

**NOTE:** a health and safety risk assessment should always be undertaken by a professional. This template is a guide for what an assessment may include and is based on guidance issued by WorkSafe. This template should be used in conjunction with **Appendix 2: Risk Assessments**. A more complex risk assessment table may be required for multiple risks and multiple or complex productions.



# Health and safety risk assessment

PRODUCTION TITLE \_\_\_\_\_ PRODUCTION DATES \_\_\_\_\_

LOCATION \_\_\_\_\_ DATE OF RISK ASSESSMENT \_\_\_\_\_ RISK ASSESSMENT COMPLETED BY \_\_\_\_\_

STEP 1	STEP 2	STEP 3	STEP 4
IDENTIFY HAZARDS	ASSESS THE RISKS	MANAGE THE RISK	MONITOR
<p>Think about your work activities, and identify what could harm the health or endanger the safety of your workers and others.</p> <p>You don't have to identify every hazard – identify those you can reasonably expect to occur.</p>	<p>Think about the work risks most likely to occur and/or cause injury, illness, or death to workers or others.</p> <p>Who might be exposed to the hazard?</p> <p>Consequence: what could happen if the harm does occur? How severe could the harm be?</p> <p>Likelihood: how likely could harm occur from the hazard?</p> <p>Assessing your risks will help you prioritise them.</p>	<p>Some risks must be managed in a specific way, these are detailed in health and safety regulations. Check with worksafe or a health and safety professional if you need assistance.</p> <p>What control/s are you going to use? All risks must be managed using the hierarchy of control – you must first try to eliminate the risk so far as is reasonably practicable. If a risk can't be eliminated it must be minimised so far as is reasonably practicable.</p> <p>You should record how you manage your risk.</p>	<p>You should check the way you are managing the risk and if you need to make changes. This will vary dependent on the length of the production and change of locations/sets.</p>
<b>Working at height</b>	<p>Crew could be harmed.</p> <ol style="list-style-type: none"> <li>Someone could fall – consequence is major; likelihood is moderate.</li> <li>An object could fall on someone – consequence is moderate; likelihood is moderate</li> </ol>	<p>Follow WorkSafe best practice guide for working at height.</p> <p>No person to work at height without appropriate PPE – eg. harness.</p> <p>No person to work below person at height without appropriate PPE – eg. hard hat.</p> <p>All equipment at height to be secured.</p>	<p>Check control measures are being used by all crew.</p>
<b>Scaffolding falling over</b>	<p>Crew could be harmed – consequence is major; likelihood is unlikely.</p>	<p>Scaffold erected by competent person.</p>	<p>Scaffold to be regularly inspected by competent person.</p>
<b>Working at night</b>	<p>Cast/crew may trip over or walk into something – consequence is moderate; likelihood is likely.</p>	<p>Adequate work lighting to be set up for on set and off set at all times.</p> <p>Crew to carry own personal headlamp / torch.</p>	<p>Check power supply and ensure crew check battery power of personal lighting devices.</p>
<b>Loose cables on floor</b>	<p>Trip hazard – consequence is moderate; likelihood is likely.</p>	<p>Loose cables removed (risk eliminated) and used elsewhere.</p> <p>Crew briefed to watch for any trip hazards such as loose cables.</p> <p>Cables should be covered in thoroughfares.</p>	<p>Location / set checked daily by health and safety advisor.</p>
<b>Filming alongside public road</b>	<p>Crew could be hit by a vehicle. consequence is major; likelihood is moderate.</p>	<p>Engage traffic control professional who will provide appropriate controls.</p>	<p>Check all control measures are being used correctly.</p>

ScreenSafe advice on health and safety documents and templates should not be used as a substitute for professional or legal advice. Health and safety documentation should always be customised to suit the production.

Just because you have health and safety documentation doesn't mean you are exempt from liability.

Consult a professional in the relevant field for advice on any specific situation or issue.