

Risk Assessment

Production Title: Scottish Entertainment Magazine Program

Production Company: Boom Radio

Contact Name: Kit Young

Studio Dates: 31st may

Contact Telephone: 07858071207

Detailed Description of Production: The production we are making is going be a hour long magazine that will consist of 5, 6-8 minute documentaries and in turn will have 5 different people producing and presenting along with a guest(s) coming along to be interviewed. This will take around an hour and ten minutes to organize and then broadcast.

Name of Producer: Carlos, Joe, Kit, Sophie and Martin Walker

Name of Production Manager: Conor wright

Studio Audience Numbers (if applicable):

Audience Steward Numbers (if applicable):

Experts/Specialist Contractors	Service Provided
Undecided guest	to be interviewed
Undecided guest	to be interviewed
Emergency Arrangements	First Aid Arrangements
In the case of an emergency be it fire or otherwise we are to evacuated down the stairs in a calm and sensible manner and use the emergency exits at the bottom of the stairs	There is several first aiders and first aid kits through out the building the closet to the studio are in the staff room.

Table 1: Checklist

No.	Hazards or Risk	Yes	No.	Hazards or Risk	Yes
1	Access/egress difficulties	n/a	22	Manual handling	n/a
2	Alcoholic drinks/hospitality	n/a	23	Night operations	n/a
3	Animals	n/a	24	Noise	yes
4	Artist/presenter using or controlling special tools or props	n/a	25	Portable tools above 110v	n/a
5	Audiences, stewarding, & special needs	n/a	26	Possibility of violence/personal safety	n/a
6	Compressed gas/cryogenics	n/a	27	Prop hazards: practicals, glass, flammable	n/a
7	Confined space eg tanks/restricted sets	yes	28	Radiation: sources/equipment	n/a
8	Crowds/public/civil unrest	n/a	29	Risk of infection	n/a
9	Children/young persons	n/a	30	Scaffolds,rostra, working platforms, practical staircases, walkways on set	n/a
10	cables	Yes	31	Scenery hazards: unusual shapes, revolves, flown from grid, flammable	n/a
11	Electricity: generators, overhead/underground cables	yes	32	Scene dock storage	n/a
12	Environmental: waste disposal, gunge, liquids & solids	yes	33	Smoking	n/a
13	Explosives/pyrotechnics/fireworks	n/a	34	Special needs; elderly, disabled	n/a

14	Fatigue/long hours/physical exertion/stress	n/a	35	Special visual effects: snow, smoke, dry ice, rain	n/a
15	Fire: practical flames	n/a	36	Studio: heavy floor loads, work under seating	n/a
16	Flammable materials/liquids eg LPG, bottled gases, petrol, paints/spraying	n/a	37	Stunts	n/a
17	Food preparation	n/a	38	Vehicles/motorcycles: use of/artists driving	n/a
18	Grid: contactors working on, trusses	n/a	39	Water: work in or use of tanks	n/a
19	Hazardous substances: dusts, vapours, fumes, oils, mists, acids, asbestos, lead	n/a	40	Weapons	n/a
20	Lasers/stroboscopic effects	n/a	41	Work at height: zip ups, ladders, cherry pickers	n/a
21	Lifting equipment: fork lifts, cranes	n/a	42	Other	n/s

Table 2: Control Measures

For each hazard/risk marked Yes in Table 1, state who is at risk (crew, public, audience, others), what the risks are and how the risks are/will be controlled, taking into account best practice in health and safety. Controls should be selected using the hierarchy of risk control – Eliminate, Substitute, Isolate, Supervise, Competent Staff, Specialists, Protective Clothing/Equipment, First Aid/Emergency Facilities. The person(s) responsible for implementing the controls should also be clearly identified and a copy of the completed form forwarded to them.

Hazard No.	Who is at Risk?	Main Risks Identified	Probability of risk occurring Out of 5	Severity of risk Out of 5	Risk Level: Prob X severity	Control Measures to Minimise Risk	Responsible Person Notified? Yes
10	Persons in studio	Slips trips and falls	3	3	9	Make sure all cables are tidy and out of the way.	Yes
11	Persons in studio	Possible fire or electrocution	1	1	1	Make sure all cables are well kept and out of the way.	Yes

12	Persons in studio	Leak in roof above studio	2	1	2	have Leak fixed and if find something to put the leak into.	Yes
24	Persons in studio	Speakers in studio could damage hearing	1	1	1	Make sure levels are at a suitable level for everyone.	Yes

Assessment Completed by: (type name)

Job Title:

Name of Producer: (type name)

Date: