

Risk Assessments are non-negotiable.

The purpose of a risk assessment is to draw attention to any health and safety implications within all areas of a production, and make necessary changes, or put actions in place to ensure a safe working environment for all.

You can view an example of a completed Risk Assessment below.

Please take some time to think about every aspect of your project in detail, and return a completed Risk Assessment before your arrival.

You can download a template from our website if needed, or use your own existing format.

How to Fill Out a Risk Assessment

Step 1: Identify and list your Hazards/Risks & who may be harmed

Step 2: Identify the severity of your Hazard/Risk using the chart below

Severity of Hazard/Risk
1 = Minor Injury
2 = Major Injury
3 = Serious Injury
4 = Single Death
5 = Multiple Deaths

Step 3: Identify the likelihood of your Hazard/Risk using the chart below

Likelihood of Hazard/Risk
1 = Unlikely
2 = Possible
3 = Quite Possible
4 = Likely
5 = Very Likely

Step 4: Find your Risk Factor

Risk Factor = Severity multiplied by Likelihood

Step 5: Assess your Risk Factor using the chart below

Risk Factor
1-5 = Acceptable
6-8 = Acceptable with close supervision
9-15 = Unacceptable - needs reviewing
16-25 = Not allowed - Risk too high

Step 6: Review your Hazards/Risks if necessary

If any of your Hazards/Risks have a Risk Factor of 9 or higher, they need to be reviewed.

To do this, you must outline the actions you will take to bring down the likelihood of your risk. You can then find your updated Risk Factor

Severity of Hazard	X	Likelihood of Hazard	=	Risk Factor
1 = Minor Injury		1 = Unlikely		1-5 = Acceptable
2 = Major Injury		2 = Possible		6-8 = Acceptable with close supervision
3 = Serious Injury		3 = Quite Possible		9-15 = Unacceptable - needs reviewing
4 = Single Death		4 = Likely		16-25 = Not allowed - Risk too high
5 = Multiple Deaths		5 = Very Likely		

Risk Assessment - What Activity is Being Assessed

Completed by : Person who filled this out

Date: Date Document filled out

Production: Show Title

Company: Company Name

Severity of Hazard	x	Likelihood of Hazard	=	Risk Factor
1 = Minor Injury		1 = Unlikely		1-5 = Acceptable
2 = Major Injury		2 = Possible		6-8 = Acceptable with close supervision
3 = Serious Injury		3 = Quite Possible		9-15 = Unacceptable - needs reviewing
4 = Single Death		4 = Likely		16-25 = Not allowed - Risk too high
5 = Multiple Deaths		5 = Very Likely		

HAZARDS/ RISKS	WHO IS AT RISK	SEVERITY OF HAZARD	LIKELIHOOD OF HAZARD	RISK FACTOR	ACTIONS TO BE TAKEN	SEVERITY RISK	UPDATED LIKELIHOOD	UPDATED RISK FACTOR
Contracting Covid-19 during filming / breaks	All members of the group	5	2	10	1. A thorough covid policy has been completed and sent to all members of the group. 2. A personal covid compliance pack has been put together for team members including FFP2 masks, hand sanitiser, tissues, antigen tests. 3. The following measures will continue to be implemented by our team: <ul style="list-style-type: none"> • Regular antigen tests • Hand hygiene • Sanitisation of touch points • Pod working • Social distancing where possible • Respiratory hygiene & mask wearing where social distancing is not possible • Increased ventilation where possible, and ventilation breaks if not. • Remote working • Considering at-risk team members & close contacts 	5	1	5

HAZARDS/ RISKS	WHO IS AT RISK	SEVERITY OF HAZARD	LIKELIHOOD OF HAZARD	RISK FACTOR	ACTIONS TO BE TAKEN	SEVERITY RISK	UPDATED LIKELIHOOD	UPDATED RISK FACTOR
Electrical Injury	All members of the group	4	3	12	1. All electrical equipment to be given a visual inspection before use 2. Technical crew members are competent and able to identify dangerous electrical equipment 3. No equipment will be left live and unattended 4. No open liquid containers will be allowed in studio, lidded containers only	3	2	6
Slips, Trips & Falls	All members of the group	3	3	9	1. Any loose cabling will be neat, tidy and taped down with PVC Dance Floor Tape to ensure safety 2. The workplace will be kept neat and tidy, walkways will be kept clear 3. Cast and crew will be walked through any trip hazards on set	3	2	6
Falling from a height	Designers & Technicians	3	3	9	1. Working at a height will only be completed by those who are trained to do so 2. Anyone working at a height must always be accompanied by a second person in the room as a footer/spotter 3. All work that can be carried out on the ground is carried out on the ground.	3	2	6

HAZARDS/ RISKS	WHO IS AT RISK	SEVERITY OF HAZARD	LIKELIHOOD OF HAZARD	RISK FACTOR	ACTIONS TO BE TAKEN	SEVERITY RISK	UPDATED LIKELIHOOD	UPDATED RISK FACTOR
Manual Handling Injury	All members of the group	4	3	12	<ol style="list-style-type: none"> 1. Manual handling is only to be completed by those who are trained and competent 2. Manual handling equipment will be used where possible - dollies, lifts, etc. 	4	2	8
Medical Incident	All members of the group	4	3	12	<ol style="list-style-type: none"> 1. All team members will be briefed to be aware of any potential dangers, and know to report any incidents / near misses 2. Regular visual inspections will be completed to remove any potential hazards 	4	2	8
Fire	All members of the group	5	2	10	<ol style="list-style-type: none"> 1. No naked flames are used 2. No lamps will be left on unattended 3. No lamps will be positioned in close proximity to set pieces, they will all be at a safe distance. 4. Set pieces will be regularly checked to see if there is any danger being caused by the lamps. 5. Our team will be familiar with the nearest fire safety materials in the venue, as well as evacuation procedures and nearest fire exits. 	5	1	5