

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	woodo@uni.coventry.ac.uk 07946490525

BRIEF DESCRIPTION OF OPPORTUNITY	EQUIPMENT TO BE USED (include mechanical rigs/props etc)
Development of the Coventry Photography Department Online Magazine/Newspaper	Pen, Paper, Laptop (university provided), Mobile phone (to record audio minutes).

201MC Freelance Risk Assessment

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
07/05/14 - Unknown	Home (Student Housing) 46 South Avenue, Coventry, West Midlands, CV2 4DR 07946490525	Obtained from (asked to do) by Matt Johnston. Part of a student lead collaboration between all years of the photography department.	Planning and conception of the BA Photography Course online publication. More specific roles include managing image submission, and researching and interviewing contemporary photographers etc for the issues.
	Photography Area, Ellen Terry Building, Coventry University		

201MC Freelance Risk Assessment

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.

201MC Freelance Risk Assessment

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

201MC Freelance Risk Assessment



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

201MC Freelance Risk Assessment



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
25	Lone Working	Myself	Possible medical problems could occur.	Low	Make sure to check in with someone every hour by SMS or phonecall. If possible, work with someone else.	Minimal
12	Electrical Equipment	Myself, helpers, interviewees.	Possible trip / electrocution hazards.	Medium	Make sure all equipment is safety checked, trip hazards are identified and warned about, and any wires are taped securely to the floor.	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 07/05/14</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>

201MC Freelance Risk Assessment



Additional Information
