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| **Assessment of:** | **Heralding Photo Shoot - Guildhall** | **Assessment carried out by:** | **Gareth Hughes** |
| **Assessment number:** | **001** | **Position:** | **Head of Production** |
| **Date:** | **24.03.17** | **Review date:** | **NA** |
| **Abbreviations** | **AT RISK**  **C – Contractors**  **S – Staff**  **P – Public**  **Pr – Property**  **R – Reputation** | **SECTIONS** | 1. **Load in / out** 2. **Set up** 3. **Effects** |

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| **No.** | **ACTIVITY & WHO IS AT RISK** | **HAZARDS PRESENT** | **EXISTING CONTROL MEASURES** | **No. at risk** | **Risk factors** | | | **FURTHER ACTION REQUIRED & BY WHOM** | **DATE OF ACTION** |
| **Likelihood** | **Severity** | **Risk Level** |
| **1.1** | Loading and Unloading Vehicles – *C,S,P, Pr, R* | **Manual handling injury, load damage, crushing** | **Briefing on manual handling procedure. Load weights to be assessed and mechanised methods deployed over 30kg per person lift** |  | **3** | **3** | **MEDIUNM** | **All contractors are responsible for providing their own employees with manual handling training and provide PPE. All contractors and staff to wear high-vis whilst working onsite. Working areas to barrier (primary) or taped off (secondary) to restrict public access.** |  |
| **1.2** | **Movement of vehicles and plant on site -** *C,S,P, Pr, R* | Collision, property damage | **Competent contractors and production company employed** |  | **3** | **3** | **MEDIUM** | **All contractors and staff to wear high-vis whilst working onsite. Vehicles onsite to obey site speed limit. No mobile phones/radios to be used whilst operating vehicles. Vehicle reversing must take place with a banksman.** |  |
| **1.3** | **Unloading crates from flatbed to basement** | **Manual handling injury, load damage, crushing** | **Competent contractors and production company employed** |  | **2** | **4** | **MEDIUM** | **Lift has been practiced and run through before.**  **A walk through of route and lift operations undertaken before, to identify hazards, obstacles.**  **Crew gaffer to lead on instructions of lift and drop.** |  |
| **2.0** | **Installation of crates** *C,S,P, Pr, R* | **Personal injury, Falling objects, trips, falls, blocking emergency routes** | **Competent contractors and production company employed** |  | **3** | **3** | **MEDIUM** | **All structures are to be built in a secure compound from the public.**  **All contractors are responsible for Risk Assessing their own structure builds onsite and ensuring procedures are adhered to.**  **PPE to be worn at all times. Manual handling procedures to be implemented.**  **All structures must be signed off for use by the Production Manager before use, safe escape routes maintained throughout.** |  |
| **3.0** | **Smoke machine** *C,S,P, Pr, R* | **False alarm sounding (detector), False alarm sounding (visual)** | **Competent contractors and production company employed** |  | **4** | **2** | **MEDIUM** | **Fire detectors to be isolated from main fire control board before FX used.**  **Small amounts used in area of basement room and dissipated before re-setting alarm.**  **Crew to act as fire watch during FX use and report any suspected fire to main reception desk.**  **Contact maintained to main reception desk with phone and radio.** |  |

**METHOD STATEMENT**

07:00 – Tuesday 28 March

3x crex and 1x crew gaffer arrive at Staples, Myton Street, Hull – Meet GH

Induction and briefing to cover:

* Manual handling
* Safe unloading and loading of flatbed
* Site behavior

Crew to practice lift and load and unload at Staples before driving to Guildhall

Secure load – checked by Crew Gaffer

07:45

Drive to Guildhall (Access to load area from Low Gate to Hanover Square) – parking in disabled bay

08:00 – 09:00

Report to the Guildhall Watchman’s entrance (side door opposite the Treasury Building) and ask for Bill Scott who will arrange access. All involved will also be required to sign in and out of the basement at the Watchman’s entrance.

Establish safe working area

Unload 2x large crates 8x smaller crates into ramped and gated area before access door entrance

During the unload production staff to ensure safe working area (banks and barrier tape)

Crew Gaffer to call all movements of unload

09:00 – 10:00

Flatbed to return to Staples - parked

Move crates to outside basement rooms (location to be confirmed with GH)

Move large crates (flatpacked) into space and build first

Maintain exit routes from rooms

10:00

Film crew arrive - Report to the Guildhall Watchman’s entrance (side door opposite the Treasury Building) and ask for Bill Scott who will arrange access. All involved will also be required to sign in and out of the basement at the Watchman’s entrance.

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| 08.00 – 10.00 | Crates get-in | GH, Walk the Plank |
| 10.00 – 13.00 | Still shots of the crates in situ. 4 or 5 different shots, including detail of the LOGG brand | CM, Sodium, MH, CL |
| 13.00 – 13.45 | Lunch, emails etc. | --- |
| 13.45 – 15.00 | Filming 2 short clips: (discovering the crates, and opening one crate) | CM, Sodium, MH, CL |
| 15.00 – 15.30 | Stills of the inside of the lid – one crate is branded inside | CM, Sodium, MH, CL |
| 15.30 – 16.30 | Contingency (potential for Sodium to start editing) | --- |

17:00

Flatbed returns (same location)

Smaller crates moved to access ramp

Large crate derigged (flatpack)

18:00

Establish safe working area

Load flatbed – secure load – checked by Crew Gaffer

Drive back to Staples

19:00

Unload flatbed into Staples

19:30

Finish

**RISK MATRIX**

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| **LIKELIHOOD**  **SEVERITY** | **1. Very unlikely**  **(*no known history*)** | **2. Unlikely**  **(*unlikely sequence of events*)** | **3. Possible**  **(*Foreseeable under unusual circumstances*)** | **4. Likely**  **(*Easily foresseable – some incidents may have occurred*)** | **5. Very likely**  **(*Common occurrence – aware of incidents*)** |
| **1. Negligible**  **(*no visible injury – no pain*)** | **LOW** | **LOW** | **LOW** | **LOW** | **LOW** |
| **2. Slight**  **(*minor cuts or bruises – no long term effects*)** | **LOW** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** |
| **3. Moderate**  **(*Heavy bruising, deep wounds, lost time*)** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** |
| **4. Severe**  **(*Major injuries, lost time accidents, RIDDOR reportable*)** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** |
| **5. Very Severe**  **(*Long term disability or death*)** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |

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| **NAME OF ASSESSOR:** | **Gareth Hughes** | **DATE OF ASSESSMENT:** | **040317** |
| **SIGNATURE:** |  | | |
| **CONTACT DETAILS** | | | |
| **EMAIL:** | **Gareth.hughes@hull2017.co.uk** | **PHONE:** | **07733112272** |