‘Production Buddy’ Risk Assessment System

Registration

Before using the system, **you will need to register**. In your browser, go to the address at the top of the page and click the ‘register’ link at the bottom of the Login panel. Fill out the boxes with your own information. Please use your real name (as we have it recorded in the department), enter your college username and create a password (must contain at least 8 characters).

The email address you supply must be valid and you must be able to access it, so please check it before you hit the Register button. We recommend that you use your college email address as Gmail, Yahoo etc. often block emails from the system so you may not be able to complete registration and may miss notifications when your productions are updated.

The system will send you an email to confirm that your email is working. When you receive the email, click the confirmation link, otherwise you will not be able to log in.
Logging in

Using the username and password you set up whilst registering, you can now log in to the system. If you forget your password, you can hit the ‘forgotten password’ link and it will email you a reset link.

Control Panel

Once logged in, you will see your control panel; from here, you can create a New Production (including Risk Assessments and Recces etc.), Edit your Profile, see any forms that you have Archived, Contact a Course Convenor or Report a Problem. You can see a list of all of your active productions on the right side of the panel.
Each production will contain at least one Risk Assessment and there are buttons next to the Production name to Edit the Production, Add a New Risk Assessments, Add a Recce and Upload an Attachment.

A Submit button will appear next to a production once it is ready for submission.

Creating a Production
To create a new Production, click the appropriate link in the left panel. You should now fill out the details about the production, including the course unit that it is for, the name of the production, and a list of the locations that you will be filming at. **Be aware that you will have to complete a Risk Assessment for each Location you add.**

If you are making a Personal Production, you can select a member of the Practice academic staff to send the Risk Assessment etc. to, otherwise the Staff Member box will be automatically filled out with the course convenor of the course unit you select.

If you add a new Location box and then decide you don’t want it any more, hit the delete button next to it, otherwise the system will not let you continue if you have empty locations.

Adding a Risk Assessment
When you first create a production, it moves straight into creating your first Risk Assessment (the process is the same, though, if you add a new Risk Assessment later)
Select one of the Locations that you have added, this Risk Assessment is ONLY for that location. Fill out the rest of the information on this page to the best of your ability. When filling out the actor/contributor section, if they are children or young adults, you will need to read the Department’s ‘working with Child Actors’ policy at:

If they fall within this bracket, you MUST tick the ‘Under age’ box next to their name.

Please note: If you have not completed the relevant training on working with children, you will not be allowed to use children in your production.

When you are ready, click Next to take you to the actual Risk Assessment page. Select all of the risks that may apply to your shoot. Each risk selected will open a new panel for you to detail the risks involved, who will be at risk, what the likelihood of this happening is, how severe the injury would be if it did happen and, finally, what control measures you will take to prevent this from happening.

Please note: ‘Crew’ refers to anyone working ‘behind-the-scenes’; ‘Cast’ refers to actors and/or contributors that will appear or be heard on screen; ‘Others’ refers to anyone else, including members of the public who are nearby.

Please do not skim over this and only write the bare minimum, the safety of the people around you on your shoot is your responsibility. Although everyone on location has a responsibility to the safety of others, this is the document that everyone should adhere to, so it should cover everything that may reasonably be expected to happen.

Once you have completed all the panels, click Next to take you to the Summary page.
Work Method Statements

If you added any risks that require a Work Method Statement, you will be taken to a page with extra information to fill out. Please take your time to consider the answers to these questions as this section only shows up for risks that are considered beyond the normal, everyday risks.

**Work Method Statement for Scenes Involving weapons**

Describe the hazardous action or situation, stating what options have been considered and eliminated (please upload a storyboard for any directed sequence)

One of the actors picks up a steak knife and waves it at the other in anger. We considered removing the scene but felt it was necessary to show her state of mind and his lack of reaction.

Describe the physical environment where you are filming the sequence (please upload a floor plan if possible)

Cafe environment, area will be roped off from general public. Tables and chairs around the area.

What props and equipment do you intend to use?

Steak knife (blunted)

Describe any specialist training that is required by the actors, performers or anyone operating props or specialist equipment (please upload a scan/photo of any training certification and their current public liability and other relevant insurance cover)

None

State what instructions will be given to anyone involved or potentially affected by the sequence

Only use the knife that has been specially blunted for the scene; be careful when waving around not to get too close to other actor and/or crew members

Who is responsible for supervising the sequence?

Johnny Student

Describe the sequence of tasks required in order to film the action

- Figure out limits of movement
- Rehearse with plastic replacement
- Clear the area of anyone not deemed necessary
- Shoot the scene
Summary

The final page in the Risk Assessment is the summary, which will show all of the answers you gave. In the right (red) panel, there is the legal agreement. Please read this! If you agree to the terms, tick the box and hit Save Form. This will mark it as ready to be submitted (though there are a couple of other things you may want/need to do first). If there is a problem at this point, don’t click Save Form, just hit the Home button (top left). The form will still be saved but as a Draft.

You can click on the Risk Assessment later in the Control Panel to complete/adjust the form before marking it Ready for submission.
Recce

Click on the Location marker next to the Production name to create a Recce for this location. A Recce is important to show that you or someone on your team has visited the location and carried out basic checks and observations which will help to plan your shoot in advance. If you do not complete a Recce, your Course Convenor may reject your forms until one has been carried out.

Firstly, select the location from the dropdown, then add as much detail as you can. If any sections are not applicable, just put n/a in the box.

At the end of the form is a button to allow you to add attachments to the production, including PDFs, JPDs or PNGs. Things like floor plans, maps, photos of the area, letters of permission etc. are useful for your Course Convenor to be able to visualise your location. You can also do this later, by clicking the paperclip icon next to the production name in the Control Panel.
Editing your Production
Clicking the small clapperboard icon next to the Production allows you to edit the production details, including changing the course unit, title of the production and adding new locations.

Submitting your Production
Once you are happy that you have filled out the forms to the best of your ability, you should click the Submit button next to the production name. This will mark all of your completed forms as submitted (and now unchangeable) and email the Course Convenor for them to check.

Please note: If your production is non-coursework, you MUST fill out a Project Proposal before the Submit button will appear. Click the Add Proposal icon next to the production name.

Once they have checked your forms, your Course Convenor will, hopefully, mark them as Accepted, in which case you will be emailed to let you know and an email will be sent to the Equipment store, notifying them, so you can then go and book equipment for this shoot.

If there is a problem with your forms, your Course Convenor will Reject the form and you will receive an email, notifying you of that, with a copy of their comments. In this case, click on the form(s) that are marked as rejected (in red) and make any changes necessary, before saving it as Ready and re-submitting. You can also add a note for your Course Convenor if you feel the need.

Once a form has been agreed, you will see a new icon next to it, allowing you to create a PDF version of the form. You can then save that and send the PDF to any contacts that may require a copy (e.g. the crew and location owners etc.)

Adding new Risk Assessments
If you need to add a new Risk Assessment (e.g. a new location or a change in circumstances) you can click the Add Risk Assessment button next to the Production name, even for an already accepted production. Just remember to submit it after creating it.

Archiving
Any Risk Assessment forms that you do not want to submit or that have been rejected and you have decided to start again (for example), you can archive. This cleans up your production by removing them from the list. You can archive a Risk Assessment by clicking on the Archive this Form icon next to the form or, when editing the form, by clicking on the big red trashcan item in the top left.

Archives
To view the forms in the Archive, click on the Archived Forms option in your control panel, then click on the form you wish to see/retrieve. In the top left, you will now see a Recycle button. Click that to retrieve the form back into the production.

Contacting Staff
If you want to contact a Course Convenor, you can send them a message through the appropriate option in your control panel. It will send them an email.

Reporting a problem
If something doesn’t work or you get an error message, please let us know by using the Report a problem link in the control panel. Explain what you were doing when the problem occurred, what the message (if any) was and, importantly, what time it happened, we can then investigate it.