

# 201MC Freelance Risk Assessment



USE THIS FORM TO IDENTIFY ANY RISKS ASSOCIATED WITH YOUR PROPOSED ACTIVITY AND THE RISK OF HARM OR INJURY THAT MAY COME TO ANY PERSONS INVOLVED.

**Opportunities will only be recognized as freelance work if this form is completed.**

NAME	COURSE	TUTOR	STUDENT CONTACT DETAILS (EMAIL + MOBILE)
Oliver Wood	BA Photography	Caroline Molloy	<a href="mailto:woodo@uni.coventry.ac.uk">woodo@uni.coventry.ac.uk</a> - 07946490525

BRIEF DESCRIPTION OF OPPORTUNITY	EQUIPMENT TO BE USED (include mechanical rigs/props etc)
Photographing food, drink and staff at Blue Bistro (Coventry) for a new menu.	Nikon D700, Nikon D200, Sigma 70-300mm lens, Nikon SB-800 Flashguns (x2), Tripod, Sigma 10-20mm lens, Nikon 24-70mm lens.

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Provide details of dates & times and locations where each activity will take place. State whether you have got appropriate permission of property owners to work there and provide details. Give a brief description of the proposed activity for each location given.

DATES & TIMES	LOCATIONS (address & phone contact)	PERMISSION OBTAINED (inc details)	PROPOSED ACTIVITY
28/02/14 – 6 to 9pm	Blue Bistro, 21 Spon St, Coventry, West Midlands, CV1 3BA	Obtained by the venue owner.	Photographing images for use in both print and digital publication including images for the new website, and for the new menus.
14/03/14 – 12 to 6pm	024 7622 9274		This includes images of staff, of the venue itself, the food, and drinks on offer.

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### COMPLETE THE FOLLOWING SECTIONS AS FULLY AS POSSIBLE

- Do you have public liability insurance?
  - make sure you understand the risks involved and the purpose of insurance
  - check if anyone on the team has cover
  - look for a reasonable rate for cover and ensure that you understand the risk if you do not have insurance in place
  
- Refer to previous completed checklists (you can repeat some of the information).
- Identify any hazards involved (adding specific details).
- Name persons at risk.
- Identify risks: describe the potential adversity, injury or harm that could occur.
- Indicate the level of risk: how severe any injury or harm might be and likelihood it would happen - using High (H), Medium (M) or Low (L).
- Specify control measures to be put in place to remove or reduce the risk.
- Indicate the adjusted risk level once the control measures are in place - using terms High (H), Medium (M) or Low (L).
- The form **MUST** be signed by your tutor or a member of staff before you carry out the tasks.
- Inform all persons exposed to risk of the control measures adopted (give a copy the risk assessment to all those involved).
- Monitor all risks throughout the activity and ensure control measures are in place and working effectively at all times.
- Report any accident or near misses.

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Refer to the checklists below and identify any potential hazards that may be present and all persons who may be at risk by marking the appropriate box with a tick

### HAZARD IDENTIFICATION CHECKLIST

1	Access & egress - obstructions to walkways, doors, exit routes		17	Fire & flammable materials – also painting, spraying, non fire retardant materials		33	Scaffolds, towers, including hydraulic platforms and cranes
2	Alcohol & drugs - people under the influence of	✓	18	Fire prevention & fire evacuation procedures		34	Sets, special constructions (including danger of falling objects)
3	Animals - including insects, reptiles, birds, farm animals, horses, pets		19	First aid & medical requirements		35	Set & scenic materials – including glass and sharp edges, splinters, sharp points etc
4	Audiences and/or members of the public	✓	20	Gas - including bottled gases, steam cryogenics, systems under pressure.		36	Sewerage, contamination, bacteria, virus, infectious disease
5	Camera & grip operations and equipment – track, dolly, jibs, car mounts		21	Hazardous substances (COSHH), chemicals, biohazards, contamination		37	Slipping, tripping, falling
6	Catering – food & drink hygiene	✓	22	Heat & cold - wind and other extreme weather		38	Smoking on set
7	Confined spaces and/or badly lit spaces		23	Heights - ladders, scaffold; also mountains, cliff tops, falling objects		39	Special effects, props, smoke machines
8	Crowds, demonstrations, protests, police or military presence		24	Lighting equipment, stands, cables, power supplies	✓	40	Stunts & dangerous activities – including diving & flying, mock fights etc
9	Dangerous substances (COSHH), chemicals, biohazards, contamination		25	Lone working – working by yourself and/or in isolated locations		41	Sports activities - including skateboarding & snowboarding
10	Disused or derelict buildings, dangerous structures, building sites, wasteland		26	Make-up, costumes, unusual garments		42	Tools & machinery; mechanical plant
11	Dust, sand, mud, airborne particles, contagions, breathing restrictions		27	Manual handling, awkward lifting, heavy loads		43	Travel
12	Electrical equipment - including portable appliances, generators, cables		28	Night working	✓	44	Vehicles/speed – including cars, bikes, skateboards
13	Equipment hire – non Media Centre supplied equipment including personally owned kit		29	Noise – exposure to loud music, PA systems, headphones		45	Violence (real or simulated)
14	Explosives, pyrotechnics, fireworks		30	Overseas filming		46	Water & proximity to water – including sea, river, docks, boats, underwater filming
15	Fatigue, long hours, physical exertion, stress		31	Radiation, radio activity, microwaves, lasers		47	Weapons – guns, knives etc (real or simulated)
16	Firearms, ammunition		32	Roads & traffic – working on or near public highways		48	OTHER – please give details below

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## PERSONS AT RISK OF INJURY OR HARM

Yourself, fellow students, university staff, assistant crew, helpers,	✓	Pregnant women, nursing mothers, babies	People in the workplace	✓
Actors, performers, contributors, interviewees		Children, infants, schoolchildren, young persons or inexperienced crew or helpers	Instructors e.g. climbing, canoe, caving and guides	
Members of the public, bystanders, passers by, spectators, audience	✓	Persons with disabilities or special medical needs; also non-English speakers	Emergency service personnel (involved as a result of planned activity)	
Residents of student houses, lodgings, hostels etc.		Emotionally vulnerable people or elderly or physically frail people	OTHER – please give details below	

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## RISK ASSESSMENT

Ref No.	HAZARDS IDENTIFIED	PERSONS AT RISK	ASSOCIATED RISK IDENTIFIED (adversity or injury that could occur)	Initial Risk level	CONTROLS TO MINIMISE RISK	Adjusted Risk level
2	Working in an area where members of the public may be under the influence of alcohol.	Myself	Members of the public causing confrontation, and possible violence.	Medium	Working in a space separated from members of the public, and leaving signs notifying members of the public that photography is taking place at the venue.	Low
28	Working at night.	Myself	Getting home safely with equipment, which is valuable, and at risk of theft.	High	Pre-booking taxi's to get home quickly and safely	Low
4 / 24	Cables and equipment which may cause trip hazards.	Myself, Staff Members, and Members of the Public.	Possible trip hazards.	Medium	Carefully storing equipment and taping down loose wires etc. Working in a separated space from the public.	Low
6	Working in food preparation areas.	Members of the public.	Possible poor hygiene could lead to unhealthy food for the public.	Medium	Briefing with staff before entering food preparation areas, following hygiene procedures. Not working if I am ill in any way.	Low

DECLARATIONS			
<p>Student Declaration: I have made a thorough and complete assessment of the potential hazards and risks involved with the activities described overleaf. I have undertaken to put control measures in place and will continue to monitor conditions and control measures throughout the process of these activities taking place.</p>	<p>Name Oliver Wood</p> <p>Date 26/02/2014</p>	<p>Tutor / Module Leader Declaration: I have read this document, including the risk assessment details overleaf, and I am satisfied that all reasonable steps are being taken to address all hazards and health and safety issues involved in the activities proposed.</p>	<p>Name Caroline Molloy</p> <p>Date</p>

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Additional Information
