**Faculty of Arts  
Risk Assessment Evaluation**

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| **Project/Activity title:** | TV Segment |
| **Module name/code:** | 1MD002 |
| **Date of activity:** | 28/03/2017 |
| **Location:** | TV Studio 1 (QS10), Quad South, York St John University, Lord Mayors Walk, YO31 7EX |
| **Student name:** | Elisha Holt (Producer) |
| **Description of activity:** | We will be recording a live 10 minute studio segment involving a full setup including lighting, all cameras with autocues and a full crew and cast. The show is a quiz show and involves 2 presenters asking 2 teams of 2 questions whilst sat at a desk. |
| **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 |  |  |  |

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| **Hazard:** | Access |
| **What could cause harm:** | Blocking access to the fire exit and too and from the studio and gallery. |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew and cast |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | We changed the lighting being used so that we could ensure the fire exit would not be blocked and the desk has been moved to ensure the same thing. |

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| **Hazard:** | Cables |
| **What could cause harm:** | Crew tripping over cables from cameras, lighting or other equipment |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew, cast or equipment |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Ensure everyone knows where the cables are, floor manager to move cables whilst tracking shot is being filmed and ensure everyone is cautious or where the cables are. |

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| **Hazard:** | Lighting - sets |
| **What could cause harm:** | Crew getting burnt from hot lights or lights toppling onto cast |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Lighting crew or cast |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Crew ensure they are wearing gloves when handling the lighting sets. Also crew set up lights properly so the lights are stable and secure. |

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| **Hazard:** | Slipping, tripping or falling |
| **What could cause harm:** | Crew tripping or wires, lighting equipment or each other as the room will be quite busy at points. |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew or equipment |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Ensure everyone wears appropriate footwear and is paying attention at all times (no phones in studio or gallery). Also, make sure everyone can clearly see the cables (electricity tape). |

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| **Hazard:** | Communication Failure |
| **What could cause harm:** | Crew misunderstanding or miscommunicating about something ie. Lights or cables and something being set up incorrectly as a result. |
| **Likelihood of this happening:** | **Low**  **Medium**  **High** |
| **Who or what could be harmed:** | Crew, cast or equipment |
| **How much harm:** | **Low**   **Medium**    **High** |
| **How will the risk be managed:** | **Risk Management** |
| **Actions to be taken:** | Ensure everyone is concentrating and listening to each other (no phones) and all equipment is double checked when put up. |

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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:** |  |