

Risk Assessment

Film & TV Academy (FTACADEMY LTD)

Updated: 28/09/2024

Next review: 01/09/2025

This risk assessment detailed in the table below applies to all locations. In addition, every September, January and April, the academy principal is required to conduct a safety audit at each location.

During the safety audit, the principal will be:

- Checking first aid supplies
- Checking all equipment for safety issues
- Checking fire exits
- Checking teachers / assistant responsibilities (eg. sandbags, taping cables, etc.)

Potential Hazard	Details	Action taken
Electric risk	Plugging in equipment (lights, batteries, camera) could cause an electric shock.	Conduct regular safety briefings to raise awareness about the risks associated with plugging in equipment. Implement a regular inspection and maintenance schedule for all electrical equipment. Ensure that hands are dry before handling any electrical equipment
Fire hazard	Broken batteries (dropped, crushed, etc.) and faulty electrics could cause a fire hazard.	Conduct regular inspections of all equipment, especially batteries and electrical devices. Have fire safety equipment such as fire blankets or extinguisher training for electrical fires
Trip hazard	Students may accidentally trip over cables or equipment.	Use sandbags on all equipment that would be knocked over. Tape down all cables to the floor.
Burn risk	The heat from film lights could cause burns.	Use LED lights (LED lights generate significantly less heat compared to traditional tungsten lights.) Ensure that all staff and participants receive proper training on the safe handling and operation of lighting equipment.
Epilepsy risk	Film lights or edited film productions could included flashing	Include warnings on any content or film productions that contain scenes with flashing lights or

		potentially triggering visual effects. Collect medical information from students.
Safeguarding risk	Adults who are not staff of the Film & TV Academy may be able to gain access to the venues.	In accordance with our safeguarding policy, all students must be supervised at all times.