

## PRODUCTION RISK ASSESSMENT

<b>Production Details:</b>
<p>Out Of Time - A short film Charlie, an 18 year old boy from 1985, finds himself in the year 2020. There he meets another boy his age from 2020 called Benji. The film is about the two of them coming together to work out a way to get Charlie back home safe and sound whilst on the way the two of them help each other to overcome any issues they have at the beginning of the film and help the other person to grow.</p>
<b>Description of Production/ Shoot</b>
<p>My production will consist of 5 scenes which will be in various locations, Stannington Woods, My House, My friend Liz's house and many more. The production will be around 10 minutes and will contain many references to the 80's and present culture.</p>
<b>Production Date (s):</b>
<p>29th April 2021</p> <p>Reshoots - 5th May 2021</p> <p>Final scene shoot - 8th May 2021</p>

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Location/ Studio Address:
Stannington Woods, Stannington, Sheffield. 278 Haggstones Road, Worrall, Sheffield, S35 0PD 10 Clough Grove, Oughtibridge, Sheffield, S10 0JX
Production Personnel
Director / Producer: Dan Kenworthy Lighting / sound: Jayne Palmer / Dan Kenworthy / Louis Padwick / Fraser Duffin Camera: Jayne Palmer / Dan Kenworthy / Louis Padwick / Fraser Duffin Editing: Dan Kenworthy

<b>Table 1: Checklist</b>					
The following checklist is made up potential sources of harm that are often encountered during production activities. Tick next to each one that is likely to create a significant risk during the proposed production activity.					
No.	Source of Harm	Tick as app.	No.	Source of Harm	Tick as app.
1	Access difficulties	X	24	Night Operations	
2	Alcoholic drinks/ hospitality		25	Noise	
3	Animals	X	26	Portable tools	

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4	Artist/ Presenter controlling specialist equipment		27	Prop Hazards e.g. Glass, delicate props	
5	Compressed Gas		28	Radiation	
6	Confined Spaces		29	Risk of infection	
7	Crowds/ Public/ Civil unrest	X	30	Scaffolds, Rostra, working platforms	
8	Derelict building hazards e.g. rats, bird droppings, dangerous structures		31	Scenery hazards: e.g. unusual shapes, fire hazards	
9	Children/ Young Persons	X	32	Smoking	
10	Camera operation e.g. cranes, cables, steadicam	X	33	Special needs e.g. elderly, disabled	
11	Diving		34	Special effects e.g. snow, dry ice	
12	Electricity e.g. overhead cables, generators		35	Stunts	
13	Excavation		36	Temperature – extreme heat/ cold	
14	Explosives/ Pyrotechnics		37	Vehicles/ motorcycles – use of, filming	X
15	Fire & Practical flames		38	Weapons	
16	Flammable materials		39	Working at height	
17	Flying e.g. aircraft, drone		40	Water e.g. Work on or near, use of tanks	
18	Fatigue/ long hours/ physical exertion		41	Working overseas	
19	Food preparation		42	Weather extremes of	
20	Hazardous substances e.g. dust, vapours, fumes		43	Possibility of violence	

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21	Lasers, strobe effects		44	COVID - 19	X
22	Lifting equipment	X	45	Others	
23	Manual Handling	X	46	Others	

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### Task 2: Risk Evaluation

For each item ticked in table 1, state who is at risk, what the risks are and how the risks are/ will be controlled taking into account all rules that apply (regulations, codes of practice, guidance, production company procedures). The person(s) responsible for implementing the controls should also be clearly identified and a copy of the assessment must be issued to them. Full details of experts/ contractors and emergency arrangements should be detailed in table in 4.

Source of Harm	Who is at risk (cast, crew Public)	Likelihood (H, M, L)	Severity (H, M, L)	Risk Level (H, M, L)	Precautions used or required to ensure risk is reduced
CoronaVirus	Crew, public	M	H	M	The coronavirus is the biggest factor in the risk assessment as it is the thing we need to weary off the most. Masks will be worn at all times unless filming, even then we may have to take the precaution of wearing masks while filming if social distance cannot be used. Off set all crew will be wearing masks and social distancing. All equipment will be sanitised before and after use if other people need to use it. Equipment that needs to be returned to college will get another final sanitisation just to be on the safe side.
Soggy ground / slippy floor	Crew, Public	L	L	L	There is a forecast of rain around the time of our filming dates so there is no doubt going to be wet / soggy / muddy grounds especially with the fact we are filming in a woodland. The precautions we will be taking to make sure everyone is safe is to find a dry spot and film there, this will also help with the tripod because that will no doubt get muddy and slippery if we film somewhere boggy.

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Camera Operations / cables	Crew	L	L	L	<p>The camera operator for my film is mainly going to be Jayne, due to her being on the college course she knows how to handle and operate the camera so she will be in charge so no damage is caused to the camera. She will also make sure no loose cables are getting in the way for the boom mic and there is no mess that can cause slips and falls.</p> <p>Louis and Fraser are going to be stand in's for Jayne on the first day of production where Jayne cannot attend. They will be shown how to properly manage and use the camera but it will be set up and mainly handled by myself on this day.</p>
Darkness / loss of light	Crew	L	M	L	<p>Although we do intend to film in the daytime, we do have the risk of the sun setting and losing light when we are hidden in the woods.. We will be making sure that we are near streetlights or easy access to the car where there is more light and all crew members will have torches on their phones just in case.</p>
Manual Handling	Crew	L	M	L	<p>Crew will be required to carry equipment to and from the car park to the location. Each member of the crew will only carry one piece of equipment with the lighting kits being the heaviest and the SONY cameras being second heaviest. The tripod, which I will borrow from Jayne, will not have a bag or easy carrying so we will have to take much more care when carrying that.</p>
Temperature / Chance of rain	Crew	M	M	M	<p>There is a big chance it could randomly rain, if this happens all camera and electronic equipment will be packed up and we will pile it all into my car until it is safe to film again. If this means we cannot film for the rest of the day that will ultimately have to be the case. No second/backup dates have been scheduled for filming but will be if we do need to change our filming day.</p>

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### **Table 3: Emergency Arrangements**

Include details of any emergency arrangements including fire precautions, 1<sup>st</sup> aid/ medical support, police etc.

Details of emergency services have been included on the call sheet given out to each member of the crew. No specific emergency arrangements are necessary.

Police / ambulance: 999

### **Table 4: Experts/ Specialists/ Contractors Used**

Include details of any experts/ specialists/ contractors involved in the production and attach details of relevant risk assessment/ safety procedures that apply

Not applicable