# Film shooting plan incorporating Risk Assessment

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| **Name of production:** | |
| **Location:** | **Date(s):** |
| **Location Manager:** | **Tel:** |
| **Email:** |

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| Element of Event | Is it a significant issue? | What do we do about it? | Who is responsible? | *Hints & suggestions* |
| Permissions & planning |  |  |  | *The following may be relevant:*  *Road Closure*  *Landowner’s agreement*  *Liaison with site neighbours*  *Insurance*  *Food safety (for professional caterers)*  *Licences*  *Emergency services* |
| Sufficient space |  |  |  | *Think about layout for any Special FX/ stunts/ fire/ pyrotechnics* |
| Any site Hazards? |  |  |  | *Take care with roads, watercourses, overhead power cables etc.* |
| Vehicle and pedestrian access |  |  |  | *Will vehicles need to gain access or go through during the shoot (including emergency vehicles)?*  *Consider safety issues for pedestrians (especially children and dogs off leads)* |
| Structures |  |  |  | *Do things need to be constructed or secured (if so, where are the instructions)?*  *Remember safe access to heights*  *Effects of adverse weather conditions* |
| Equipment |  |  |  | *Is it in sound condition?*  *Consider using low voltage equipment or circuit breakers for electrical equipment, and visually checking it for damage before it is connected*  *How will trip hazards from trailing cables be controlled?*  *Personal Protective Equipment e.g., Hi Vis* |
| Supervision and security |  |  |  | *Chaperoning child actors*  *Protecting the site from unauthorised vehicle access*  *Adequate stewarding*  *Is overnight security required?* |
| Communication |  |  |  | *Will special communication methods be needed (e.g., to stop the filming)?*  *Contacting emergency services if required* |
| Special FX and Stunts |  |  |  | *If there are special requirements e.g., Special FX, stunts, fire, or pyrotechnics then clear control measures will be needed.*  *Who is responsible and do they hold the relevant qualifications/ experience/ insurance?* |
| Incidents |  |  |  | *Who is responsible for first aid?* |
| Weather |  |  |  | *Appropriate clothing/ footwear*  *Sunscreen*  *Drinking water*  *Effects of adverse weather conditions* |
| Take down and clean up |  |  |  | *Includes litter and animal waste collection and disposal, removal of equipment and structures, and vehicle access to remove large items.* |