**Risk Assessment Form**

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| Title of Risk Assessment | Take 24: Risk Assessment for shooting | | | Date of assessment | | 06/01/23 |
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| Department | Student Experience Division | | | Date review due | | 01/12/23 |
|  |  |  | |  | |  |
| Description of Task/Process | Filming of 3min 30sec film in 24 Hours | | | | | |
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| Assessment carried out by | Will Thomas, Head of Welcome & Induction | |  | | | |
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| Additional information | Students are invited to form teams of up to 6 people to write, shoot and edit a 3min 30sec short film in 24 hours. Films can be of any genre and filmed on any equipment, but must all be suitable for a PG audience, must be submitted digitally to a specified dropbox by the deadline, and must include 3 items from a brief given to all teams.  A panel of judges will be sent a link to view all films. Winners of prize categories will be announced at a screening on Sunday 19 Feb.  **Logistics and Resources required**   * All teams need to register in advance. * Briefing meeting held at 5.30pm – 6pm on Friday 17 Feb. Briefing to include safety, privacy and other operational notes. Brief released and competition time starts at 6pm. * Screening to be held on Sunday 19 Feb.   This risk assessment is intended to help students plan their filmmaking activities safely. It is not exhaustive and should be reviewed by students when they are planning their shoots. |

| [**Hazards and how they may cause harm**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk?**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **Existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) | **Current**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf)  (**VL,L,M,H,VH**) | **Where current risk is** **M, H or VH, what additional** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are required?** | **Action required by whom & by when?** | **Final**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf) |
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| Faulty electrical equipment used for filming may cause shock or injury | Student filmmakers, passersby | Students advised to use their own electronics or hire free resources from the University ITS team | M | Students advised to check their own equipment for wear and tear before use, not to use faulty items, and not to use electrical equipment for unintended use (e.g.: in rain, underwater, etc) | WT, briefing, 17/02/23  Student teams, 17/02/23 | VL |
| Filming in hazardous locations may cause injury or death (e.g.: falls, vehicle accidents, etc) | Student filmmakers, passersby | Students must agree to terms of competition, which include not filming in roads or car parks, and abiding by all regulations and laws applicable to the areas in which they are filming in terms of competition. | M | Students further advised to assess risk of activity whenever shooting in a hazardous location. Films which appear to include dangerous activities will be disqualified in accordance with the rules. | WT, briefing, 17/02/23  Student teams, 17/02/23 | L |
| Lack of attention to surroundings whilst filming causes accident (e.g.: collision or fall) | Student filmmakers, passersby | Students must compete in teams of at least three, allowing scenes to be observed by team mates. | M | Students reminded to always check an area before filming, partitioning an area if necessary, and avoiding busy or public areas in any instance as all subjects in sight must consent to filming. | WT, briefing, 17/02/23  Student teams, 17/02/23 | L |
| Action sequences in film, especially with use of props or pyrotechnics, may result in injury or death | Student filmmakers, passersby | Students must agree to terms of competition, which includes not depicting any violence and agreeing not to cause fire or use pyrotechnics. Action is therefore likely to be limited. | L |  |  |  |
| Use of any realistic imitation firearms may cause a firearms response from police, causing distress and resulting in fatal shooting | Students, passersby | Realistic imitation firearms are tightly controlled in UK law. Rules require students to abide by all laws and regulations applying to any filming location | VL |  |  |  |
| Dramatic sequences being filmed may cause alarm and distress | Passersby | Students must agree to competition rules before filming starts. Rules include an item requiring teams to avoid causing noise, distress and alarm. | L |  |  |  |

**Work should not be carried out until the assessment is completed and all required control measures are in place.**

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| **Overall Final Risk Rating** (Highest level in final column above) | **L** |
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| **Additional Comments from Risk Assessor**  (e.g. funding or practical implications) | | Students should revisit this risk assessment if the activity they are participating in carries any particular hazards or filming an activity on campus that would normally require it’s own risk assessment, e.g.: using the climbing wall. | | |
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| Approved By |  |  | Position |  |
| Date |  |  |  |  |

Please print a copy, sign it and keep for your records

**Document History**

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| **Version** | **Date** | **Reviewer** | **Comments** |
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|  | **Severity** | | | | |  |  | **Risk Level** |
| **Likelihood** | Superficial | Minor | Serious | Major | Extreme |  | **Very low** | Acceptable risk - no action required |
| Unlikely | **Very low** | **Very low** | **Low** | **Low** | **Moderate** |  | **Low** | Tolerable risk - further control measures not required, but status must be monitored |
| Possible | **Very low** | **Low** | **Low** | **Moderate** | **High** |  | **Moderate** | Further control measures required to reduce risk as far as is reasonably practical |
| Likely | **Low** | **Low** | **Moderate** | **High** | **Very high** |  | **High** | Urgent action required to allow activity to continue |
| Very likely | **Low** | **Moderate** | **High** | **Very high** | **Very high** |  | **Very high** | Risk intolerable - activity must cease until the risk has been reduced |
| Extremely likely | **Moderate** | **High** | **Very high** | **Very high** | **Very high** |  |  |  |

See ‘[Matrix for risk evaluation](file:///\\ads.warwick.ac.uk\shared\SF\OCH%202006\Management%20System\01%20Hazards%20and%20Risk\0104%20General%20Risk%20Assessment\02%20Templates%20and%20Master%20Versions\Risk%20Evaluation%20Matrix%20v3%2013%2009%2017.pdf)’ for further guidance.