

RISK ASSESSMENT GUIDE - 2024

The purpose of a risk assessment is to keep people and productions safe by identifying, controlling and, where possible, eliminating health and safety hazards. Some things to address in this risk assessment are working with heavy equipment, example cables causing tripping, heavy gear being dropped, working in tight spaces, risk of electric shock. Also think about risks to the cast and crew from emotional harm (i.e. sensitive topics being depicted) You will have to think about where and what it is that you are filming to come up with relevant health and safety risks to students, cast and the public for your production.

There is a Word .doc version of the file as well as an excel .xls version. If you need assistance with the formatting of these documents please reach out to Megan Naylor (megan.naylor@humber.ca)

Some tips for filling out the Excel Spreadsheet version of this form: Please make sure not to type over any of the description fields, double click in a cell to add text to the end of the existing text. If there are more hazards needed add a row to the bottom of this form, ensure all hazards are reflected for your production.

Completed Risk Assessment forms must be uploaded to the **SAFETY** folder in your Project's One Drive Folder, which you should have received from your Media Productions Coordinator Megan Naylor (megan.naylor@humber.ca) If you do not have a folder you can email your completed form to Megan Naylor directly.

RISK ASSESSMENT

The purpose of a risk assessment is to keep people and productions safe by identifying, controlling and, where possible, eliminating health and safety hazards. Completed Risk Assessment forms must be sent to the Media Productions Coordinator, Megan Naylor (megan.naylor@humber.ca) for approval before production, which includes stage and screen productions.

If there are more hazards needed add a row to the bottom of this form, ensure all hazards are reflected for your production.

Make sure to fill out all this information fully.

Make sure to read all the information under the titles.

Date this assessment was completed. If a new assessment is done or this one is changed update this date. This is also where the Faculty member will sign off on your completed assessment

TITLE: The Story As it <u>Happens</u> Descriptions of Activities: Film production outside in a parking garage as well as a scene in a shower and a stunt involving two cast members.			Student Producer/Stage Manager: Megan Naylor Student PM: Kaye Carandang Student 1 st AD: Supervising Professor: Matthew Kennedy			Date of Assessment: Monday, December 4, 2023					
NOTE: No stunts, pyrotechnics or water related filming is permitted											
HAZARD: <i>(Hazards involved with the production)</i>	LIKELIHOOD* <i>(Probability the hazard will cause injury or illness)</i>	SEVERITY* <i>(How severe the hazard is e.g. minor, moderate)</i>	RISK RATING:*			WHO IS AT RISK: <i>(i.e. Crew, Public, Cast)</i>	STUDENT RESPONSIBLE <i>(Who is responsible for ensuring controls are followed)</i>	EXISTING CONTROLS <i>(What is already in place to avoid risk)</i>	PRECAUTIONS / CONTROLS: <i>(What the controls or precautions are need to be put into place to reduce or eliminate the risk)</i>		
			L	M	H					Residual Risk	LO / MED / HIGH
Tripping/low Falls (sidewalks etc)	MODERATE	MINOR	X			Crew, Cast, Public	Producer/1 st AD to assign a crew member	Only a few cables being used, and everyone is aware it is a film set	Cable runs will be along walls where possible, Cable mats used where possible. Ensure the public will not be near cables. If a large obstacle will create a tripping hazard a crew member will be next to it when possible, to warn passers by	There will always be a chance of tripping when cables are present	LOW

This is where you update the risk rating of each hazard in your production thinking about the controls you have put into place.

Take not of the control measures put into place for this example, High visibility vests are available in the booking centre

HAZARD: <i>(Hazards involved with the production)</i>	LIKELIHOOD* <i>(Probability the hazard will cause injury or illness)</i>	SEVERITY* <i>(How severe the hazard is e.g. minor, moderate)</i>	RISK RATING:*			WHO IS AT RISK: <i>(i.e. Crew, Public, Cast)</i>	STUDENT RESPONSIBLE <i>(Who is responsible for ensuring controls are followed)</i>	EXISIT CONTR <i>(What is in place risk)</i>	that	RESIDUAL RISK RATING: <i>(What cannot be avoided or will remain regardless, and what is the new rating with the controls put in place)</i>	
			L	M	H					Residual Risk	LO/MED /HIGH
Filming in parking garage at night	LOW	Medium		X		Crew, Cast, Drivers in area	Producer, Director	Cast and crew will operate in the emptiest possible area of the parking garage, and during non-peak operating hours.	Students will be visible due to setup lighting and will wear High Viz vests during filming. Director and producer will keep watch of surroundings and alert any cast and crew of cars in the vicinity. Equipment will be placed to avoid paths of traffic for vehicles.	Risk of vehicles in the parking garage and being hit during filming	LOW
Scene Stunt: Actor is simulating kicking another actor in the stomach	MEDIUM	MODERATE		X		Cast: Actors in scene	Producer/PM/Stunt Coordinator. Director, All cast and Crew to be aware	Rehearsals will take place with actors and stunt coordinator ahead of production	<ul style="list-style-type: none"> • Movement will be choreographed between actors ahead of time. • Stunt will be framed so no direct hits are shown. • Actors will perform stunt in slow motion and filmed at half speed. • Paramedic will be on standby. • Scene will be filmed with a skeleton crew and closed set. • Safety information will be attached to the daily call sheets 	Stunt is scripted for the story	LOW
Scripted Scene: Soldier starts unzipping his pants as he gets closer to victim .He crouches and grabs her legs, she does nothing.	LOW	MODERATE	X			Cast: Actors in Scene	Producer/PM/Stunt/Intimacy Coordinator	Rehearsals will take place with actor and intimacy coordinator prior to filming	<ul style="list-style-type: none"> • Intimacy coordinator will be checking on actors in between takes to ensure they are comfortable to continue. • Actors will be performing actions slowly and scene will be filmed at half speed. • Actors will be wearing flesh-toned leggings under costumes as a 	Stunt is scripted and there is always risk of mental triggers	LOW

Notes:

- **Severity** – Estimate, using Major, Moderate or Minor, how serious the injury or illness would be.
 - Major – the hazard would cause injury or illness resulting in fatality, or permanent or long-term disability.
 - Moderate – the hazard would cause injury or illness resulting in lost time.
 - Minor – the hazard would cause injury or illness without lost time.
- **Likelihood** – Estimate, using High, Medium, or Low, the probability that the hazard will cause injury or illness.
 - High – injury or illness due to this hazard is probable.
 - Medium – there is a 50-50 chance that this hazard will cause injury or illness.
 - Low – the hazard will probably not cause injury or harm.
- **Risk Rating** - Plot the likelihood and severity on the Risk Rating Chart to determine the Risk Rating.

This chart is how you will
 get your Risk Rating,
 read through it carefully
 to ensure you
 understand before filling
 out the form above.

Risk Rating Chart

SAMPLE: You determine the severity of an injury to be **Minor**, and the likelihood of the injury occurring to be **Medium** therefore your Risk Rating would be **LOW**.

RISK RATING CHART Use this chart to plot your Risk Rating on the above Risk Assessment.		LIKELIHOOD		
		High likelihood of injury	Medium likelihood of injury	Low likelihood of injury
SEVERITY	Major severity of injury	HIGH	HIGH	MEDIUM
	Moderate severity of injury	HIGH	MEDIUM	LOW
	Minor severity of injury	MEDIUM	LOW	LOW