

TEDDINGTON STUDIOS LIMITED



RISK ASSESSMENT FOR STUDIOS

Production Title:

Production Company:.....

Date/s in Studio:

RISK ASSESSMENT FOR PRODUCTIONS

UNDER *THE MANAGEMENT OF HEALTH AND SAFETY REGULATIONS 1992* YOU ARE REQUIRED TO COMPLETE A RISK ASSESSMENT OF ALL PRODUCTIONS CARRIED OUT AT TEDDINGTON STUDIOS.

THIS SHOULD INCLUDE A METHOD STATEMENT WHICH SHOULD DETAIL EXACTLY HOW THE PRODUCTION IS TO BE COMPLETED AND FROM THIS IT CAN BE DETERMINED WHAT ACTIVITIES, IF ANY, INVOLVE A LEVEL OF RISK.

THE RISK ASSESSMENT THEN DETERMINES AT WHAT POINT ALL REASONABLY PRACTICABLE MEASURES ARE INTRODUCED TO REMOVE OR CONTROL THE HAZARDS IDENTIFIED.

ATTACHED IS A FORM DESIGNED TO ASSIST YOU IN PRODUCING YOUR RISK ASSESSMENT, ALONG WITH A SET OF EXPLANATORY NOTES GIVING SOME GUIDE LINES TO WHAT HAZARDS YOU SHOULD BE LOOKING FOR.

THESE FORMS ARE NOT DESIGNED TO BE COMPREHENSIVE BUT AS A PROMPT TO ASSIST YOU. THERE WILL BE TIMES WHEN THE PRODUCTION BEING WORKED ON WILL INVOLVE HAZARDS AND RISK AREAS NOT INCLUDED IN THESE FORMS.

HOWEVER, IF YOU SHOULD REQUIRE FURTHER ASSISTANCE PLEASE CONTACT THE **STUDIO MANAGER, MR RAY GEARING**, ON 020-8614-2252 or #6115 (on site)

DEFINITIONS:

RISK:

THE PROBABILITY OF, OR SEVERITY OF, INJURY OR DAMAGE RESULTING FROM A SET OF ACTIONS OR CIRCUMSTANCES.

HAZARD:

SOMETHING WHICH HAS THE POTENTIAL TO DO HARM OR DAMAGE.

REASONABLY PRACTICABLE:

IMPLIES A CALCULATION OF COST AGAINST RISK

COMPETENT PERSON:

SOMEONE WHO HAS SUFFICIENT THEORETICAL AND PRACTICAL KNOWLEDGE COUPLED WITH ACTUAL EXPERIENCE.

EXPLANATORY NOTES

SERIAL	HAZARD	POSSIBLE HAZARDOUS AREAS
1.	COMPETENCY OF TECHNICAL CREW	<ul style="list-style-type: none"> • IS THE CREW AWARE OF THE RISKS? • HAVE THEY USED THE EQUIPMENT BEFORE? • ARE THEY CAPABLE OF PERFORMING THE TASK REQUIRED?
2.	FALLS OF MEN AND EQUIPMENT	<ul style="list-style-type: none"> • ARE STAFF WORKING AT HEIGHTS? • IS EQUIPMENT POSITIONED AT HEIGHTS? • WHAT PROCEDURES ARE TO BE IMPLEMENTED WHEN STAFF ARE WORKING IN THE GRID? • ARE STEPLADDERS SAFE, ARE LADDERS SAFE? • ARE ALL LADDERS SECURED OR FOOTED WHILST IN USE?
3.	TEMPORARY STRUCTURES, SCAFFOLDING, SCENERY ETC	<ul style="list-style-type: none"> • HAS SCENERY BEEN ERECTED PROPERLY? • IS IT SECURE? • DOES IT HAVE TO BE MOVED DURING THE RECORDING / TRANSMISSION? • IS THERE A CLEAR SAFE PATH TO DO SO? • IS THERE SUFFICIENT MANPOWER TO DO SO SAFELY? • IS IT MADE OF A FIRE RETARDANT CONSTRUCTION, IF NOT HAS IT BEEN TREATED TO PREVENT SPREAD OF FIRE? • HAS THE SCAFFOLDING BEEN ERECTED BY A COMPETENT PERSON/S? • HAS IT BEEN INSPECTED? • IS THE INSPECTION CERTIFICATE AVAILABLE? • HAS IT BEEN ALTERED? ARE THERE HANDRAILS, SAFETY HARNESSES & LADDERS CORRECTLY SECURED?
4.	ELECTRICAL EQUIPMENT USED ON SET	<ul style="list-style-type: none"> • IS THE EQUIPMENT CORRECT FOR THE PURPOSE? • IS IT INSTALLED CORRECTLY? • HAS IT BEEN PACT TESTED? • ARE THE INSTALLERS COMPETENT?
5.	MANUAL HANDLING	<ul style="list-style-type: none"> • WHAT LIFTING, PULLING, PUSHING HAS TO BE DONE? • HAS A MANUAL HANDLING ASSESSMENT BEEN COMPLETED?
6.	TRIPPING HAZARDS	<ul style="list-style-type: none"> • ARE THE CAMERA, SOUND & ELECTRICAL CABLES COVERED? • IF ACROSS FIRE LANES ARE THEY ROUTED SAFELY? • ARE THEY IN GOOD CONDITION? • WHAT OTHER HAZARDS MAY BE PRESENT? • ARE PROP CAGES SECURED? • ARE PROPS TIDY AND IN THE CORRECT PLACE?

7.	VEHICLES IN THE STUDIO	<ul style="list-style-type: none"> • THE FUEL TANK MUST BE DRAINED AND VENTED. • VEHICLES MUST NOT BE DRAINED OR REFILLED ANYWHERE ON THE TEDDINGTON SITE. • FUEL CANS (Even if empty) MUST NOT BE KEPT ANYWHERE ON THE VEHICLE. • DOES THE VEHICLE REQUIRE VALID MOT, TAX, INSURANCE, IS THE DRIVER COMPETENT?
8.	SPECIAL EFFECTS /PYROTECHNICS/LASERS	<ul style="list-style-type: none"> • ARE THE SPECIAL EFFECTS REALLY NECESSARY? • ARE THEY POSITIONED AND USED BY COMPETENT PERSONS? • WHAT FIRE RISK IS RELATED TO PYROTECHNICS? • ARE LASER OPERATORS LICENSED? DO THEY CONFORM TO BS 4803, OR PM 19? • HAVE WARNING SIGNS BEEN POSTED? • COULD THEY INDUCE EPILEPSY?
9.	CHILDREN ON SITE	<ul style="list-style-type: none"> • ARE THEY CHAPERONED? • IS THE CHAPERON AWARE OF THE WORKING HOURS? • DO THEY HAVE SPECIAL NEEDS THAT REQUIRE CATERING FOR? • HAS A “CHILD ON SITE” FORM BEEN COMPLETED?
10.	STUNTS / NOVELTY CONSTRUCTION	<ul style="list-style-type: none"> • IS THE STUNT CO-ORDINATOR GIVEN FULL COMMAND OF THE STUNT? • DOES THE CONSTRUCTION REQUIRE A SAFETY ZONE? • HOW IS THIS ENFORCED? • WHO ENFORCES IT?
11.	WEAPONS FIREARMS CROSSBOWS	<ul style="list-style-type: none"> • WHAT IS THE DANGER AREA? • IS THE USER COMPETENT? • ARE EAR DEFENDERS ISSUED? • ARE THEY BEING WORN? • DO YOU NEED AN ARMOURER?
12.	PRACTICAL FIRES/COOKERS (BUTANE / PROPANE GAS)	<ul style="list-style-type: none"> • WHERE IS THE GAS STORED? • WHO WILL CONTROL IT? • WHAT ARE THE ADDITIONAL FIRE RISKS? • HAVE THEY BEEN ALLOWED FOR?
13.	SMOKE GENERATORS	<ul style="list-style-type: none"> • ARE THEY OF THE CORRECT TYPE? • WHAT EXTRACTION IS AVAILABLE FOR VENTING AFTER USE? • ARE THE STUDIO SMOKE DETECTORS TO BE ON OR OFF?
14.	CONTROLLED SUBSTANCES	<ul style="list-style-type: none"> • ARE INFLAMMABLE MATERIALS PRESENT IN THE AREA? • WHAT FIRE PRECAUTIONS HAVE BEEN TAKEN? • IS ASBESTOS PRESENT?

15.	WATER	<ul style="list-style-type: none"> • IS IT IN USE NEAR ELECTRICAL EQUIPMENT? • ARE PEOPLE WORKING ON OR OVER WATER? • ARE SUFFICIENT LIFE JACKETS AVAILABLE? • IS A LIFEGUARD REQUIRED?
16.	GLASS ON OR PART OF SET	<ul style="list-style-type: none"> • REAL GLASS IS PROHIBITED IN THE STUDIO, UNLESS PRIOR PERMISSION HAS BEEN GRANTED. (WHERE PERMISSION HAS BEEN GRANTED THE GLASS MUST BE COVERED AT ALL TIMES WHILST BEING MOVED).
17.	CONFRONTATIONAL SUBJECT MATTER	<ul style="list-style-type: none"> • IF YOU KNOW YOUR PROGRAM HAS A CONTENT THAT COULD LEAD TO VIOLENCE, THE STUDIO MANAGER AND SECURITY MUST BE INFORMED <u>BEFORE</u> THE EVENT.
18.	ANIMALS (TO INCLUDE ANY BIRD MAMMAL OR REPTILE)	<ul style="list-style-type: none"> • IS THE ANIMAL COVERED BY THE “DANGEROUS ANIMALS ACT”? • IS THE HANDLER LICENSED? • DOES THE ANIMAL HAVE A VETS CERTIFICATE? • IS THE ANIMAL BEING USED IN THE CORRECT MANNER? • WHAT SPECIAL PROVISIONS WILL THE ANIMAL REQUIRE? (Food, water, housing etc) • IS THE HOUSING TO THE CORRECT STANDARDS?
19.	WILL YOUR AUDIENCE REQUIRE EXTRA SUPERVISION	<ul style="list-style-type: none"> • SEE ITEM 17 ABOVE. • COULD THEY BE INTOXICATED? • DO YOU REQUIRE EXTRA SECURITY?
20.	WHEELCHAIRS IN THE STUDIO	<ul style="list-style-type: none"> • WILL THERE BE A REQUIREMENT TO HAVE A WHEELCHAIR IN THE AUDIENCE OR PRODUCTION GALLERY?
21.	ANY HEALTH CONDITIONS	<ul style="list-style-type: none"> • ARE YOU AWARE OF ANY CREW, PRODUCTION OR AUDIENCE MEMBER THAT HAS ANY KIND OF ILLNESS THAT MAY REQUIRE MEDICAL OR FIRST AID TREATMENT?

PLEASE NOTE

ANY ANIMALS (Including clients / Artiste’s Pets)
THAT ARE BROUGHT ONTO THE
TEDDINGTON STUDIO SITE
MUST BE ENTERED ONTO A
RISK ASSESSMENT FORM

RISK AREAS TO BE ASSESSED

WHEN COMPLETING THE TABLE BELOW, CONSIDER THE NATURE OF THE HAZARD (SEE ATTACHED EXPLANATORY NOTES) AND THE POSSIBLE SEVERITY OF THE OUTCOME TO EITHER PROPERTY OR PERSONS. HOW LIKELY IS IT THAT THE INCIDENT WILL OCCUR? HOW MANY PEOPLE ARE AT RISK AND WHO ARE THEY? HAVE ALL REASONABLY PRACTICAL MEASURES BEEN TAKEN TO PREVENT THE INCIDENT OCCURRING? ARE THE PRECAUTIONS PROPORTIONED TO THE LEVEL OF RISK?

	HAZARD	YES	NO	DATE	Severity of risk (H,M,L)	Likelihood of injury or damage (H,M,L)	Persons at risk (Who, & how many)	WHAT PRECAUTIONS HAVE YOU TAKEN TO ELIMINATE THE RISK?
1	ARE THE TECHNICAL CREW COMPETENT							
2	FALLS OF MEN AND EQUIPMENT							
3	TEMPORARY STRUCTURES (SCAFFOLDING, SCENERY, ETC)							
4	ANY ELECTRICAL EQUIPMENT (OTHER THAN SUPPLIED BY TSL)							
5	MANUAL HANDLING (SEPARATE ASSESSMENT REQUIRED)							
6	TRIPPING HAZARDS							
7	VEHICLES IN THE STUDIO (TO INCLUDE ANY ENGINE USING PETROL/DIESEL) PLEASE READ ITEM 7 IN EXPLANATORY NOTES SEPARATE ASSESSMENT ON BACK PAGE							
8	SPECIALS EFFECTS / PYROTECHNICS / LASERS (SEPARATE ASSESSMENT REQUIRED)							
9	CHILDREN ON SITE / STUDIO (Has a "CHILD ON SITE" form been completed and signed?)							
10	STUNTS / NOVELTY CONSTRUCTIONS (SEPARATE ASSESSMENT REQUIRED)							
11	WEAPONS / FIREARMS / CROSSBOWS (SEPARATE ASSESSMENT REQUIRED)							

HAZARD?	YES	NO	DATE	Severity of risk (H,M,L)	Likelihood of injury or damage (H,M,L)	Persons at risk (Who, & how many)	WHAT PRECAUTIONS HAVE YOU TAKEN TO ELIMINATE THE RISK?
12 PRACTICAL FIRES / COOKERS (BUTANE / PROPANE ETC)							
13 SMOKE GENERATORS							
14 CONTROLLED / FLAMMABLE SUBSTANCES							
15 WILL WATER BE USED ON THE SET?							
16 WILL GLASS BE USED ON OR AS PART OF THE SET?							
17 CONFRONTATIONAL SUBJECT MATTER? (Which will require Security)							
18 ANIMALS ON SITE / STUDIO (TO INCLUDE ANY BIRD, MAMMAL OR REPTILE)							
19 WILL YOUR AUDIENCES REQUIRE EXTRA SUPERVISION?							
20 WILL THERE BE ANY WHEELCHAIRS IN THE STUDIO?							
21 ANY HEALTH CONDITIONS? MEMBERS OF STAFF / ARTIST / AUDIENCE)							

NAME OF PERSON IN CHARGE OF DAY TO DAY CONTROL OF THE HEALTH & SAFETY ON YOUR PRODUCTION.....

CONTACT NO:.....

POSITION (E.G. FLOOR MANAGER).....

I HAVE READ THE ABOVE AND I AM SATISFIED THAT THIS CONSTITUTES A PROPER AND ADEQUATE RISK ASSESSMENT OF THIS PRODUCTION.

SIGNATURE OF PRODUCTION MANAGER.....DATE.....



**TEDDINGTON
STUDIOS**

VEHICLES IN THE STUDIO

TO BE COMPLETED IF ANY VEHICLE OR APPARATUS
ENTERING THE STUDIO BLOCK USES A FUEL FOR PROPULSION

- ANY VEHICLE OR APPARATUS USED THE STUDIO MUST BE EMPTY OF FUEL
- VEHICLES CANNOT BE DRAINED OR REFILLED ANYWHERE ON THE TEDDINGTON SITE
- FUEL CANS (even if empty) MUST NOT BE STORED IN THE VEHICLE OR ON THE TEDDINGTON STUDIOS SITE
- UNDER NO CIRCUMSTANCES WILL VEHICLES BE DRIVEN IN OR OUT OFF THE STUDIO
- A MEANS OF STOPPING OIL, ETC DRIPPING ONTO THE STUDIO FLOOR MUST BE PROVIDED. (A charge will be made for any cleaning or repairs that have to be made to the studio floor)
- A SEPARATE RISK / METHOD STATEMENT MUST BE PROVIDED BY THE HIRE COMPANY OR OWNER STATING THAT THE FUEL WILL BE EMPTIED & REFILLED OFF SITE & THAT THE VEHICLE OR APPARATUS ENTERING THE STUDIO IS IN A SAFE CONDITION.

TYPE OF VEHICLE & FUEL (Please tick or specify any other vehicle or fuel)

<input type="checkbox"/> MOTOR CYCLE	<input type="checkbox"/> PETROL	<input type="checkbox"/> DIESEL	<input type="checkbox"/> OTHER (Please specify)
<input type="checkbox"/> CAR	<input type="checkbox"/> PETROL	<input type="checkbox"/> DIESEL	<input type="checkbox"/> OTHER (Please specify)
<input type="checkbox"/> VAN	<input type="checkbox"/> PETROL	<input type="checkbox"/> DIESEL	<input type="checkbox"/> OTHER (Please specify)
<input type="checkbox"/> OTHER	<input type="checkbox"/> PETROL	<input type="checkbox"/> DIESEL	<input type="checkbox"/> OTHER (Please specify)

I HAVE READ & COMPLETED THE ABOVE FORM AND WILL ENSURE THAT ALL OF THE ABOVE ITEMS WILL BE COMPLIED WITH FULLY.

SIGNATURE OF PRODUCTION MANAGER..... DATE.....