

RISK ASSESSMENT FORM

| | | |
|---|---------------------------------|--------------------------------|
| Activity assessed: <i>(Scope)</i> Animation production – Traditional Under camera long term production 4B013. | Assessed by: Mary Murphy | Endorsed by: Dick Allen |
| Who might be harmed: All staff and studio users engaged in long term traditional animation production (under camera) | Date of Assessment: | Review Date: |
| How many exposed to risk: <input style="width: 50px; height: 20px;" type="text"/> | | |

| H | Risk description <i>(with potential for harmful outcome)</i> | S | Risk factors | Existing control measures | L | Risk Level | Additional control measures needed | By whom | By when |
|---|--|---|---|---|---|------------------|--|---------|---------|
| | Electricity – Users working with a variety of electrical equipment Potential for electric shock | 5 | Damage/failure of equipment misuse | All food and drink banned. All faults reported to Tec instructor All equipment PAT tested. Regular checks and maintenance carried out. | 1 | 5 Accep table | Regular monitoring of student activity Studio users policy clearly and formally presented to any student entering long term production All staff to reinforce users policy | | |
| | Environment Air circulation poor potentially causing dizziness. Heat can build up from the lamps | 1 | poor due to black out curtains and need for light control Room can seriously | Air diffusion system installed To circulate and cool air. | 1 | 1 Accep table | Students only permitted to use the station on completion of the | | |

| | | | | | | | | | | | |
|--|---|---|---|---|-----------------|---|---|--------------------------|-------------------|--|--|
| and computers. | | | overheat in the summer, creating an unsafe working environment. | | | | | | training session. | | |
| Trips and falls Multiple leads and cables potentially causing trips and falls Students required at times to work at height. | 4 | Massive cabling over heavy traffic areas. | Rubber safety tracking in place in OD15 and 16. Where possible, cabling to run across the top of the workstation. | 2 | 8 Moderate | Ladder training comprehensively covered. Students only permitted to use the station unsupervised on the submission of a risk assessment, and regular inspection by the technical instructor. | Senior Technical Instructor (Mary Murphy) | Before the shoot begins. | | | |
| Fire Fresnal lamps become hot enough to ignite flammable materials. | 5 | Spun, lighting gels and gobos often attached to lights during set up. | Heat resistant spun and gel provided for students. Metal clips in place to hold materials. Students instructed to keep cables and set materials away from hot lamps. | 2 | 10 Moderate | All lighting set up is addressed during a one to one workshop only, Student is not permitted to move or de-rig lighting without direct supervision. | Senior Technical Instructor (Mary Murphy) | Before the shoot begins. | | | |
| Manual Handling Large sets and backdrops need to be hung, along with rigging for puppets. | 3 | Attempting to install a set alone can cause strain or damage to the back. Also, a poorly hung element can break loose and fall from the scaffold, causing injury. | All set installation/rigging is done as part of a supervised one to one workshop. | 2 | 6 Moderate | Sets and rigging Health and Safety briefing and addressed during the "Get in" supervised workshop only. | Senior Technical Instructor (Mary Murphy) | Before the shoot begins. | | | |
| Hand tools Set and model construction can involve the use of portable hand tools such as drills, soldering pens, and scroll saws. | 2 | Animation capture area is unsuitable for heavy fabrication. | Students provided with a repair bench, where they can undertake light fabrication jobs such as painting, sewing or gluing. Any heavy construction process or task requiring the use of any other hand tool must be carried out in the fabrication centre. | 2 | 4 Acceptable | | | | | | |

HAZARD IDENTIFICATION

| | | | | | | | | | | | | | |
|---|------------|---|--------------|---|------------|----|---------------------|----|-----------------|----|----------------|----|-----------|
| 1 | Animals | 4 | Dusts/fibres | 7 | Fall | 10 | Hazardous substance | 13 | Manual handling | 16 | Organisational | 19 | Radiation |
| 2 | Atmosphere | 5 | Electricity | 8 | Fires | 11 | Hot/cold | 14 | Micro-organisms | 17 | Posture | 20 | Traffic |
| 3 | Behaviour | 6 | Environment | 9 | Hand tools | 12 | Machinery | 15 | Noise/vibration | 18 | Pressure | 21 | Weather |

| RISK LEVEL | | ACTION LEVEL | | |
|---|------------------------|--------------|-------------|---|
| SEVERITY | LIKELIHOOD | POINTS | RISK | ACTION |
| 1 – Minor harm | 1 – Extremely unlikely | 1 – 2 | NEGLIGIBLE | No action necessary |
| 2 – Minor harm needing treatment and/or recovery off the job | 2 – Unlikely | 3 – 5 | ACCEPTABLE | Although tolerable, apply “so far as is reasonably practicable” |
| 3 – Harm requiring short-term absence for full recovery | 3 – Possible | 6 – 12 | MODERATE | Some further measures required |
| 4 – Major harm with long-term absence and possible disability | 4 – Likely | 15 – 16 | HIGH | Immediate action necessary to reduce the risk |
| 5 – Fatality | 5 – Very likely | 20 – 25 | INTOLERABLE | Immediate action – cease the activity or do not start |