

Risk Assessment Record

Assessment date: January 2010		Activity Assessed: Film day			Assessed by: B Coleman	
Next assessment due: January 2011		Activity Location: Schools			Approved by:	
Hazard: (Potential for harm)	Severity of harm	Likelihood of harm	Risk Level	Precautions to reduce risk level	Who will do?	Inform (Before/During session)
Slips trips and falls.	SI	P	M	Ensure filming equipment and props are stored appropriately when in use and when not in use to ensure no trip hazards. Verbal warning and demonstrate safe practice when filming, eg remove trip hazards from pathways and guide students if walking along whilst filming so that they do not collide with or trip over potential hazards. Avoid busy thoroughfares in school during peak times of usage eg break or lunchtime. Close supervision: Two SWAP officers to work with group at all times.	SWAP Officers	During
Injuries when using filming equipment and props eg. to eyes, fingers, toes etc.	MI	P	L	Verbal warnings and demonstrate safe practice before students use equipment. Ensure students work at a safe distance from one another. Ensure group of students is small (Max 8) and provide close supervision: Two SWAP Officers to work with group at all times. Use camera tripod where possible to avoid wrist/arm strains.	SWAP Officers	During
Personal protective Equipment needed: First Aid kit		Summary of risk: Medium/Low			Level of First Aid Needed? First Aid in the workplace	
Nearest Phone: SWAP Officer mobile, School Office		Who will provide Personal Protective Equipment: SWAP Officer to provide First Aid kit for personal use. School to provide First Aid kit for students.			First Aiders:	
					Nearest Hospital:	

Please note: Risk Rating table should be printed on the reverse of this sheet.

Risk Rating Table

		Likelihood of Harm		
		<u>High Likelihood</u> (Occurs repeatedly, event to be expected)	<u>Possible</u> (Moderate chance, could occur sometimes)	<u>Improbable</u> (Very unlikely, probability close to zero)
Severity of harm	<u>Fatal / Major Injury</u> (death, major injuries or ill-health causing long-term disability / absence from work)	HIGH	HIGH	MEDIUM
	<u>Serious Injury</u> (Injuries or ill-health causing short-term absence from work)	HIGH	MEDIUM	LOW
	<u>Minor Injury</u> (e.g. knock, scrape, splinter plant or insect sting)	MEDIUM	LOW	LOW