

NDMRB-RA-052

Risk Assessment: Media or non University filming and photography in non-lab areas

Scope

The office and circulation space is a working area within the NDMRB. As a consequence filming or photography can only take place with the consent of the NDMRB Business Manager.

All members of the media/non-university group must be accompanied by someone who is employed and based within the NDMRB. PI's, lab managers, building manager and the business manager must be informed of any media and non-university filming and photography before it takes place. No persons under the age of 16 may enter the NDMRB.

Name of assessor:	Ling Jinks	Date of Assessment:	June 2016	Review Date:	Every 3 years
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Risk Matrix:

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Consequence	Severe	High	High	Medium	Effectively Zero
	Moderate	High	Medium	Medium/low	Effectively Zero
	Insignificant	Medium/Low	Low	Low	Effectively Zero
	Negligible	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

Risk Assessment:

Hazard (Cause and consequence)	Affected Groups	Existing controls	Risk	Further Action
Setting up of filming equipment Trailing cables causing a trip hazard Blocking of escape routes with tripods	Film crew	Trailing cables must be minimised and must be either secured to the floor using tape that will not mark the floor or cable holders. Tripods must not be set up in such a way that they would block an emergency exit. Sound booms must be secured.	Medium	
Setting up of photography equipment Blocking of escape routes with tripod	Photography crew	Tripods must not be set up in such a way that they would block an emergency exit.	Medium	
Slips/trips/falls	Staff, students and visitors	When moving equipment around the building follow your own manual handling RA and use the lift and lifting equipment where necessary	Medium	
Electrical hazard from portable equipment	Staff, students and visitors	Equipment brought into the NDMRB must be battery powered – under no circumstances should electrical items be plugged into electrical c	Medium	

It is the users responsibility to ensure what controls are needed to ensure that the health of themselves and others around them. It is imperative that you **DO NOT** start any work until you are absolutely sure of the appropriate precautions that need to be employed. If you are unsure seek advice from your line/laboratory manager or your departmental safety officer (DSO).

Signed By Author:

Approved by (sign and print):

Reviewed by:

Review Date: