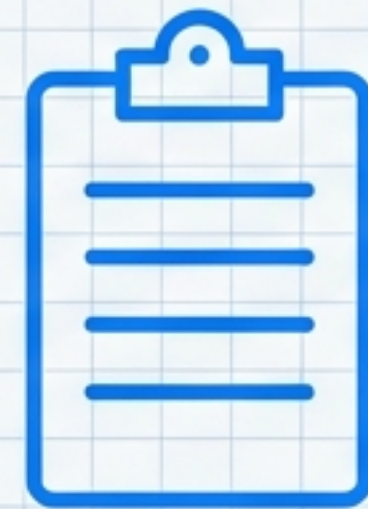


The Producer's Playbook: Mastering Health & Safety for R093

Turn Potential Chaos into Controlled Creativity



Why H&S is a Producer's Superpower

Health & safety planning protects everyone involved in a media project – cast, crew, members of the public and clients. Good risk assessments, control measures and safe working practices help prevent accidents and keep productions running smoothly.



The Core Equation: Hazard → Risk → Control



HAZARD

Something that could cause harm.

Examples:

Cables, vehicles, weather, heavy equipment.



RISK

How likely it is that harm will happen and how serious it could be.

Likelihood & severity are often scored to prioritise which risks to deal with first.



CONTROL MEASURE

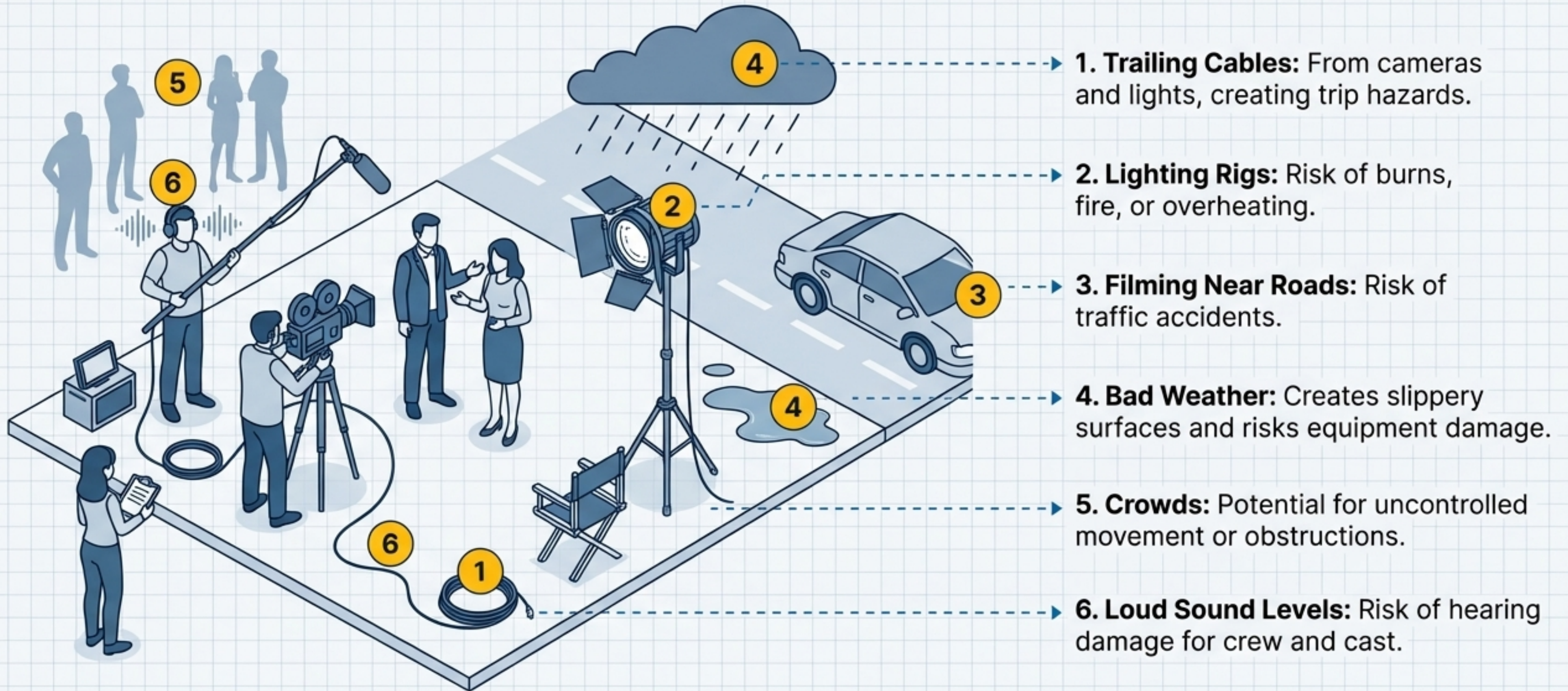
An action taken to reduce the risk.

Examples:

Cable covers, barriers, PPE.

Exam Link: In any scenario, your first job is to identify the specific **hazards** and then suggest practical **control measures**.

Spotting the Dangers: A Field Guide to Common Hazards



Reading the Terrain: The Pre-Production Recce

A **recce** is a location visit carried out before filming to check for suitability and safety. It's where your risk assessment begins.



THE RECCE CHECKLIST

- ☒ **Access & Power:** Check access routes, power supply, and lighting.
- ☒ **Environmental Factors:** Assess noise levels and potential interruptions.
- ☒ **Hazard Spotting:** Identify hazards to inform the risk assessment.
- ☒ **Permissions:** Confirm you have the right to film from the landowner, school, or council.
- ☒ **Suitability:** Is the location right for the script, cast, and equipment?

Writing the Rules: Crafting the Risk Assessment

A **risk assessment** is the formal document that records your identified hazards, assesses the level of risk, and details the control measures you will implement.



Key Responsibility

Producers and location managers are responsible for ensuring assessments are completed, communicated to everyone, and followed on set.

Anatomy of a Risk Assessment

? What is being assessed.

! What could cause harm?

Who is exposed to the hazard?

How serious is it?
(e.g., Low / Medium / High)

[Location & Activity:
Filming an interview in a school corridor

[Identified Hazards:
Trailing camera cables

[Control Measures:
Tape down all cables with
high-visibility gaffer tape

[Who Might Be Harmed:
Crew, students, staff

[Person Responsible:
Location Manager

[Risk Level:
Medium

[Review Date:
DD/MM/YYYY]

What specific actions
will be taken?

Who is in charge of
this action?

When will this be
re-evaluated?

****Exam Tip****

Avoid vague answers like 'be careful'. Suggest specific, realistic measures like 'use extra staff for supervision', 'erect signage', or 'use barriers'.

Executing the Plan: Safe Working Practices

A risk assessment is a document. Safe working is a behaviour. Both are essential.



Briefings: Communicate safety rules clearly to all cast and crew before starting.



Trained Operation: Only allow trained personnel to operate specialist equipment.



Follow Policies: Adhere to existing school or company policies for location work.



Electrical Safety: Keep food and drink away from all electrical kit.



Manual Handling: Use correct lifting techniques for heavy equipment.



Emergency Plans: Ensure everyone knows the procedures for fire, first aid, and evacuation.

The Circle of Safety: Protecting Participants and the Public



Protecting the Public

Action: Keep members of the public away from filming areas and potential dangers.

Methods: Use barriers, cones, and clear signage to define the production space.



Protecting Participants

Consent: Always obtain consent, especially from parents/guardians for anyone under 18.

Supervision: Ensure any stunts or physical activities are appropriate for the participants and properly supervised by a competent person.

When the Plan Fails: The Cost of Getting it Wrong

Exam Focus (4 Marks): Explain two ways poor H&S planning could affect a project's success.

Impact 1: Harm to People



Chain of Events: An accident occurs → Injury to cast/crew → Production is halted.

The Cost: Delays to the schedule, increased costs (medical/legal), damage to reputation.

Impact 2: Damage to Equipment



Chain of Events: Unsecured light falls / Camera exposed to weather → Equipment is broken.

The Cost: Delays while sourcing replacements, increased costs (repairs/rental), loss of footage.



The 9-Mark Ninja: Your Strategy for a Top-Band Answer



***Scenario Focus*:** A college media group is planning to film a promotional video around the school site, including corridors, staircases and outside areas. Discuss how they should manage health and safety...

The Core Task*: Your goal is to provide a comprehensive discussion covering the entire H&S process, from planning to action, with *justified* recommendations.

P1

P2

P4

Building the Perfect Answer: A 4-Paragraph Structure

1

Paragraph 1: Identify Hazards

Start by identifying hazards specific to the scenario. Examples: trailing cables in corridors, crowds of students between lessons, trip hazards on staircases, bad weather outside.

2

Paragraph 2: Propose Control Measures

Describe specific actions to mitigate these hazards. Examples: high-visibility tape on cables, filming during quiet periods, clear signage, staff supervision.

3

Paragraph 3: The Planning Process

Explain the crucial role of pre-production documents. Examples: conducting a recce to spot these hazards in advance, then creating a formal risk assessment to document them.

4

Paragraph 4: On-Set Practices

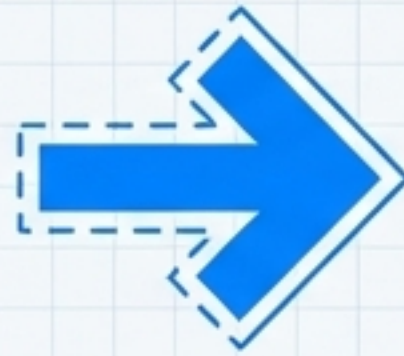
Describe the safe behaviours required during the shoot. Examples: briefing the cast and crew, following school policies, having a first-aider available.

Securing the Top Marks: The Power of Justification

To reach the top band, you must justify your recommendations.
Explain **why** a control measure is important.

Level 2 Answer

They should use barriers.

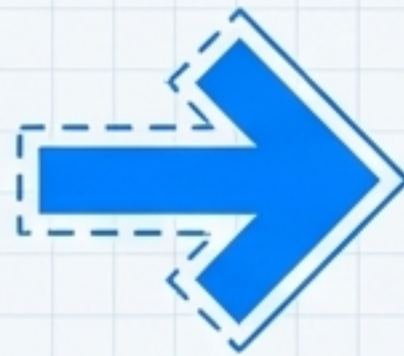


Level 3 Answer

They should use barriers **because** this will keep other students safely away from the filming area, preventing them from accidentally tripping on cables or walking into shot.

Level 2 Answer

They need a risk assessment.



Level 3 Answer

They must complete a risk assessment **so that** they have a formal plan to manage all identified hazards, which can be shared with the crew and the school to prove the production is being run safely.

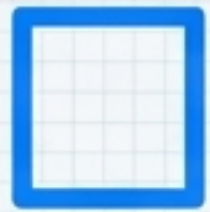
Your H&S Playbook: The Complete Process





Final Systems Check: Can You Now...?

Use this checklist to confirm you've mastered the Producer's Playbook.



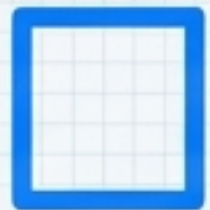
Define **hazard**, **risk**, and **control measure** in the context of media production.



Describe the purpose of a **recce** and the key contents of a **risk assessment**.



Suggest appropriate and specific **control measures** for different filming scenarios.



Structure and write a top-band exam answer that clearly **explains** and **justifies** how health and safety is managed.

