

PRODUCTION SAFETY STANDARDS

Risk Assessment

Document PSS1.3 Rev 0

28/11/2023

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Record of Revisions

The following tabulation provides information on the latest revision to this manual.

Date	Description of Revision	Rev
28/11/2023	<p>This is the initial release of document PSS1.3, Risk Assessment Standard.</p> <p>The following related documents were released on the same date:</p> <ul style="list-style-type: none">• PSSFRM1.3-1 Risk Assessment Template• PSSFRM1.3-2 Production Safety Department Risk Assessment Tracker• PSSFRM1.3-3 Location Hazard Assessment• PSSFRM1.3-4 Crew Risk Assessment Training Record• PSSTRG1.3-1 Risk Assessor Training	0

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1 INTRODUCTION

1.1 Purpose

Risk is the chance that somebody could be harmed by any hazards, together with an indication of how serious that harm could be. Assessing these risks form the foundation of our safety management system and is the first step in controlling the Productions risk profile. This Standard provides the process by which risk assessments should be conducted and recorded by each department across the Production.

The Production has a statutory duty under the *Health & Safety at Work Act 1974 (HSA 1974)* and the *Management of Health & Safety at Work Regulations 1999 (MHSWR 1999)* to record suitable and sufficient risk assessments for significant risks.

The purpose of a risk assessment is to identify and examine: (i) what could cause injury or harm; and (ii) the likelihood of occurrence and the severity of injury or harm should the risk occur. Carrying out risk assessments ensures we can put controls in place to keep all those working on our Production safe.

1.2 Scope

Using the 5-step approach set out in this Standard is widely regarded as UK best practice. Accordingly, this Standard defines the process Productions should follow for recording and reviewing risk assessments.

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2 REFERENCES

2.1 Referenced Documents

The following is a list of reference documents related to PSS1.3, Risk Assessment.

Reference Documents	
Document Number	Title
PSSFRM1.3-1	Risk Assessment Template
PSSFRM1.3-2	Production Safety Department Risk Assessment Tracker
PSSFRM1.3-3	Location Hazard Assessment
PSSFRM1.3-4	Crew Risk Assessment Training Record
PSSTRG1.3-1	Risk Assessment Training Presentation

2.2 Definitions

The following table lists definitions for commonly used terminology.

Terminology Definitions	
Term	Definition
Hazard	Something which has the potential to cause harm or property damage.
Likelihood	The chance of a hazard causing harm/damage.
Method Statement	Describes in a logical sequence exactly how a job is to be carried out in a way that secures health and safety and includes control measures to reduce risk.
Near Miss	A potential hazard or incident in which no person was injured and no property was damaged but, where given a slight shift in time or position, damage or injury could easily have occurred.
Reasonably Practicable	An evaluation of the costs (financial, time, effort, environment, aesthetics) and the risk, used to determine whether a proposed measure is reasonable in the circumstances.
Residual Risk Rating	Change in Risk Rating following the implementation of additional control measures.
Risk	A combination of the likelihood and severity of a hazard.
Risk Assessment	Systematic process of identifying hazards and evaluating any associated risks within a workplace, then implementing reasonable control measures to remove or reduce them.
Risk Assessment Method Statement (RAMS)	A combination of a risk assessment and safe system of work/method statement.
Risk Rating	Quantitative method for evaluating risk (converting the risk into a measurable score).
Safe System of Work	A system of work which puts in place control measures arising from a risk assessment to eliminate identified hazards and complete work with minimum risk.

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Severity	How severe the harm/damage caused by the hazard could be.
Suitable and Sufficient	<p>To be suitable and sufficient an assessment:</p> <ul style="list-style-type: none"> • Should identify risks arising from the work and allow for their evaluation. • Should contain a level of detail and control measures proportionate to the risk and appropriate to the nature of work. • May require the input and advice of specialists. • Must consider all those who may be affected by the task or activity. • Should only include what the assessor could reasonably be expected to know, they are not expected to anticipate unforeseeable risks. • Should remain valid over a period of time, with a set due date and enable priorities and due dates to be set against any required additional controls. <p>Should be conducted by a competent person.</p>
Unsafe Act/Omission	Someone's behaviour or lack of action which threatens the safety of themselves or others.
Unsafe Condition	Poor condition in the workplace which could result in harm.

3 RESPONSIBILITIES

3.1 Production Management (Producer(s), Unit Production Managers)

The Producer(s) and unit production manager (UPM) have ultimate responsibility for ensuring the Production meets its legal requirements for conducting, recording and reviewing risk assessments. The Producer ensures competent Crew are hired and those Crew comply with the Production health and safety policy and all risk assessments affecting their area of work.

The UPM will ensure any risks impacting multiple departments are attached to call sheets to be sent to all Crew and are included in the Crew safety brief at the start of the shoot day.

3.2 Head of Department

Heads of Department (HODs) are responsible for implementing this Standard within their areas of control, ensuring suitable and sufficient risk assessments are in place and shared with the Production safety department, giving sufficient time for adequate review.

HODs must ensure:

- Crew are provided time to read through risk assessments relevant to their role and area of work, with opportunity to question anything they do not understand. This must be completed prior to Crew starting work or the work activity covered by the risk assessment.
- Training records are retained for all full time Crew demonstrating they have read and understood all risk assessments applicable to their role.
- Control measures identified in risk assessments are implemented and remain in place.
- Where contractors or vendors could be affected by risks covered within risk assessments that copies are sent to them prior to coming on site.
- Copies of relevant risk assessments are sent out to all dailies prior to them starting work (for shoot Crew these can be sent out with call sheets).
- Toolbox talks are carried out as required covering significant hazards to remind Crew of applicable controls.

3.3 Department Risk Assessor

Those appointed within each department to conduct risk assessments should be competent in the risk assessment process and understand their department's activities and subsequent hazards. Crew undertaking risk assessments must confirm to the Production safety department they have either qualified as a risk assessor, evidenced through copies of certificates, or undertaken the Production provided training package in risk assessment prior to completing risk assessments.

3.4 Production Safety

The Production safety department is responsible for:

- Ensuring each department has and maintains a record of appropriately trained risk assessors who have completed the Production training.
- Supporting departments with the completion of their risk assessments, including auditing risk assessments to ensure they are suitable, sufficient, up to date.
- Maintaining a register to track all risk assessments and any additional control measures implemented as part of the risk assessment process.

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- Ensuring each department has shared their risk assessments with those exposed to the hazards identified and have accurate training records to demonstrate this.
- Working with the 1st AD to ensure risks impacting multiple departments are included in the daily Crew safety briefing.
- Carrying out location hazard assessments on location recce's to identify significant hazards.

3.5 Crew

Crew are responsible for ensuring they read and understand all risk assessments relating to their area of work and tasks undertaken. They must comply with all risk assessments and report to their supervisor or HOD any incident which occurred at work. Crew must also escalate via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.

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4 MANAGEMENT SYSTEM

The Production uses a five-step approach to risk assessments based on HSE guidance. Risk assessments must be suitable and sufficient, which means they must be appropriate to the area of work, the tasks conducted and the associated risks.

4.1 Identify the Environment or Task and Associated Hazards

The first element involves identifying what tasks or the environment you are going to be assessing and looking for all the associated hazards. Focus on significant hazards which could result in serious harm (examples: work at height, blocked fire lanes, electricity, use of harmful or flammable chemicals etc.). Routine and non-routine tasks should be assessed.

These hazards can be identified through various methods:

- General workplace inspections and safety walks.
- Job or task analysis.
- Incident data and near miss records.
- Legislation and HSE guidance.
- Manufacturer’s information, operating manuals and exposure limits.
- Talking with departmental Crew involved in the activities.
- Internal or external specialists (Production safety department, engineers, etc.).

Hazard Examples

The following list gives the hazards which may be considered when carrying out risk assessments. It is given to illustrate the extensive nature of the hazards which may need to be considered but is not exhaustive:

- | | |
|---|-------------------------------------|
| 1. Adverse weather | 14. Hand tools |
| 2. Biological agents | 15. Poor housekeeping |
| 3. Chemicals and hazardous substances | 16. Ionising radiation |
| 4. Compressed air | 17. Lifting operations |
| 5. Confined spaces | 18. Lighting |
| 6. Contact with hot/cold surfaces | 19. Manual handling |
| 7. Drowning | 20. Noise |
| 8. Electricity | 21. Operation of plant and vehicles |
| 9. Excavation work | 22. Stacking |
| 10. Explosions (chemical/dust) | 23. Stored energy |
| 11. Fall from height | 24. Use of machines |
| 12. Falling objects/materials from height | 25. Vibration |
| 13. Fire | |

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4.1.1 Co-operation and Co-ordination

Additional risks can be posed when departments or contractors and vendors share the same working area, risk assessors must:

- Consider the risks posed from other departments, contractors and vendors sharing the same areas.
- Co-ordinate with others sharing their working areas in order to identify any hazards created by this.

4.2 Identify the Population at Risk & How They Might Be Harmed

The second element of risk assessment should consider who may be harmed and how. Groups who could be affected by Production activities include:

1. Crew.
2. Contractors, dailies, visitors or supporting artists, who may not be familiar with the site, film industry practice or existing safety controls.
3. The public.
4. Vulnerable persons who are at increased risk such as young persons or lone workers.
5. Others including trespassers or anyone who does not fit the above categories.

Examine what harm could be caused by Production activity and what impact hazards could have on each group.

4.3 Evaluate the Risks and Adequacy of Controls

The third element of risk assessment is to examine existing hazard control measures and evaluate whether these control measures are adequate in reducing the risks. Productions must calculate a risk rating giving a qualitative rating to both the likelihood and severity of a hazard, using the below table. This will allow the risk assessor to evaluate the need for further controls and the time allowable to implement the planned controls.

RISK LEVEL	LIKELIHOOD	SEVERITY	RISK MATRIX		SEVERITY		
					LOW	MEDIUM	HIGH
HIGH	Likely to happen	Major injury or death	LIKELIHOOD	HIGH	MEDIUM	HIGH	HIGH
MEDIUM	It could happen	Any injury requiring external medical assistance		MEDIUM	LOW	MEDIUM	HIGH
LOW	Unlikely to happen	Minor injury requiring first aid		LOW	LOW	LOW	MEDIUM

Factors which could affect the likelihood include:

- Duration and frequency of exposure.
- Competence of the persons exposed.
- Number of persons exposed.
- The equipment being used, including condition.

The factors which could affect the severity include:

- The nature of the hazard (can it kill or seriously injure?).
- Duration and frequency of exposure.
- Distance from the hazard.
- Speed with which an unplanned incident could be controlled.

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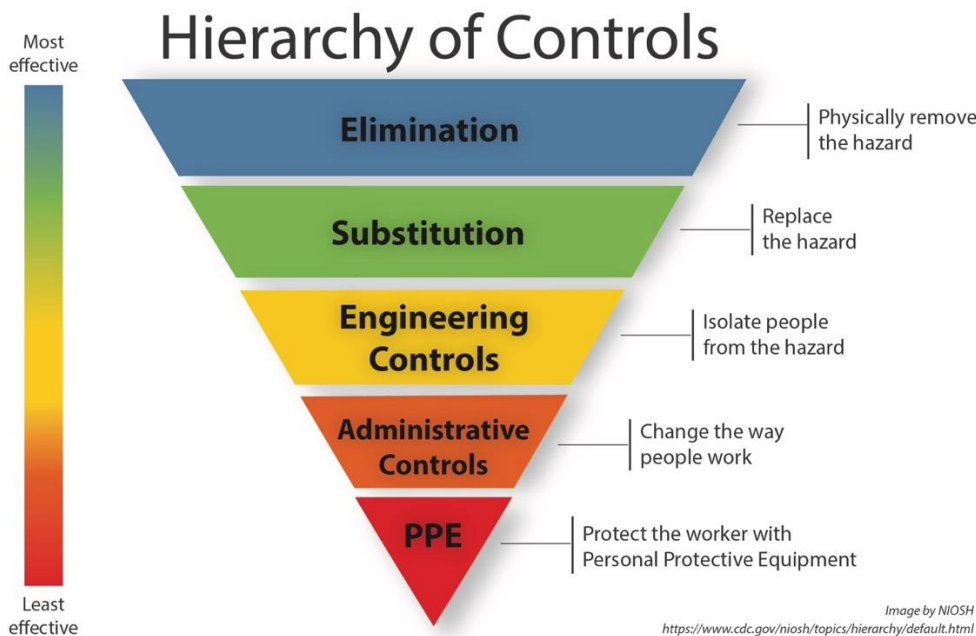
RISK RATING		
RATING	ACTION	TIMESCALE
HIGH	Intolerable Risk Immediate action required	Immediate
MEDIUM	Moderate Risk Task may proceed but additional supervision or controls may be required	All actions must be completed as soon as is reasonably practicable
LOW	Trivial Task may proceed	No actions required

Considerations when calculating risk ratings, residual risk rating and further controls:

- Past injuries, near misses or incidents.
- How high is the current risk rating?
- How robust are the current controls?
- What risk reduction will be achieved with further controls?
- What money, resources and time will be demanded?
- Who is responsible for implementing these controls?
- The competency of those involved, including skills, knowledge, ability, training and experience.
- Is the risk being controlled ‘so far as is reasonably practicable’?

Hierarchy of Control

The below flowchart describes the hierarchy of control that should be used when selecting suitable control measures. Risk control measures should be selected in descending order of hierarchy using the acronym ESEAP (Eliminate, Substitute, Engineering, Administrative, Personal Protective Equipment [PPE]).



4.4 Record Significant Findings

Risk assessments must be recorded and should include the following information:

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- A description of the work activity and area being assessed.
- Significant hazards associated with the task and location of the activity.
- Who might be harmed and how.
- Identification of the existing controls already in place.
- Evaluation of the risks based on existing controls to provide a risk rating.
- Any additional controls or actions identified as required from the risk rating.
- Residual risk rating if additional controls are identified.
- Date of assessment, review period and the name of assessor

Risk assessors should use the template provided or ensure their risk assessment captures all elements described in this Standard. All risk assessments for the Production must be sent to the Production safety department who will keep a record of all risk assessments and additional controls implemented.

To confirm receipt the Production safety department will provide the department with a tracking number for each risk assessment.

These will be formatted as per the below example:

Production Security Title Abbreviation – Department – Number

Example – Paradox Construction Department Risk Assessment:

PDXCON001

Each department must ensure the relevant risk assessments are available to all Crew in their department.

4.5 Review

The fifth element is to review all information periodically to ensure risk assessments remain in date and valid. Suggested intervals are as follows:

- Following any accidents or incidents.
- When processes or procedures change.
- If there are supervisor, HOD or significant Crew changes.
- Following any legislation changes.
- Following enforcement action.
- Annually for longer running Productions (the risk assessor should consult with the Production safety department for high-risk work like stunts or special effects as more regular review may be required).

Please speak to your Production safety department for more specific advice on when to review risk assessments.

4.6 Location Hazard Assessments

The Production safety department will carry out location hazard assessments using PSSFRM1.3-3 to identify significant hazards on locations. The hazard assessment will be used by members of the Production safety department when supporting the locations department with the development of their risk assessments.

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5 TRAINING

5.1 Risk Assessors

All Crew carrying out risk assessments must:

- Be competent to carry out the risk assessment.
- Be knowledgeable of the department or activity they are assessing.
- Have read and understood this Standard.

The Production safety department must maintain records of those who have been trained to conduct risk assessments or hold a valid qualification, which may be audited.

5.2 All Crew

As part of their departmental inductions all Crew must be given the opportunity to read through risk assessments relevant to their roles prior to starting work. Full time Crew should sign PSSFRM1.3-4 Crew Training Form to acknowledge their understanding of all relevant risk assessments and associated controls. Dailies should be sent copies of relevant risk assessments for them to read prior to starting work. HODs must ensure copies of all relevant risk assessments are sent to any contractors/vendors they bring into the Production.

6 FLOWCHARTS

