PROJECT RISK ASSESMENT GUIDELINES

**What follows is a broad list of the kinds of Risk that may be encountered during a shoot. It is by no means exhaustive as every shoot is, by its very nature, different. This list is merely a guide and you, as the filmmaker, have to use it as a touchstone to think through the possible dangers inherent in *your* shoot.**

**You should use this list as an aide to help complete the Film and Television Project Risk Assessment Form that you are required to submit before your shoot. No gear will be issued unless this Form is submitted.**

**TALENT & CREW SAFETY**;

* Location - Accurate call sheets with maps
* Transportation - Crew Talent and equipment
* Meal Breaks - Tired crews make mistakes, Industry demands a break every five hours
* First Aid - First aid kits, First Aiders, Ambulance contact, Medical Centres, Hospitals
* Contact Lists - Crew contacts, Service contacts, and Service providers, Site Access.
* Illness or Medication - All special requirements

**PUBLIC SAFETY**;

* Passers By - Cameras and lights often attract a crowd of onlookers, crowd management is required.
* Safety on Set - Sets Flats and Props have to be managed to protect Talent Crew and the Public.

**MANUAL HANDLING;**

* This is an extremely important issue as many back related injuries can be attributed to incorrect handling techniques.
* Plan a lift, determine the best way to complete the task
* Ensure sufficient space to complete the lift with correct posture of the body.
* Ensure all members of the lifting team have a secure grip.
* Keep the loads as close to the body as possible.
* Slow deliberate movements are safer than sudden jerky ones.
* Use Lifting aids when possible
* BE REALISTIC IN WHAT YOU BELIEVE CAN BE LIFTED.

**WEATHER;**

* Electrical Storms

Severe electrical storms can occur in South East Queensland if caught seek shelter in a substantial building

DO NOT go under isolated trees If caught in the open, place feet together and crouch down until storm passes.

* Rain

Greater care is required as visibility is reduced and the risk of slips and falls is increased

* Sun Exposure

Between 11am and 3pm the risk of sunburn is highest

Hats - Sun block

Umbrellas top shade talent and crew.

Heat - On hot days students are advised to drink plenty of water and take shelter when possible

Adequate supplies of drinking water are required on set.

**ELECTRICAL SAFETY**;

* Cabling

Use tagged and checked cables

Minimise risks on cable runs

Protect joins in cable runs

* Loading circuits

Check loading on circuits

Plan how electrical load will be distributed

Know how munch current you intend to use

Load and unload circuits slowly

* RCD s

Always protect cables with RCDs

Run RCDs as close to the power source as possible

If a protection device trips, establish why BEFORE energising circuit

**CABLING SAFETY;**

* Ensure good housekeeping with cable runs
* Cover cable runs to prevent trips
* Keep Emergency EXITS clear

**LIGHTING SAFETY**;

* Electrocution - Check leads for signs of heat or damage

Use RCD

Keep cable runs clear of Fluids & Traffic

* Burns - Lamp housing temperatures can be extreme

Ensure Burn First is available

* Falling Lights - Lights are heavy and a serious risk use safety chains and secure mounts
* Fire The high temperatures of lamps can start fires.

Fire Extinguishers on set

Lighting plot to minimize risk

**RIGGING SAFETY** ;

* Camera shooting platforms
* Lighting platforms
* Access for crew and equipment

**EQUIPMENT SAFETY**;

* Equipment operation

Crew need to be competent in the operation of the equipment

* Equipment Safety

The loss or damage of equipment is a blow to the completion of projects, Risks must be examined.

* Loss of parts

Small accessories for production can be expensive to replace, all accessories must be check back before the wrap.

**IMPORTANT NOTE:**

Students working on FTV&NM Productions are required to provide appropriate Risk Assessments of their projects prior to receiving equipment.

The risk assessment should look at the scope of the project and document responses to possible scenarios that might be encountered. The prevention and isolation of the risks should keep in mind the following:

ELIMINATION of the risk, SUBSTITUTION of the risk, ISOLATION of the risk, ENGINEERING to remove the risk, ADMINISTRATION of the risk, and the use of PERSONAL PROTECTIVE EQUIPMENT.

If, in the student’s considered opinion, there is a potential for an accident to occur, the activity should be abandoned and advice sought from specialists, supervisors and lecturers. **It should be noted that even if this Risk Assessment has been done and/or advice and consultation has been sought from lecturers or other consultants, the liability for risk management still rests, in the final instance with the students responsible for the project.**