

## Location Recording Safety Form & Risk Assessment

This Location Recording Safety Form is designed to ensure that you have considered all the safety implications for your shoot and help you minimise or remove any risks present in each location.

Completion and approval of this form is required for all departmental film, photographic and sound recordings. A separate form is required for each and every location, whether you are using departmental equipment or equipment from another source, otherwise you will not be covered by the university's public liability insurance should somebody claim against you for injuries or damage to property.

Download and complete this template form and save it as a Word document using your name, planned equipment collection date and module code, e.g. 'Emily Jones 31-01-22 FM10420.doc', then email it to your course leader.

Forms must be submitted at least 24 hours before your planned collection date.

Forms for weekend-filming must be submitted before 15.00pm on the Thursday.

Bear in mind that these are the latest times that forms can be submitted, make sure you allow enough time for corrections to be made and the forms resubmitted if errors are found or details need clarification.

Submission of this form does not constitute an equipment booking, you must also book the required equipment via the online booking system *Connect2*: <https://tftsbookings.aber.ac.uk>.

Once your forms have been approved, you should send a copy to all persons involved in the shoot so that they can read and familiarise themselves with any safety measures which apply to them whilst on each location.

You must familiarise yourself with the university's guidance on Health safety and wellbeing which can be found on the university Website.

Guidance on filling out the risk assessment in section 4 of this form can be found here:

<https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/#template-and-guidance>

Guidance on filming during the Covid-19 pandemic can be found on the connect2 website.

If the police or other body require it, the university's public liability certificate can be requested from the technical team.

# Section 1 - Production

## 1a. Production information.

Production name or group number: <b>Group 1 – “Hide”</b>	Name of person filling in this form: <b>Jon Smith Jos123@aber.ac.uk</b>	
Module: <b>Making Short Films 1</b>	Lecturer: <b>Tom Allcott</b>	
Time and date production shooting will begin: <b>01/04/2024</b>	Time and date production shooting will finish: <b>03/05/2024</b>	
<b>Names of everyone in the production, including actors, extras and crew.</b>		
<b>Name:</b>	<b>Role:</b>	<b>Email address:</b>
<b>Name 1</b>	<b>Director</b>	<b>Qwe1@aber.ac.uk</b>
<b>Name 2</b>	<b>Cinematographer</b>	<b>Asd2@aber.ac.uk</b>
<b>Name 3</b>	<b>Sound</b>	<b>Asd6@aber.ac.uk</b>
<b>Name 4</b>	<b>Script</b>	<b>Cvb4@aber.ac.uk</b>
<b>Name 5</b>	<b>Actor</b>	<b>Ahd3@aber.ac.uk</b>
<b>Name 6</b>	<b>Actor</b>	<b>Ghj8@aber.ac.uk</b>

## 1b. Shooting schedule.

Use this section to plan your shooting locations

Scene Name/Number	Location Name	Date of Shoot	Risk Assessment Number
<b>Scene 3</b>	<b>Cabin/House</b>	<b>01/05/2024</b>	<b>1</b>
<b>Scene 5</b>	<b>Cabin/House</b>	<b>01/05/2024</b>	<b>1</b>
<b>Scene 4</b>	<b>Penglais Wood</b>	<b>02/05/2024</b>	<b>2</b>
<b>Soundscape</b>	<b>Penglais Wood</b>	<b>03/05/2024</b>	<b>2</b>
		Click or tap to enter a date.	
		Click or tap to enter a date.	
		Click or tap to enter a date.	

## Section 2 – Locations

Each location needs a separate *Section 2*. You can copy section 2 by pressing the small + to the right of the screen when hovering over any part of section 2.

Form No.	1
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### 2a. Location Details.

<b>Location address:</b>	<b>Type of location</b> (e.g. street, station, living room, kitchen, café, etc.):	
Scene 3 and 5: Cwrt Mawr flat, Penglais  Campus, Penglais, Aberystwyth SY23 3AN	Cwrt Mawr Flat (Bedroom and Kitchen)	
	<b>Date and time of shooting on this location:</b>	
	Start date & time:	Finish date and time:
	01/05/2024	02/05/2024

Have you visited the location to assess suitability? (Y/N) (If no, you must visit the location to be able to fill in the rest of this form)	Yes					
Will you be filming in the street, (i.e. roadside, pedestrian precincts, etc.)? (Y/N)	No					
If the answer to the previous question was yes, have the local police been notified? (Y/N)	Choose an item.					
Will there be members of the public present? (Y/N)	Yes Other students living in halls					
Describe the type of action or event being filmed, indicating how subjects and camera will be moving in the context of the action.	<p>We will be in the bedroom and kitchen.</p> <p><b>Scene 3:</b> the bedroom scene involves 2 actors talking to each other before actor 2 leaves and actor 1 is left alone.</p> <p><b>Scene 5:</b> The kitchen scene will involve actor 2 cleaning the kitchen before actor 1 comes in and messes the place up, causing an argument.</p>					
Please indicate if the scene involved any of the following						
Smoking	Stunts	Staged Fights	Weapons/Replica Weapons	Tracks and/or Dollys	Moving Vehicles	Working at height
No	No	No	No	No	No	No

<b>Your contact for the location:</b> <b>(This must be a person with the authority to grant permission to film there)</b>	
<p>This information is required for any filming whether on University premises, on private property or in public places such as stations, parks, streets, cemeteries, car parks, etc. Be aware some locations may require payment to use their land or release forms for recording the image of the buildings.</p> <p>If you are filming in the street you must contact the relevant local authority to obtain permission to film on the dates and at the times requested.</p> <p>Be aware that for any street filming, road closures or filming which is likely to impact on the wider community, you must notify the local police. You may phone the non-emergency 101 number, or visit the local police station. They will take details of the shoot - such as a copy of this form, and proof of Public Liability Insurance Certificate</p>	<b>Name of contact:</b> <b>Accommodation office</b>
	<b>Their role at the Location (e.g. manager, owner):</b> <b>Manager</b>
	<b>Their address, if different from the location:</b> The Accommodation Office, Estates, Facilities & Residences, Y Sgubor, Fferm Penglais, Aberystwyth, SY23 3FH
	<b>Their phone number and email address:</b> <a href="mailto:accommodation@aber.ac.uk">accommodation@aber.ac.uk</a> 01970 622900

## 2b. Emergency information.

<p>Visit <a href="http://www.nhs.uk/service-search">www.nhs.uk/service-search</a>.</p> <p>Enter each location's postcode to find the nearest hospital or medical facility. Print a map for your crew showing the route from the location to the centre.</p> <p>If it is a life threatening injury or the person cannot be moved, dial 999 immediately. If, in the event of a serious injury, an ambulance is called to your location, find out which hospital the casualty is being taken to so you can advise those concerned.</p> <p>All medical or dangerous incidents and near misses must be reported to the technical team as soon as it is safe to do so.</p>	<b>Address of the nearest Walk-in-Centre or Minor Injury Unit to the location:</b> Bronglais General Hospital, Caradoc road, Aberystwyth, SY231ER
	<b>Telephone number:</b> <b>01970 623131</b>

## 2c. Risk assessment.

In the table below, you must note every hazard found on your location and the actions you are going to take to reduce the risk they pose to the people in the location, some guidance for this can be found in the *Location Recording Safety Guidance Document*.

Hazard or Hazardous Activity:	Persons at Risk:	Risk Factor:			Control Measures Required:	Residual Risk:		
		Severity	Likelihood	Risk		Severity	Likelihood	Risk
List what could cause harm from this activity	Describe who may be affected by the hazard	For each hazard, decide the level of severity and likelihood then calculate the risk (using the table under the risk assessment) as if you were to do the activity without any controls.			For each hazard, list the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment, referring to the 'Filming on Location Safe Recording Practice' and other relevant policies and procedures.	For each hazard decide the residual severity, likelihood and risk after the control measures are in place.		
<b>Slipping or tripping over</b>	Cables, equipment and environmental items if left on the floor, ignored, or left unsafely can cause anyone in the area to trip and fall.	3	3	9	The cables will be kept coiled up and tidy when not in use. They will be placed in an obvious area and all members of the production will be made aware exactly where they are. For any environmental hazards, or set hazards, a quick sweep of the area will be done to flag things up and everyone will be made aware of these risks. If needed the set will be altered to reduce this risk further.	3	1	3
<b>Lifting and carrying</b>	All filming kit, props and equipment if lifted incorrectly can cause major muscle strain to anyone carrying them.	3	3	9	Proper lifting techniques will be used when lifting and carrying all equipment and props etc. To those who are unaware of this technique will be Larger items such as tables, bookshelves etc will be carried by two people and no fewer. This will reduce strain on the muscles.	3	1	3
<b>Electrical hazards</b>	Overloading electrical sockets, can cause sparks or trip the system. It can also lead to electrical fires and shocks.	5	4	20	We will make sure all the electrical equipment used is properly pat tested. We will also make sure that the extension leads are all surge protected and that we will not overload them. Lights will be plugged in separately to other electrical components and all light will have to go through an RCD Adaptor for safety. We will also not chain two or more extension cables together.	5	1	5
<b>Trapping or burning hands</b>	Filament lighting, for this shoot, can get very hot to touch and can cause a serious burn.	3	4	12	One designated person should be put in charge of the lights. They will have appropriate clothing and gloves so they can move and use the lights as well as possible. When the lights are not in use, they should be switched off to help them cool down and save power. These factors will reduce the likelihood of people getting burnt accidentally.	3	1	3

<b>Sources of ignition</b>	Filament lighting, such as the Gulliver's for this shoot, can get very hot and could burn and ignite fabric or other items that get too close.	4	3	16	The lights will be kept away from all things dangling down beside them that have the potential of catching fire in the heat. When not in use, the lights must be turned off to help them cool down. The location of relevant fire extinguishers needs to be known before the shoot.	4	1	4
<b>Equipment toppling</b>	Equipment not on sturdy ground or any equipment that is stacked too high has the potential of toppling. This can cause harm to people nearby and damage to the equipment.	3	4	12	We will make sure that the kit is not stacked too high on top of each other, and any large or heavy items not stacked on smaller ones. If things need to be staked to save space, try and make sure no more than three things are stacked on. This will reduce the likelihood of things falling or toppling.	3	1	3
<b>Travel (bus, rail, tube, etc.)</b>	Equipment must be kept safely within sight on all public transport. Be mindful of any members of the public and safe access in and out of such spaces.	3	3	9	When traveling on public transport, we will be aware where the equipment is and how it could affect others using the transport. If in a taxi, make sure it's securely put in the boot or securely held in place on a passenger seat. If it is on a bus or train, then we will make sure the walkway is kept as clear as possible and there isn't a possibility of the equipment falling, sliding, trapping or blocking anyone.	3	1	3
<b>Obstructing entrance / exit</b>	Exits must be kept clear incase anything were to happen. If people can't get out, or the emergency services can't get in then this is a major issue.	5	4	8	We will do a preliminary sweep of the location to work out where the emergency exits are. This will be noted on the set report and the producer or Production manager will make sure these locations are kept clear at all times, with both kit and people being kept out of the way of these locations. If the location is small and therefore the storing of kit will cause an obstruction, we will try and find an alternate, and lockable, location to store the kit instead.	2	1	2
<b>Glass / sharp objects</b>	When working outside, be aware of any sharp objects in the area or any small bits of glass that could cause harm.	4	3	12	A preliminary walk of the area will be done to note down any dangers or issues that could flare up. Anything sharp will be removed, or moved so that it can't affect anyone on set or is less likely to cause issue. Everyone will be made aware of exactly where these objects are and whether they could be getting too close to them.	4	1	4
<b>Falling objects</b>	Any items placed at elevation, eg placed on a cupboard or shelf, has the potential of falling. This can cause serious harm to people	4	3	12	Any object we have control over will not be put at height unless it's necessary. If they are we will try and make sure they are secure or unable move without a lot of force. We will also see if the items can be pushed back away from the edge so that if they did topple, they are less likely to fall off as well. The items we can remove from height will be put in a safe area and returned to their location after filming.	4	1	4

	nearby and damage to the equipment.							
<b>Smoking, gasses, etc.</b>	If members of the crew smoke it's wise to take into consideration any health issues, such as asthma, of the crew, or actors that could be affected by it.	5	3	15	No smoking will be allowed on set unless the scene deems it necessary. Instead, an outdoor or well-ventilated area will be created or found where people are able to smoke without disrupting or causing issues with anyone. There will be clear signs that no one can smoke on set, and clear signs as to where the smoking area is located. All smoke done on set, by actors, will be done in a few takes as possible. No other form of smoke, gas, or fumes will be allowed on or near the set. Only cigarette smoke, or e-cig vapor, will be allowed.	5	1	5

<b>Risk matrix</b> – use this to determine risk for each hazard i.e. 'how bad and how likely'		<b>Likelihood of Harm</b>				
		<b>Very Unlikely (1)</b>	<b>Unlikely (2)</b>	<b>Fairly Likely (3)</b>	<b>Likely (4)</b>	<b>Very Likely (5)</b>
<b>Severity of Harm</b>	<b>(1) Negligible</b> e.g. <i>small bruise</i>	1	2	3	4	5
	<b>(2) Slight</b> e.g. <i>small cut, deep bruise</i>	2	4	6	8	10
	<b>(3) Moderate</b> e.g. <i>deep cut, torn muscle</i>	3	6	9	12	15
	<b>(4) Severe</b> e.g. <i>fracture, loss of consciousness</i>	4	8	12	16	20
	<b>(5) Very Severe</b> e.g. <i>death, permanent disability</i>	5	10	15	20	25

20 - 25	Stop: stop activity and immediate action
15 - 16	Urgent Action : take immediate action and stop activity if necessary, maintain existing
8 - 12	Action: Improve within specified timescale
3 - 6	Monitor: Look to improve at next review or if there is a significant change
1 - 2	No Action: No further action, but ensure controls are maintained and reviewed

## Section 2 – Locations

Each location needs a separate *Section 2*. You can copy section 2 by pressing the small + to the right of the screen when hovering over any part of section 2.

Form No.	1
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### 2a. Location Details.

Location address:	Type of location (e.g. street, station, living room, kitchen, café, etc.):	
Scene 4 and Sound scape	Woods/ outdoor rocky area	
Penglais woods	Date and time of shooting on this location:	
	Start date & time:	Finish date and time:
	03/05/2024	04/05/2024

Have you visited the location to assess suitability? (Y/N) (If no, you must visit the location to be able to fill in the rest of this form)	Yes
Will you be filming in the street, (i.e. roadside, pedestrian precincts, etc.)? (Y/N)	No
If the answer to the previous question was yes, have the local police been notified? (Y/N)	Choose an item.
Will there be members of the public present? (Y/N)	Yes                      Potential dog walkers or public
Describe the type of action or event being filmed, indicating how subjects and camera will be moving in the context of the action.	<p><b>Scene 4:</b> walking scene in the woods, we will see the actor react to nature and be at peace. They will pick up a stone and put it in their pocket before leaving.</p> <p><b>Sound scape:</b> recording of birds, trees, wind, rustling of leaves and snapping of twigs to build up foley sound of the forest.</p>

Please indicate if the scene involved any of the following						
Smoking	Stunts	Staged Fights	Weapons/Replica Weapons	Tracks and/or Dollys	Moving Vehicles	Working at height
No	No	No	No	Yes	No	No



<b>Your contact for the location:</b> <b>(This must be a person with the authority to grant permission to film there)</b>	
<p>This information is required for any filming whether on University premises, on private property or in public places such as stations, parks, streets, cemeteries, car parks, etc. Be aware some locations may require payment to use their land or release forms for recording the image of the buildings.</p> <p>If you are filming in the street you must contact the relevant local authority to obtain permission to film on the dates and at the times requested.</p> <p>Be aware that for any street filming, road closures or filming which is likely to impact on the wider community, you must notify the local police. You may phone the non-emergency 101 number, or visit the local police station. They will take details of the shoot - such as a copy of this form, and proof of Public Liability Insurance Certificate</p>	<b>Name of contact:</b> <b>Accommodation office</b>
	<b>Their role at the Location (e.g. manager, owner):</b> <b>Manager</b>
	<b>Their address, if different from the location:</b> The Accommodation Office, Estates, Facilities & Residences, Y Sgubor, Fferm Penglais, Aberystwyth, SY23 3FH
	<b>Their phone number and email address:</b> <a href="mailto:accommodation@aber.ac.uk">accommodation@aber.ac.uk</a> 01970 622900

## 2b. Emergency information.

<p>Visit <a href="http://www.nhs.uk/service-search">www.nhs.uk/service-search</a>.</p> <p>Enter each location's postcode to find the nearest hospital or medical facility. Print a map for your crew showing the route from the location to the centre.</p> <p>If it is a life threatening injury or the person cannot be moved, dial 999 immediately. If, in the event of a serious injury, an ambulance is called to your location, find out which hospital the casualty is being taken to so you can advise those concerned.</p> <p>All medical or dangerous incidents and near misses must be reported to the technical team as soon as it is safe to do so.</p>	<b>Address of the nearest Walk-in-Centre or Minor Injury Unit to the location:</b> Bronglais General Hospital, Caradoc road, Aberystwyth, SY231ER
	<b>Telephone number:</b> <b>01970 623131</b>

## 2c. Risk assessment.

In the table below, you must note every hazard found on your location and the actions you are going to take to reduce the risk they pose to the people in the location, some guidance for this can be found in the *Location Recording Safety Guidance Document*.

Hazard or Hazardous Activity:	Persons at Risk:	Risk Factor:			Control Measures Required:	Residual Risk:		
		Severity	Likelihood	Risk		Severity	Likelihood	Risk
Choose a building block.	Describe who may be affected by the hazard	For each hazard, decide the level of severity and likelihood then calculate the risk (using the table under the risk assessment) as if you were to do the activity without any controls.			For each hazard, list the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment, referring to the 'Filming on Location Safe Recording Practice' and other relevant policies and procedures.	For each hazard decide the residual severity, likelihood and risk after the control measures are in place.		
<b>Slipping or tripping over</b>	Cables, equipment and environmental items if left on the floor, ignored, or left unsafely can cause anyone in the area to trip and fall.	3	3	9	The cables will be kept coiled up and tidy when not in use. They will be placed in an obvious area and all members of the production will be made aware exactly where they are. For any environmental hazards, or set hazards, a quick sweep of the area will be done to flag things up and everyone will be made aware of these risks. If needed the set will be altered to reduce this risk further.  During the scenes with the dolly tracks, one of the crew will be a spotter for the camera operator to make sure they are safe to walk backwards without tripping.	3	1	3
<b>Lifting and carrying</b>	All filming kit, props and equipment if lifted incorrectly can cause major muscle strain to anyone carrying them.	3	3	9	Proper lifting techniques will be used when lifting and carrying all equipment and props etc. To those who are unaware of this technique will be  Larger items such as tables, bookshelves etc will be carried by two people and no fewer. This will reduce strain on the muscles.	3	1	3
<b>Electrical hazards</b>	Overloading electrical sockets, can cause sparks or trip the system. It can also lead to electrical fires and shocks.	5	4	20	We will make sure all the electrical equipment used is properly pat tested. We will also make sure that the extension leads are all surge protected and that we will not overload them. Lights will be plugged in separately to other electrical components and all light will have to go through an RCD Adaptor for safety. We will also not chain two or more extension cables together.	5	1	5
<b>Weather / temperature (Scene 4 and soundscape)</b>	Different weather conditions, eg too hot or too cold, can cause major health	4	4	16	We will make sure to check the weather forecast in the days leading up to the shoot and on the day of the shoot as well. Pack appropriate clothing, items, and gear for the weather; such as rain coats, sunglasses, sun cream and blankets etc. It's wise to have extra layers on or available in case the	4	1	4

	issues for anyone on set, be it actors or crew. Such as hypothermia or heatstroke.				weather suddenly turns. If anyone shows symptoms of any major weather illnesses they must be dealt with immediately and see a doctor.			
<b>Terrain</b>	Terrain, and weather must be considered at the same time. If it is cold or raining, the ground could be slippery etc. Hilly or wooded areas can also cause issues with sharp rocks, or loose stones, large roots etc. These dangers can affect anyone travelling along them.	3	3	9	Appropriate footwear needs to be worn at all times on shoot. A preliminary walk of the area will be done to note down any dangers or issues that could flare up. If the surface is slippery, or there are issues with getting to the set, we will try and find an alternate route to the filming location, if this is not possible then we will work out a safe way to get the kit to the set. This may involve moving the kit slowly but all together, doing the kit in bits one by one, leaving someone on each end to look after the kit, moving the filming date to a dryer day, or moving the location of filming altogether. This may set us back but it will ensure that the likelihood of accidents is greatly reduced.	3	1	3
<b>Equipment toppling</b>	Equipment not on sturdy ground or any equipment that is stacked too high has the potential of toppling. This can cause harm to people nearby and damage to the equipment.	3	4	12	We will make sure that the kit is not stacked too high on top of each other, and any large or heavy items not stacked on smaller ones. If things need to be staked to save space, try and make sure no more than three things are stacked on. This will reduce the likelihood of things falling or toppling.	3	1	3
<b>Travel (bus, rail, tube, etc.)</b>	Equipment must be kept safely within sight on all public transport. Be mindful of any members of the public and safe access in and out of such spaces.	3	3	9	When traveling in or on public transport, we will be aware where the equipment is and how it could affect others using the transport. If in a taxi, make sure its securely put in the boot or securely held in place on a passenger seat. If in a bus or train, then we will make sure the walkway is kept as clear as possible and there isn't a possibility of the equipment falling, sliding, trapping or blocking anyone.	3	1	3
<b>Obstructing entrance / exit</b>	Exits must be kept clear incase anything were to happen. If people can't get out, or the emergency services can't get in then this is a major issue.	3	4	8	There are several ways into and out of the woods, but the route we are taking has one main entrance and exit, furthermore, if making a cordoned off area we will make sure there is one main entrance that is clear incase anything happens. This will be noted on the set report and the producer or Production manager will make sure these locations are kept clear at all times, with both kit and people being kept out of the way of these locations.	3	1	2
<b>Glass / sharp objects</b>	When working outside, be aware of any sharp objects in the area or any small bits of glass that could cause	4	3	12	A preliminary walk of the area will be done to note down any dangers or issues that could flare up. Anything sharp will be removed, or moved so that it can't affect anyone on set, or is less likely to cause issue. Everyone will be made aware of exactly where these objects are and whether they could be getting too close to them.	4	1	4



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Risk matrix – use this to determine risk for each hazard i.e. 'how bad and how likely'		Likelihood of Harm				
		Very Unlikely (1)	Unlikely (2)	Fairly Likely (3)	Likely (4)	Very Likely (5)
Severity of Harm	(1) Negligible e.g. small bruise	1	2	3	4	5
	(2) Slight e.g. small cut, deep bruise	2	4	6	8	10
	(3) Moderate e.g. deep cut, torn muscle	3	6	9	12	15
	(4) Severe e.g. fracture, loss of consciousness	4	8	12	16	20
	(5) Very Severe e.g. death, permanent disability	5	10	15	20	25

20 - 25	Stop: stop activity and immediate action
15 - 16	Urgent Action : take immediate action and stop activity if necessary, maintain existing
8 - 12	Action: Improve within specified timescale
3 - 6	Monitor: Look to improve at next review or if there is a significant change
1 - 2	No Action: No further action, but ensure controls are maintained and reviewed

### 3. Permissions

		Permission obtained? (Y/N)
Please list all of the permissions required for this shoot including any release forms, and indicate whether or not you have obtained it. When you submit this form to your course tutor you should also attach copies of permissions granted.	Filming in Penglais woods	Yes
	Filming in halls	Yes
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

### 4. Equipment

Please list the equipment you are going to be using below. Filling this in does not constitute a booking. Bookings need to be made on connect2 and are subject to availability.

Sony NX100 camera	Libec Tripod (for tracks)	Tascam MK3 recorder
Rode NTG 2 microphone	Hague Tracking dolly	Blimp microphone
Blue Fishpole (Boom pole)	Sony MDR Headphones	
Manfrotto 502 tripod	SD card	

### 5. Declaration.

By sending this form to your lecturer as an email attachment, you are effectively signing the following declaration:

‘I hereby state that I have been given suitable training by the Department of Theatre, Film and Television Studies in filming on location and how to complete this safety risk assessment.

I take full responsibility for implementing appropriate safety precautions for this recording, as described in this form, which to the best of my knowledge is accurate and complete.

I have obtained the necessary permissions to record as above and can provide written evidence on demand. Furthermore, if the hazards on location are found to be different from those expected, I will suspend all recording activity and seek instruction from my lecturer.’

## 6. Checklist

Please complete this checklist prior to sending off your paperwork to your tutor.

- I have completed section one with details of my planned dates, production crew and actors.
- I have listed all of my locations that I am planning on shooting in.
- Each location has a separate section 2 completed with a relevant risk assessment.
- I have had relevant training in the equipment I would like to use
- I have permission to use my locations and will include proof of this with this form.
- I have discussed with my course tutor any activities which are potentially risky.
- I have discussed with a member of the technical team any activities which are potentially risky including use of weapons, working with children etc.
- I have included a full list of equipment, including that of my own that I intend to use and understand that this does not constitute a booking.
- I have read and understood the declaration.