

RISK ASSESSMENT

On-Set Location Services Limited, Brook Road, Bassingbourn, Royston, Herts SG8 5NR

Activity: Working on location

Likelihood: 1. Unlikely 2. Possible 3. Likely 4. Very likely 5. Certain	Severity: 1. Trivial or no injury 2. First aid treatment 3. Over 7 day injury 4. Major injury 5. Death	Risk score = Likelihood x Severity 1 – 5 LOW – No further action required 6 - 9 MEDIUM – List actions to reduce the risk to a tolerable level 10-25 HIGH - List actions to reduce the risk as far as is reasonably practicable
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Issue	Date	Details	Produced by	Reviewed by
4	1 st March 2019	First issue	Tony Adcock	Nigel Howard
5	18 th May 2020	COVID-19 control measures added.	Tony Adcock	Nigel Howard
6	5 th June 2020	Minor changes	Tony Adcock	Nigel Howard
7	1 st January 2021	Annual review	Tony Adcock	Nigel Howard
8	1 st March 2022	Annual review.	Tony Adcock	Derek Foster
9	26 th January 2023	Annual review. COVID control measures removed.	Tony Adcock	Derek Foster

Activity	Hazard	L1	S1	R1	Control measures	L2	S2	R2	Comments
Manoeuvring vehicles on site, including coupling and de-coupling.	Employees, production staff, contractors or others may be hit by moving vehicles.	3	4	12	<p>Check surroundings before starting. Use a second person as a banksman to assist in tight or congested areas.</p> <p>Ensure that brakes are applied, stabilisers or outriggers are lowered and chocks are used if on a slope.</p>	1	4	4	

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Electrical installation	Employees, production staff, contractors or artists may suffer electric shock or burns resulting in serious injury or burns.	2	5	10	<p>All employees to receive BS7909 training.</p> <p>All portable equipment to be PAT tested.</p> <p>Heavy duty cable covers to be used where they may be crossed by vehicles.</p> <p>Cables to be run away from pedestrian walkways, or where this is not possible covered by cable protectors.</p> <p>Fixed electrical installations in trailers to be inspected and tested annually, and certificates prominently displayed in trailers.</p> <p>Installations to be visually checked for damage before going out to locations.</p>	1	5	5	
	Fire	2	5	10	Fire extinguishers to be provided and maintained by the production company.	1	5	5	
Toilets	Poor toilet facilities and inadequate hygiene standards may result in	4	3	12	The Company will ensure that a high standard of hygiene is maintained in	1	3	3	

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	infection of employees, other contractors, production company employees or actors.				<p>toilet facilities, including the provision of adequate toilet paper, hot running water, soap, hand towels, (and a lidded pedal-bin for their disposal), or electric hand dryers.</p> <p>Toilets to be cleaned at least three times daily and all surfaces cleaned with effective sanitising materials.</p> <p>Employees to wash their hands thoroughly with soap and hot water after using toilet facilities.</p>				
	Injury to employees from contact with hazardous substances while cleaning toilets.	2	4	8	<p>Employees to wear appropriate personal protective equipment when handling hazardous substances, (protective clothing, gloves and goggles).</p> <p>Employees to be trained in the safe use of the toilet equipment, including tank emptying and cleaning.</p>	1	4	4	

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					Equipment to be serviced regularly by a competent contractor.				
	Scalding from hot water to employees, other contractors, production company employees or actors.	2	3	6	Hot water temperatures to be controlled by thermostatic mixer valves.	1	3	3	
Eating and drinking	Inadequate hygiene standards may result in infection of employees, other contractors, production company employees or actors.	4	3	12	Where dining trailers are provided, tables and other contact surfaces will be cleaned at least three times daily with suitable sanitising materials.	1	3	3	
Sleeping	Inadequate hygiene standards may result in infection of employees, other contractors, production company employees or actors.	3	3	9	Actors' trailers will be cleaned at least daily. Company employees, other contractors or production company employees must never sleep in actors' trailers at any time. Employees will sleep in their vehicle sleeper cabs where available.	1	3	3	

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					Where sleeper cabs are not available, employees will stay at local hotels.				
First aid	Employees, other contractors, production company employees and actors may be injured and require immediate treatment.	2	4	8	<p>First aid kits to be provided and maintained by the production company.</p> <p>Trained first aiders to be provided by the production company.</p> <p>Employees to have mobile phones to enable them to call the emergency services if required.</p>	1	4	4	
Trailer maintenance	Slips trips and falls entering and leaving trailers.	2	4	8	<p>Steps and handrails to be maintained in good condition.</p> <p>Damaged or broken steps and handrails to be marked with hazard tape and repaired as soon as possible.</p> <p>Employees must never access or egress a vehicle without using either integral steps or portable steps.</p>	1	4	4	

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Use of tail lifts	Tail lift may fail resulting in injury to employees and others.	2	4	8	<p>Tail lifts to be subject to six monthly LOLER statutory thorough inspections.</p> <p>Employees to be trained in the use of tail lifts.</p> <p>Barriers, tapes or cones to be used to exclude others from the loading/unloading area in busy areas.</p>	1	4	4	
Lone working	Employees could have an accident or suffer a sudden illness.	2	5	10	<p>Lone working to be avoided as far as possible.</p> <p>Where lone working is necessary, employees to be provided with "man-down" alarms.</p>	1	5	5	
Housekeeping	Poor housekeeping could result in slips, trips and falls.	2	3	6	<p>Ensure that a high level of housekeeping is maintained on the location site.</p> <p>Ensure that all packing materials or other rubbish is removed from site daily.</p>	1	3	3	



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I confirm that I have read and understand this risk assessment, and that:

- (a) I will comply with the control measures contained in it.
- (b) I will notify my manager if I am unable to comply with the control measures for any reason.
- (c) I will notify my manager if I am aware of any additional hazards that might expose me or my colleagues to a risk of injury.
- (d) I will not interfere with anything that is provided for the safety of myself or my colleagues.

Name	Signed	Date