

NAME: *Sophie Taylor*



RISK ASSESSMENT
BFI Film Academy : WHITE LANTERN FILM

The following risk assessment should be completed by a suitably trained 'Competent Person'. Upon completion, this form should be forwarded to the BFI and distributed to all responsible persons working on the Film Academy course.

The severity of the risk should be assessed as:

- High** if it could result in death or as threshold or serious injury or harm
- Medium** if it would mean administering first aid and disrupting proceedings
- Low** if it would mean administering minor first aid without disrupting proceedings

Likelihood should also be assessed as:

- High** if it is likely or probable
- Medium** if it is possible
- Low** if it is remote or improbable.

To include using technical equipment, participation in activities, supervision, use of buildings/studios/technical spaces, behaviour of participants, noise/light, injury and first aid, food and drink

No.	Risk	Potential Implication	Likelihood	Severity	Mitigation/control	Action	Responsible staff member
1 (eg)	<i>Working in a building when the fire alarm sounds</i>	<i>Panic in unfamiliar surroundings Uncertainty about what to do</i>	Low	High	<i>Participants briefed on fire alarm arrangements in induction session and in any subsequent initial session in a new building. Participants not to be left unsupervised. Arrangements for any participants with special needs (such as deaf participants or wheelchair users) are known by the course leaders and discussed at the induction session with the individual participants.</i>	<i>3 August Included in checklist of matters to cover in induction 10 October Participants informed during induction No participants with special needs with implications for this risk.</i>	<i>Jane Smith</i>

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2	Tripping on a cable	Not noticing something on the floor Running	Medium	Medium	Everyone briefed about wires and where they are.		
3	Slip on liquids/spillages	Dropping liquids and not telling anyone. Running/not paying attention	Low	Medium	No liquids allowed on sets. If there is a slip hazard, notify someone and clean it up.		
4	Food allergies	Not knowing what's in the food	Medium	High	List contents of food next to food. Order food for people with allergies		
5	Running into people	Rushing around Not looking where you're going	Medium	Low	Be aware of your surroundings Make sure you're on schedule so that no one rushes around.		
6	Set walls could be unstable	Learning against them Hitting them	Low	High	Everyone briefed about what walls not to lean on.		
7	Camera equipment falling on people	Not secured properly to other equipment.	Low	Medium	Double check everything on the camera to make sure it's secured.		
8	Burns from hot food and drinks	Picking up hot food without knowing it's hot	Medium	Medium	Place warning signs around hot food and drinks. Leave napkins by hot food/drinks to hold it with.		