**Request form: Permission to film in the Library**

Please provide further detail about your project by completing this form. The Library Operations Manager will decide and provide the outcome to you via email at the earliest convenience.

Guidance notes:

* Please take into account library users often come to the library to study, complete work and not be disturbed. Consideration must be shown to library users at all times. Therefore it is not possible to film or shoot in the Silent Study area.
* Health and safety is of the utmost importance and any shoot with more than three crew will be required to complete the risk assessment section of the request form. Fire escapes and exit routes cannot be included unless potential risks have been mitigated e.g. request to film on the stairwell at 6am when quiet.
* Requests to film at peak times, weekends or when the building is staffed by security officers is more difficult to manage and may be refused

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Contact |   | Course (if applicable) |   |
|   |   |   |   |   |
| ID number |   | Shoot date |   |
|   |   |   |   |   |
| Shoot start time (inc. set up time). |   | Anticipated shoot duration |   |
| Library site requested to shoot in |   |   |   |   |
| Total number of crew (inc. actors) |   |  |  |   |
|   |   |  |  |   |
| **If more than 3 then you must complete risk assessment section below.** |   |   |   |   |
| Do you anticipate filming students in the area? |   |   |   |   |
| Which area of the Library do you want to film?  |   |   |   |   |
|   |   |  |  |   |
|   |   |  |  |   |
|   |   |   |   |   |
| Please list equipment being used |   |   |   |   |
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Please send the form back to us with ample time before your shoot. You can usually expect an answer by email within two working days.

If successful, please bring sufficient copies of the Location Warning Notice to display and the Model Release Form.

# University of Westminster Logo GENERAL RISK ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity:**  |   | **Brief description of work activity:**   | **Assessed By:**  |   |
| **Dept./School:**  |   |  | **Date:**  |   |
| **Location:**  |   |  | **Review Date:**  |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. What are the hazards?**  | **2. Who might be at harm and how?** ***E, C, S, Mp, V, Em, Mp, Dp \****  | **3. Current control measures**  | **4. Initial** **Risk Rating:** ***H/M/L \****  | **5. Additional control measures** **(if required)**  | **6. Action by whom?**  | **7. Action by when?** **(Date)**  | **8. Date done**  | **9.** **Residual risk rating.** ***H/M/L***  |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
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 **\* Please see overleaf for guidance on completion**

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**Guidance on completing the risk assessment.**

1. **Description of the work:** A general description of the work e.g., Teaching; Travelling; Workshop activities; Grounds Maintenance; Office Activities; Waste collection.
2. **Task or Process:** A brief description of the specific work being carried out e.g., use of workshop or laboratory equipment; using ladders for maintenance purposes; manual handling of materials; bulk waste collection etc. or the process being assessed.
3. **The Hazard(s):** A brief description of the potential for causing harm or loss e.g., moving parts of machinery; entanglement; contact with electricity, lifting heavy loads etc.
4. **Persons at Risk:** E = Employees; C = Contractors; V = Visitors; Mp = Members of the public; S = Students; EM = Expectant Mothers; DP = Disabled persons. The types and numbers of person at risk may impact the degree and likelihood of the risk.
5. **Existing Controls:** Considerations could include: - guarding; training; safe systems of work; segregation; safety equipment; examination and testing; emergency arrangements.
6. **Risk Classification:** In considering the likelihood of an injury or incident occurring the following potential contributory factors should be considered: -
	* How frequent the work is carried out? A higher frequency may increase the risk.
	* Whether those carrying out the work are more at risk e.g., a disabled person, an expectant mother, or someone with little experience.
	* RiskAre suitable tools and equipment available that are properly maintained?

Risk Rating

25

5

10

15

20

4

3

2

1

2

3

4

5

8

12

6

9

16

20

12

4

6

15

8

10

**Harm**

**Potential**

**Likelihood**

**of Harm**

**5**

**4**

**3**

**2**

**1**

**1**

**2**

**3**

**4**

**5**

**High**

**Medium**

**Low**

* + Has a safe system of work been established and implemented?
	+ Has suitable information, instruction and training been provided?
	+ Is there adequate supervision?
	+ Are the controls in place adequate or are additional controls required?

 **Likelihood of occurrence Potential Severity of injury of financial loss**

1. **Improbable 1. None**
2. **Remote 2. Negligible**
3. **Possible 3. Minor**
4. **Probable 4. Major**
5. **Certainty 5. Fatal**

**Risk = Likelihood X Severity** Using the values above determine the risk classification by multiplying the likelihood and the potential severity you consider appropriate and enter the result in the matrix above to obtain the risk rating: e.g. If you consider the potential harm to be major (4) and the likelihood to be remote (2) the risk classification is 4 x 2 = 8 which is classed as a “Medium” risk using the matrix.

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