**Faculty of Arts  
Risk Assessment Evaluation**

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| **Project/Activity title:** | Interview with graphics task |
| **Module name/code:** | 1MD002 |
| **Date of activity:** | 28/02/2017 |
| **Location:** | De Grey Building |
| **Student name:** | Elisha Holt, Molly Catterall, Rebecca Stead |
| **Description of activity:** | We will be interviewing the captain of the ultimate Frisbee team about his campaign for president of the Students Union. |
| **Contact number:**  *(for onsite use only)* |  |

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| **Tick all hazards that apply at this location** | | | |
| Access / egress |  | Lighting – work lights |  |
| Alcohol / drugs |  | Lighting – sets |  |
| Animals / insects |  | Lone working |  |
| Audience / public |  | Manual handling |  |
| Cables |  | Mines, excavations, caves, tunnels etc. |  |
| Communication failure |  | Night operation |  |
| Compressed gas |  | Noise |  |
| Confined spaces |  | Special needs |  |
| Costumes / make-up |  | Physical exertion |  |
| Derelict / dangerous buildings or structures  *(FTV only)* |  | Roads |  |
| Diseases |  | Set construction |  |
| Driving |  | Slipping, tripping, falling |  |
| Electricity |  | Smoking on set |  |
| Explosives / pyrotechnics / fire & smoke effects |  | Specialist equipment |  |
| Fire / flammable materials |  | Stunts |  |
| First aid |  | Vehicles |  |
| Food hygiene |  | Violence / public disorder |  |
| Hand tools |  | Water |  |
| Hazardous substances / chemicals |  | Weapons |  |
| Heights |  | Weather |  |
| Hostile / remote environment |  | Welfare facilities |  |
| Lasers / strobe effects |  | Working patterns |  |
| Lifting appliances / machinery |  |  |  |
| Other  *(please state)* | | | |

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| **Hazard:** | Access |
| **What could cause harm:** | Blocking access into and out of the room with equipment set up |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew and interviewee |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Ensure equipment is set up away from the door and there is an easily accessible exit route. |

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| **Hazard:** | Cables |
| **What could cause harm:** | Tripping over the cables and falling over. |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew, interviewee, equipment |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Ensure cables can be clearly seen and precaution is taking when walking around to stop cables being tripped over and equipment being knocked. |

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| **Hazard:** | Electricity |
| **What could cause harm:** | Faulty electricity/ cables. |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Check the electricity supply with the plug in socket checker, ensure all extension cables are in good condition and not damaged in anyway and equipment is running properly. |

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| **Hazard:** | Lighting - sets |
| **What could cause harm:** | Hot lights burning crew |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Wear the protective gloves at all times when working with the lighting equipment and gives lights time to cool down before packing them away. |

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| **Hazard:** | Slipping, tripping, falling |
| **What could cause harm:** | Tripping over cables and equipment |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew and Interviewee |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Ensure all cables are clearly marked and everyone knows where abouts they are and takes precaution to not trip on them. |

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| **Hazard:** |  |
| **What could cause harm:** |  |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** |  |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** |  |

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| **Approved by:** |  |
| **Date:** |  |
| **Notes/conditions/comments:** |  |