cast and crew	medium	Space out the wires	Low	Tutor and the crew
Lighting equipment	Can cause eye injury. Fire caused from overheated bulbs.	Cast and crew	Medium	Make sure lighting has been checked by the technician. Don't leave equipment on unattended.	Low	Light technicians, crew and tutors.

Emergency Procedures

First Aider(s): Receptionist

First Aid Kit Location: Reception

Nearest Hospital: BRI

Hospital Address: BD9 6RJ

Emergency Contact Number: 999

Additional Safety Information

Fire Exits: 2

Assembly Point: At the back of Bradford College

Emergency Contacts List Available: Yes

Declaration

I confirm that I have read and understood this risk assessment and I will implement the control measures that are outlined.

Producer Signature: AR

Date: 27th of March 2025

Tutor Signature: E M Brogden

Date: 03/04/2025

Review Date: 24/04/2025

Note: This risk assessment should be reviewed regularly throughout the production process, especially if there are changes to location, equipment, or shooting conditions.