Production Risk Assessment & Safety Action Plan

*This document is intended as a basic template to assist in the completion of a safety plan and risk assessment for film and video productions. Students should not accept this information in place of a professional consultation, and will assume all responsibility to any and all risks taken in the completion of school assignments.*

*When completing this form, consider all the likely hazards, who may be harmed, property which may be damaged, and the controls already in place. Then, for each likely hazard, consider and explain you plan for safety during the production. Further action(s) or paperwork may be required by the Instructor, to be determined by the level of risk assessment.*

***Below is an example:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARD**  **(Based on Script)** | **Persons who may be harmed** | **Property which may be damaged** | **Safety Plan /**  **Risk controls**  **put in place during Pre-Production** | **Risk Assessment LOW, MODERATE, HIGH, EXTREME**  (see table on next page) | **Further action required to**  **control risk\***  **(‘To-Do’s)** |
| Hot sand on Florida beach  (Estimated temp is 90+ degrees) | Talent and crew | N/A | All actors and crew were told to wear shoes at all times. Signage prepared for beach entrance. | HIGH | When not involved in the shoot, actors and crew to have a shaded area in which to stand |
| Dog on set who has not been professionally trained for production | Talent and crew | Location A:  Brian’s Apartment | Dog will be on leash and supervised at all times and will not be left unattended. | MODERATE | Feeding, walks, and rest areas to be arranged for dog away from location premises. |
| Burns from campfire | Talent and crew | Location C:  Camp Anawana  Campgrounds and Trailers | All instructed to sit at least 2 feet from fire.  Fire to be set at least 20 feet from property.  Fire extinguishers with trained operators will be on set. | HIGH | Contact local fire department and Location Manager in advance, to see if any additional measures are needed |

Risk Assessment Chart *for Reference*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | **CONSEQUENCES** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost Certain** | HIGH | HIGH | EXTREME | EXTREME | EXTREME |
| **Likely** | MODERATE | HIGH | HIGH | EXTREME | EXTREME |
| **Moderate** | LOW | MODERATE | HIGH | EXTREME | EXTREME |
| **Unlikely** | LOW | LOW | MODERATE | HIGH | EXTREME |
| **Rare** | LOW | LOW | MODERATE | HIGH | HIGH |

Give careful consideration to the availability of information and ability to make contact with emergency personnel in the event of a problem. **Things to consider:**

* Is there cell phone reception in the area ?
* How will you keep up to date with changes in the weather ?
* Will other hazards of nature affect you (ex. ocean rip-tides, forest brush fires, rainy and slick driving surfaces)
* How easy is it for members of the emergency services to reach you ? (are there cliffs, beaches, fields between you and the nearest public road?)

This concludes the information for reference. Please complete the following Production Safety Plan & Risk Assessment.

When finished, save out as PDF, named: **Lastname\_Firstname\_SafetyPlan.PDF** **PRODUCTION RISK ASSESSMENT & SAFETY ACTION PLAN**

|  |  |
| --- | --- |
| Name: | |
| Production Title: | Production Date(s): |
| Date of Safety Plan Completion: | Shoot Location(s): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARD**  **(Based on Script)** | **Persons who may be harmed** | **Property which may be damaged** | **Safety Plan /**  **Risk controls**  **Put in place during Pre-Production** | **Risk Assessment LOW, MODERATE, HIGH, EXTREME**  (see table on next page) | **Further action required to**  **control risk\***  **(‘To-Do’s)** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Copy to additional sheet(s) if needed. \*For further actions required, complete the following safety **action plan.**

**SAFETY ACTION PLAN**

|  |  |  |
| --- | --- | --- |
| **Further action(s) required, as noted above.**  Provide as much detail as possible for your plan.  Include web links, contact info, etc. when needed. | **WHO will take this action?** | **DATE to be completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PRODUCTION RISK ASSESSMENT & SAFETY ACTION PLAN**

**Emergency Contact Numbers:**

|  |  |
| --- | --- |
| Fire Department |  |
| Ambulance / EMS |  |
| Police |  |
| Coastguard |  |
| Security |  |
| Emergency Veterinarian |  |
| *Other* |  |

|  |  |
| --- | --- |
| **Nearest Hospital Address:** |  |

**Contact Information Chart:** *Students are not required to complete this portion but may find it helpful.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Persons / property**  **At Risk** | **Contact name & Relationship**  **(if applicable)** | **Email** | **Phone** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I, \_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_* will ensure that full safety precautions are in place for the upcoming production of

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* I understand that making safety precautions is an essential part of the video

pre-production process, and is necessary in the event that an accident occurs.

This Production Risk Assessment & Safety Plan has been submitted to my Instructor(s) and shared with all cast and

crew prior to filming. I have consulted with local emergency services and regional / state film commission, as needed.

I have been open and honest with Instructor(s) and my production team regarding any potential hazards. I understand

that my school is in no way responsible for Script content or any potential risks I choose to take on during the

production of a student project.

Please print, sign, and scan OR add your digital handwritten signature below.

Students can create their digital signature in launchbox applications Photoshop/Illustrator,

or using a free website such as <http://www.onlinesignature.in> (must use handwritten signature option).

Signed: Date: