**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:** |  |