

This is a generic risk assessment form. A site specific one will be completed by the student and agreed by the teacher before a shoot is authorised during lesson time or study periods (after 12.15 on a school day).

Name of Student _____ Media Teacher _____ Tutor Group _____

Hazard (risk)	Is the risk adequately controlled?	Further action required to control the risk.
Transport Risk	Yes	Students will drive to and from the venue observing all rules of the road and will not film on or adjacent to busy roads.
Falling / Tripping	Yes	Students filming or performing will scout any area to ensure that the area is clear of trip hazards before filming.
Heights / Edges	Yes	Students will not film, nor ask their actors to be filmed, near any dangerous heights or edges with no protective barrier.
Stranger Danger	Yes	Students will work in groups of 2 or more at all times and take mobile phone with them on shoot.
Weather	Yes	Weather appropriate clothes and footwear should be worn during the shoot. The shoot will be postponed if there are any adverse changes in weather conditions.
Water/Fire	Yes	No one will enter open water unless a qualified life saver is present. Fire should not be part of the filming in any circumstances.

- In signing this form you must be aware that you have agreed to follow the procedures detailed on the Independent Learning procedures sheet and that the school can take no responsibility for activities that take place out of normal school hours.
- Be aware that conditions can change after you have made a risk assessment due to: the nature of the activity, the weather, the time of year, road works, building works etc. The risk assessment may need to change to take account of this.
- You are not permitted to work at any location in a manner dangerous to either yourselves or your performers, this includes working near ledges or cliff edges, hazardous driving, use of fire or swimming.
- *Any footage which you return that has contravened our Health and Safety policy or risk assessment will not be permitted for use in your coursework.*

I hereby give permission for my son/daughter to film off-site during independent study periods and after school, providing the teacher and the student have, to the best of their ability, risk assessed the shoot for all likely hazards and completed the relevant documentation.

Signed by parent or guardian: _____ Date _____

I understand the Media and Film Studies' Department Health and Safety policy and will only work in a safe and responsible manner during all shoots.

Signed by student: _____ Date _____