

COMPLETING A RISK ASSESSMENT

- A Risk Assessment must be completed to comply with legal requirements
- **ALL** students must complete a Risk Assessment every time equipment is loaned from the Kit Room
- If the activity you will be undertaking does not hold any risk you must still complete a Risk Assessment – when you reach Section 6 (List Potential Risks/Activities) select Trivial Risk and proceed to the next step.

From the [Welcome](#) page click on [Risk Assessment](#)

Give your Risk Assessment a title and click [Start](#)

☆ Risk Assessment

Open

1. Describe the Activity

Describe the Activity being Risk Assessed, this is required to establish the risks and hazards.

2. People at Risk

3. Equipment being used

4. Locations

5. Emergency Procedures

6. List potential Risks / Activities

7. Upload Documents

8. Approval

1. DESCRIBE THE ACTIVITY

Add as much information as possible. You may have to return to this section, prior to sending for approval, to complete the questions.

2. PEOPLE AT RISK

Add details of the primary risk assessment holder and then click on the + symbol to add all other people involved in the activity.

3. EQUIPMENT BEING USED

To link to your SISO equipment/room reservations click on [My Bookings](#) and select the relevant bookings.

If you are using non-BU equipment (e.g. your own equipment/hired from external company) you must also add it to the Risk Assessment – click on [My Own Equipment](#) and provide details.

4. LOCATION(S)

Add every location –be as precise as possible.

Click on the + symbol to add a location. Repeat if visiting multiple locations.

5. EMERGENCY PROCEDURES

You must provide contact details of the local emergency services.

If you are shooting in multiple locations you may need to list further details in the [Additional Emergency Procedures](#) box (if they differ from the main details provided).

6. LIST POTENTIAL RISKS/ACTIVITIES

You must consider and list all the hazards that might occur during your planned activity.


6. List potential Risks / Activities

Enter your list of Hazards, this can be done by either clicking on the "Add Hazard" button and writing them yourself, or by adding them from the pre-written examples by clicking on the "Choose from List" button and selecting hazards you feel are appropriate. In both instances fully complete each box and where possible, write your own control measures. Always keep your potential risks relevant to the work you are doing.

Trivial Risk?

If yes then you do not need to fulfil any potential Risks / Hazards

 Add Hazard

 Choose from List

There are two ways you can complete this section:

- **ADD YOUR OWN HAZARD:** Click on **Add Hazard** and complete the pop-up form.
- **USE A PRE-WRITTEN EXAMPLE:** Click on **Choose from List** – select all the hazards that might apply to your activity. Once you have added them you will need to modify each hazard to fit your activity. Click in the empty box (to the left of the Activity box). The pop-up form will appear which you can modify and complete accordingly.

In both cases you will need to consider the **Location**, the **Activity**, the **Risks**, the **Groups at Risk**, the **Potential Outcome**, the **Likelihood of Incident**, the **Action** (control measures) and the **Risk Level**.

To remove a hazard click on the **Rubbish Bin** symbol (to the right of the listed hazard).

WHAT IF YOUR PLANNED ACTIVITY DOES NOT INVOLVE ANY RISKS?

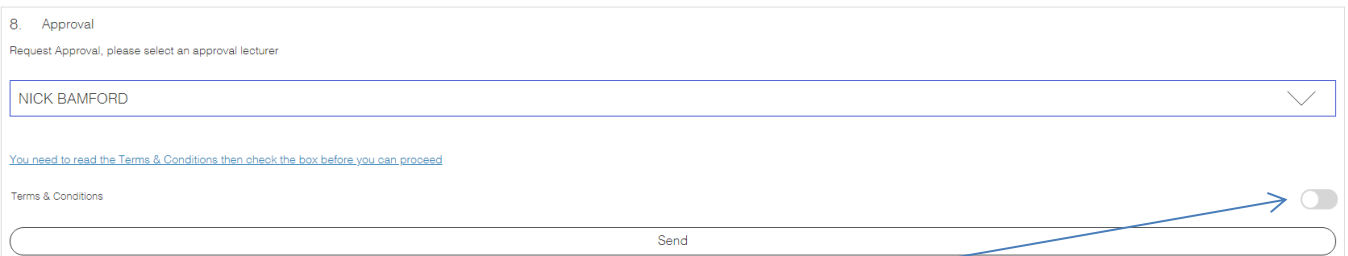
*If you think that the activity you will be undertaking does not involve any risk you can select that there is only a **Trivial Risk** – your Lecturer will decide whether this is an accurate assessment.*

7. UPLOAD DOCUMENTS

Click on the + symbol. You can upload any document that is relevant to your activity (e.g. PDF copy of Email Booking Form, Call Sheet, Script).

8. APPROVAL

Use the drop down list to select your approval Lecturer.



8. Approval

Request Approval, please select an approval lecturer

NICK BAMFORD

[You need to read the Terms & Conditions then check the box before you can proceed](#)

Terms & Conditions

Send

You will need to confirm you have read and agree to the **Terms and Conditions**.

Click **Send**

*If you exit your risk assessment at any time it will be saved. To re-open it go to the Risk Assessment page and click on **Open** (top right). A list of all your risk assessments will appear. Click on the **Open** symbol next to the relevant Risk Assessment.*

EMAIL UPDATE

APPROVED

If your Lecturer approves your Risk Assessment you will receive an e-mail.

NOT APPROVED

If your Lecturer does not approve your Risk Assessment you will receive an e-mail – they will explain why they have not approved it and let you know what you need to add/modify.

You will need to re-open the Risk Assessment. On the Risk Assessment page click on **Open** (top right) and then click on the **Open** symbol next to the risk assessment you want to amend.

Once you have made the modifications re-send it to your Lecturer for approval (Section 8).

DUPLICATING A RISK ASSESSMENT

You can duplicate a Risk Assessment from your archive. For example, if you are going to be undertaking an activity that you have already risk assessed (e.g. if you are re-shooting a scene).

On the Risk Assessment page click on **Open** (top right). A list of all your risk assessments will appear. Click on the **Duplicate and Open** symbol next to the risk assessment you want to duplicate.

The Risk Assessment will open and you will need to change any details that differ from the original (e.g. shoot dates).

Once modified send it to your tutor for approval (Section 8).