NAME: Grace Lawton-Hurst

RISK ASSESSMENT

BFI Film Academy : ***WHITE LANTERN FILM***

The following risk assessment should be completed by a suitably trained 'Competent Person'. Upon completion, this form should be forwarded to the BFI and distributed to all responsible persons working on the Film Academy course.

The severity of the risk should be assessed as:

High if it could result in death or as threshold or serious injury or harm
Medium if it would mean administering first aid and disrupting proceedings
Low if it would mean administering minor first aid without disrupting proceedings

Likelihood should also be assessed as:

High if it is likely or probable
Medium if it is possible
Low if it is remote or improbable.

To include using technical equipment, participation in activities, supervision, use of buildings/studios/technical spaces, behaviour of participants, noise/light, injury and first aid, food and drink

No.	Risk	Potential implication	Likeli-hood	Severity	Mitigation/control	Action	Responsi-ble staff member
1 (eg)	*Working in a building when the fire alarm sounds*	*Panic in unfamiliar surroundings Uncertainty about what to do*	*Low*	*High*	*Participants briefed on fire alarm arrangements in induction session and in any subsequent initial session in a new building. Participants not to be left unsupervised. Arrangements for any participants with special needs (such as deaf participants or wheelchair users) are known by the course leaders and discussed at the induction session with the individual participants.*	*3 August Included in checklist of matters to cover in induction 10 October Participants informed during induction No participants with special needs with implications for this risk.*	*Jane Smith*

NAME:

	Risk	Potential Implication	likelihood	Severity	Mitigation/control	Action	responsible ~~done~~ member staff
2	Tripping on a cable	• not noticing the cables	medium	medium / low	could show people where the cables are and make them aware of the risks. Could also tape the wires down		
3	running into people around set	• not looking where they are going • in a rush	low	medium / low	• ~~to~~ Brief people on how to behave around the set		
4	the camera equipment could fall on someone and injur them	• camera is not secure	low	high / medium	• make sure camera equipment is secure ~~+ do~~ • do check-ups		
5	food allergies with catering	• catering staff/ team are not aware of allergies	medium	high / medium	• make catering staff~~e~~ aware of allergies		
6	someone could get burned on hot lighting equipment	~~actor~~ not having allocated time to turn off the lights ~~+ not taking~~	medium	medium / low	• make people aweare of danger • allocate~~s~~ time for lights to be turned off		
7	Someone could slip on spilt drinks	• Someone drops a drink and does not immediately clean it up	medium	medium	• ask everyone to clean up after themselves and use wet floor signs		
8	The set walls could be unsafe and could fall over	• Someone leans against an unstable set wall	low	high / medium	• make people aware of the unsecure walls • inform them not to lean on the walls as they are unsafe.		