

**Staffordshire University**  
**FACULTY OF COMPUTING, ENGINEERING AND TECHNOLOGY**  
**RISK ASSESSMENT FORM**

Production name & number - Production office telephone

Shoot dates

List of location(s) form relates to

Production manager name and mobile number; 1st AD name and mobile; (exec) Producer name and mobile.

Complete the following table rating

- each risks severity on scale from Negligible (N), Low risk (L), Moderate risk (M), Severe (S), Very severe (V)
- each risks likelihood on scale from Very unlikely (VU), Unlikely (U), Possible (P), Likely (L), Very likely (VL)
- Determine the risk factor from the table overleaf.

	Hazard	Present?	Severity	Likelihood	Risk Factor
1	Alcohol/drugs				
2	Animals/insects				
3	Audiences				
4	Camera cable/grip equipment				
5	Confined spaces				
6	Derelict buildings/dangerous structures				
7	Electricity/gas (other than normal supplies)				
8	Fatigue/long hours				
9	Fire/flammable materials				
10	Hazardous substances				
11	Heat/Cold/extreme weather				
12	Laser/strobe effects				
13	Machinery/industrial/ crane/hoist				
14	Materials - glass, non-fire retardant set materials				
15	Night operation				
16	Noise – high sound levels				
17	Non standard manual handling				
18	Public/crowds				
19	Radiation				
20	Scaffold/Rostra				
21	Smoking on set				
22	Special effects/explosives				
23	Special needs (elderly, disabled, inexperienced)				
24	Specialised rescue/first aid				
25	Stunts, dangerous activities				
26	Tall scenery/suspended ceilings				
27	Vehicles/speed				
28	Water/proximity to water				
29	Weapons				
30	Working at heights				
31	Working overseas				
32	Other risks				

Calculate the Risk Factor:

	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Very severe	3	4	4	5	5
Severe	2	3	3	3	5
Moderate	2	2	3	3	3
Slight	1	2	2	3	3
Negligible	1	1	2	2	3

Decide the action to take:

5	Very severe	Take immediate action
4	Severe	High priority
3	Moderate Risk	Programme for action
2	Low Risk	Action may be required
1	Negligible	Probably acceptable

Then list each risk identified

Hazard no:		Risk Factor (1-5)	
Description			
Person(s) exposed (detail if cast/crew (C), outside company (O) or public (P) )			
Action to take			
Person/company responsible for action			
<b>To be completed at agreed later date -</b>			
Exposed person(s) informed? (y/n)		Agreed action taken? (y/n)	Risk removed? (y/n)

Copy and paste this table for each of the hazards, then get the form signed. If the producer has not completed the risk assessment, then they should countersign this form.

Completed by: ..... Position: .....

Signature: ..... Date: .....

Countersigned by: ..... PRODUCER

Signature: ..... Date: .....