**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:** |  |