

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)
Putting on the #Picbod14 Exhibition	Power Drill, Screwdrivers, Mains Lighting, Spirit Levels, Mops, Brooms, General Cleaning Equipment.

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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
05/03/14 – 10/03/14	Althorpe Studios, Althorpe St, Leamington Spa, Warwickshire CV31 2AU	Obtained from Althorpe Studios, and from Matt Johnston.	Cleaning the area, helping to set up the exhibition space, helping unload the alcohol for the opening night, helping with general cleaning, unlocking on the Sunday and setting up ready for the public, and helping take down the exhibition on the Monday.

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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
1	Access and Egress	Myself, Members of the Public, and Peer Students.	Should a problem occur is there enough space to enter / exit the venue without causing safety problems.	Medium	Make sure both the main entrance/exit and the emergency exits are clear of obstructions. Make sure there is no overcrowding.	Low
2 and 4	Members of the public	Myself, Members of the Public, and Peer Students.	Members of the public could cause trouble either verbally or physically.	Medium	Make sure nobody is alone, and we always have a mobile phone available in case there is any trouble.	Low
6	Catering – is the food and drink safe?	Myself, Students, Members of the Public, Anyone eating / drinking.	Possible food poisoning or drink spiking.	Medium	Make sure food is properly prepared and that all drinks are sealed before opening and kept in sight at all times.	Minimal
11	Dust caused by workshops below venue	Myself, Helpers, Students, Members of the Public	Possible breathing problems.	Medium	Open windows and doors to ventilate room. Possibly place fans to circulate air. Mop up clean up any standing dust.	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 04/03/14</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>
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Additional Information
