

HotCam Risk Assessment

The aim of this document is to evaluate the safe use of equipment by technicians employed by HotCam Ltd, and to ensure that all equipment provided to a Production is checked and safe for use on location, and poses no threat to the public.

Equipped Crews

- All crews are fully trained in the safe use of the camera and sound equipment, and have previous experience in the film and television industry
- Crews are reminded of the importance of public right of way
- Crews are to ensure that any equipment not in use is stored in a safe area, not blocking any fire exits or causing any trip hazards.
- All crew are to make sure they are aware of all fire exits in the location
- Where possible the camera operator will have one assistant to aid in set-up.
- All cameramen are proficient in the safe and correct use of lighting equipment.
- All crew are to undertake sensible and correct positions when lifting and moving heavy equipment.
- No alcohol to be consumed within the working day

It is the duty of Production to ensure:

- All crew are given enough time to set-up and to allow for any health and safety issues that may arise to be dealt with on the day.
- Regular breaks are taken, and no one asked to continue if they feel fatigued.
- Water and food should be provided
- That the public are given right of way.
- That the public are informed that a camera crew is approaching
- To assist the crew in clearing any hazard or obstruction
- Long hours and stress are not in themselves a safety risk but if unchecked they can create a threat to health and safety. A key control measure in combating stress and fatigue is for each individual to anticipate the problem and take early remedial action.
- That there is a trained First Aider on site.

Equipment: Cameras and lights

- All crew to be vigilant for slip, trip and fall hazards, and that the equipment and cables do not represent a hazard
- Good housekeeping in respect of tools, cables and equipment
- Cable runs to be matted or ramped where any significant volume of personnel traffic is anticipated and always where cables run across fire exits and evacuation routes
- Edges to be taped down where necessary
- All equipment provided by HotCam Ltd is regularly serviced
- All equipment and lights are regularly PAT tested – electrical safety compliance stickers are visible on all equipment
- All equipment is in good working order, proper electricity adaptors will be used, - circuits will not be overloaded and an RCD will be used where necessary.
- In addition all liquids will be kept away from equipment
- All equipment, including: cameras; tripods; jibs; lights; dollies; sound equipment is only to be used by professionals trained in their correct use
- Where necessary, an assistant will be provided to ensure correct use of specialist equipment
- Where an assistant can not be provided, HotCam Ltd will provide training in the correct use of equipment
- HotCam Ltd is covered under Public Liability Insurance, a copy of which is available upon request

Equipment: Vehicles

- All drivers of HotCam Ltd vehicles should have a valid drivers license, and will provide a copy to HotCam Ltd
- Vehicles should only be driven by nominated, insured personnel
- Where anyone who is driving considers themselves to be too fatigued to drive safely, they MUST discuss this with HotCam Ltd, or the relevant member of Production
- All vehicles provided by HotCam are serviced regularly, have MOT certificates, are roadworthy and insured