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| A picture containing calendar  Description automatically generated | **RISK ASSESSMENT**  **FILMING ON MAYNOOTH CAMPUS** | C:\Users\rogallagher\Desktop\Word report covers\K7384 Maynooth University Logo_CMYK_AW.png |

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| --- | --- | --- | --- | --- |
| Company Name | Names of person who will be on campus for the filming / role | First aiders / other contact Name & Number to contact in an emergency | Number of cars / vans etc | Name of person completing RA and Date |
|  |  |  |  |  |
| Confirm if insurance submitted | If filming on the South campus confirm if approval received | Description of the event / filming with Locations and dates | | |
|  |  |  | | |

**Identify** the hazards listed below that would be associated with your Filming / event. Ensure that you comply with controls identified.

Add additional Hazards to this assessment if they have been identified and identify controls to reduce the risk.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazards** | **Who could be harmed** | **Controls** | **Rating (after controls are implemented)** | **If applicable** |
| Slip trips / falls.  From uneven ground or obstructions & debris  Trailing cables  Slippery grounds | Staff / participating in filming or activity | * Ensure good lighting. * Ensure safe access and egress from work area. * Ensure no trip hazards. * If possible, use portable battery-operated equipment, if equipment needs to be plugged in, ensure that is close to sockets to prevent trailing cables, if using tripods ensure the legs are not causing trip hazard. * Only travel if it is safe to do so. * Wear appropriate footwear |  |  |
| Electrical – injury / Death | Staff | * Use portable battery-operated equipment if possible. * If equipment needs to be plugged in, do not over load sockets . * Inspect cables of equipment to ensure in good condition. * If any electrical issues report to your MU Contact |  |  |
| Manual handling | Staff | * Provide trolleys or other mechanical aids to transport / move equipment to / from locations. * Manual handling training for those that require it * Request assistance if required |  |  |
| Adverse weather Wind/ lightning /sun / heat/cold, snow flooding Risks specific to your event | Persons attending | * Monitor weather to decide if event / filming can go ahead safely. * Advise to wear suitable clothing for the conditions e.g., suitable footwear. * Adverse weather heed national weather warnings. |  |  |
| Vehicles / driving / parking | Staff / all on campus | * Driving licences * Vehicles in good condition / insured and taxed and NCT if required. * Park in designated parking areas – pay parking or permit. * Comply with the campus road rules |  |  |
| Interaction with pedestrians and or vehicles | Staff / all on campus / filming crew | * Set up filming location to ensure minimised interaction with non-filming vehicles and pedestrians * If required spotter / signage / barrier to be used to redirect pedestrians and/or vehicles * If filming at height ensure area under work at height equipment is barriered off. |  |  |
|  |  |  |  |  |

**Likelihood X Severity**

|  |  |
| --- | --- |
| **LIKELIHOOD** | |
| 5 | Almost Certain | L | M | H | H | H |
| 4 | Likely | L | M | M | H | H |
| 3 | Possible | L | M | M | M | H |
| 2 | Unlikely | L | L | M | M | M |
| 1 | Rare/Remote | L | L | L | L | L |
|  |  | Negligible | Minor | Moderate | Major | Extreme |
|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  | **SEVERITY** | | | | |

**PLEASE ENSURE**

That this Risk assessments or other risk assessments with insurance (unless submitted prior) is received by the Safety office and Campus services at least 1 week prior to filming.