

FILM RISK ASSESSMENT TEMPLATE

No matter the nature or size of your filming, it is your responsibility as the applicant, to identify and manage risks associated with the films location.

You can effectively manage risks by anticipating, understanding and making proportionate decisions on risk identification and control. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be undertaken.

Why does an event need to manage risks?

Filming sites and activities are considered to be places of work and there are industry acts, regulations standards and guidelines that should be considered when developing procedures in accordance with these documents. There are also penalties for failure to comply with the regulations.

Most importantly, safety of your employees, contractors and the general public is your goal. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided. For more information on Risk Assessments – please refer to the City’s Event Planning Guide at www.eventsgeelong.com.au

HOW TO DO A RISK ASSESSMENT

FIND IT

List all of the hazards or possible situations associated with the filming activity that may expose people to injury, illness or disease. List these hazards in the ‘hazards’ column of the template.

Where possible, involve experienced people that understand the location of the filming, to assist you in your risk assessment.

ASSESS IT

Rate or assess what the ‘likelihood’ is of people being exposed to the hazard and what the ‘consequences’ could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

FIX IT

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to your activity to reduce the risks.

Use the **Hierarchy of Control** table as a guide to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLECTIBLE	1	2	3	4	5
CONSEQUENCE	NEGLECTIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

LIKELIHOOD DEFINITIONS	
A high likelihood	<ul style="list-style-type: none"> It is expected to occur in most circumstances There is a strong likelihood of the hazards reoccurring
A significant likelihood	<ul style="list-style-type: none"> Similar hazards have been recorded on a regular basis Considered that it is likely that the hazard could occur
A moderate likelihood	<ul style="list-style-type: none"> Incidents or hazards have occurred infrequently in the past
A low likelihood	<ul style="list-style-type: none"> Very few known incidents of occurrence Has not occurred yet, but it could occur sometime
A negligible likelihood	<ul style="list-style-type: none"> No known or recorded incidents of occurrence Remote chance, may only occur in exceptional circumstance

CONSEQUENCE DEFINITIONS	
Catastrophic	<ul style="list-style-type: none"> Multiple of single death Costs to Event of up to \$5 million International and National Media outrage
Major	<ul style="list-style-type: none"> Serious health impacts on multiple or single persons or permanent disability. Costs to Event between \$2.5 – \$5 million National media outrage
Moderate	<ul style="list-style-type: none"> More than 10 days rehabilitation required for injured persons Costs to Event between \$200,000 and \$2.5 million Local media and community concern
Low	<ul style="list-style-type: none"> Injury to person resulting in lost time and claims Costs to Event between \$50,000 and \$200,000 Minor isolated concerns raised by stakeholders, customers
Negligible	<ul style="list-style-type: none"> Persons requiring first aid Costs to Event up to \$50,000 Minimum impact to reputation

How to control hazards

By determining the consequences and likelihood of risks occurring, you can then aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then:</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

RISK ASSESSMENT EXAMPLE

The information provided in this example template document provides you with hazards and controls that are typical of a filming activity. Solutions to reduce or remove the risks have also been provided.

Each filming activity will be different and pose their own 'special' risks so it is important that you think outside the list of examples provided in this document and consider what 'other' risks may be unique to your activity.

We have just given you a head start on your risk assessment.

EXAMPLE - RISK ASSESSMENT TEMPLATE			
Name of Film:		Risk Management Team:	
Date of Event:		Site Supervisor: Bump in and Bump out	
Location of Event:		Site Supervisor:	
Hazards	Risk rank	Control / Actions	Responsibility
Weather - Extreme Heat - Wind - Rain - Heat		Monitor Bureau of Meteorology of website to 7 day weather forecast, noting the weather forecast needs to be monitored a day prior to the day of the activity. Extreme heat – review times, postpone, sun screen / hats / shade / review location Rain – review times, review location, postpone, etc screen / hats / shade / review location, sun smart policy	
Trip Hazards		Undertake inspection prior to activity. Cables covered. spotters advising people to be mindful of leads, place out advisory signage	
Crowds		Monitor behaviour. Should exclusive use of area be granted by Council or the agencies isolate the area with barriers or bunting	
Obstruction of public space		Maintaining footpath access at all times	
Camera displacement		Hand held operated camera / tripod / spotter / staff overseeing filming	
Drone		CASA application and permit received Set up exclusion zone around drone set up Advisory signage to advise public a drone is operating in the area Drone full checked and complies with the activity being undertaken Drone is capable to undertake what is required of it in air space	

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On Road incident		Traffic management treatments implemented in accordance to Australian Standards and approved by Council and the agencies Advisory signage placed out by an accredited traffic management company Spotters to notify film crews of approaching vehicles	
Injury to member of public / film crew		Incident report completed and Council notified First Aid kit on hand Minor First Aid applied Serious incident call 000	

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RISK ASSESSMENT TEMPLATE

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Date of Event:		Site Supervisor: Bump in and Bump out	
Location of Event:		Site Supervisor:	
Hazards	Risk rank	Control / Actions	Responsibility

Specific collection statement

The personal information requested on this form is being collected by City of Greater Geelong for the purpose of processing your event application. If the personal information is not collected, we will be unable to support your event. We will not disclose your personal information without your consent, except where required to do so by law. Our [privacy policy](#) is available on our website. If you wish to alter any of the personal information you have supplied to City of Greater Geelong, please contact us by sending an email privacy@geelongcity.vic.gov.au or call 5272 5272.

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