



LSU MEDIA RISK ASSESSMENT FORM



EVENT OR ACTIVITY BEING RISK ASSESSED (add name of event where relevant)	Lens and Lsutv photography and filming activity's for COVID-19	DATE OF COMPLETION OF RISK ASSESSMENT	21/09/2020
		DATE OF EVENT/ACTIVITY (if applicable)	Recurring event
AUTHOR/S OF RISK ASSESSMENT (this must include at least one person involved in the event/activity)	Chair – Cameron Glenwright, Head of Lens – Helen Forest Lsutv Station Manager – Ben Cooke		

PLEASE NOTE – THIS RISK ASSESSMENT MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT/ACTIVITY

What are the HAZARDS?	Who are the People at RISK?	What are you already doing to CONTROL the Risk?	What FURTHER ACTIONS are required to Control the Risk?	Action by WHOM?	Action by WHEN?	Action Completi on DATE?
Look for hazards which you could reasonably expect to result in <u>significant</u> harm and HOW might they cause harm?	Who are the people who may be harmed by the Hazard	What precautions have you already taken against the Hazards you have listed?	What more can be reasonably done for those Risks which are not already adequately controlled?	Who is <u>responsible</u> for making sure this Control Measure happens? (at least 2 people) GIVE initials/ names	Give a realistic timeline for each Control measure	Date and sign initials required (after the event/activity if necessary)

PLEASE NOTE – RISK ASSESSMENTS SHOULD BE REVIEWED ANNUALLY FOR GENERAL CLUB ACTIVITIES AND COMPLETED AS NECESSARY FOR ANY NEW ACTIVITIES/PROCEDURES/EVENTS/TRIPS/POTENTIALLY HAZARDOUS SITUATIONS.

ALL SIGNED RISK ASSESSMENTS SHOULD BE SCANNED AND KEPT FOR 40 YEARS.

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Spread of COVID-19 through equipment contact	Anyone using media's equipment	All equipment will need to be booked out on our system in order to use it, we will make sure equipment is stored for 72 hours between uses. When this isn't possible equipment will be wiped down (sanitised.)	See Control measure	Chair - COG Head of Lens – HF LSUTV Station Manager – BC	72 hours between equipment use.	
Spread of COVID-19 through person to person contact	Anyone involved in the activity	All volunteers unless exempt MUST wear a face covering at all times. A distance of 2 meters must always be kept between volunteers during the activity. Activities will only be held in spaces where social distancing is possible. When entering a building volunteers must queue outside socially distant. Use hand sanitiser often during activities.	If a volunteer is not socially distancing during the activity, they will receive a warning. If this occurs again the volunteer will be asked to leave. In the event that the majority of volunteers on the activity refuse to social distance then the activity will be terminated immediately.	Chair – COG Head of Lens – Helen forest. LSUTV Station manager – BC	During the activity	
Spread of COVID-19 through common media practices like putting mic's on presenters and interviewees	Both the media volunteer and anyone requiring a microphone	Only boom mics will be used, with the boom pole extended to a distance of 2m so social distancing can occur. Where a presenter is required to wear a Lav mic, one will be assigned to them that only they	Persons being interviewed will be given a spot to stand on where it will be requested, they remain for the duration of the	Chair – COG LSUTV station	During the activity	

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		can use for the duration of the activity, this mic will be cleaned and stored for 72 hrs before it's next use.	interview. Interviews of this kind will be filmed in wide open spaces where possible.	manager – BC		
Spread through volunteers bringing in their own equipment	Anyone involved in the activity	Volunteers must not allow any other persons to use their own equipment.	See control	Chair – COG LSUTV Station manager – BC Head Of Lens – HF		

I UNDERSTAND THAT THE CONTROL MEASURES LISTED AND THE INFORMATION WITHIN THIS RISK ASSESSMENT MUST BE GIVEN TO ALL THOSE PEOPLE WHO NEED TO KNOW IT. (This is generally those leading/undertaking/involved in the activity/event).

(This is best done by writing up the Control Measures in an easy to read summary, such as a Rules or Guidelines format OR this actual Risk Assessment may be given out in full if that is considered the most informative way).

The information will be/has been given out in the following format (circle as appropriate): **this Risk Assessment / Rules / Guidelines**

If Rules or Guidelines formats are used, please attach to the Risk Assessment, or keep in the same PC folder.

The information will be/has been sent out in the following way (circle as appropriate): **Paper / Email /Online/Website** (state where/give link)

The information will be given out to (E.g. section head, committee member)

Signed:		Position:		Date:	
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I AGREE TO FOLLOW AND ABIDE BY THE CONTROL MEASURES LISTED WITHIN THE RISK ASSESSMENT.
 I HAVE BEEN CONSULTED IN THE DEVELOPMENT OF THIS RISK ASSESSMENT AND HAVE BEEN ALLOWED MY INPUT.
 I HAVE BEEN GIVEN SUFFICIENT INFORMATION OR TRAINED IN ALL AREAS REQUIRED BY THE RISK ASSESSMENT.

Signed:		Position:		Date:	
Signed:		Position:		Date:	
Signed:		Position:		Date:	
Signed:		Position:		Date:	
Signed:		Position:		Date:	

ALL LSU Media RISK ASSESSMENTS MUST BE CHECKED AND PASSED BY THE Social Events Team BEFORE THE ACTIVITY/EVENT TAKES PLACE.
 An email confirmation of APPROVAL of the Risk Assessment will be accepted. Or a signature in the space below:

Email confirmation received:		From whom:		Date:	
Signed by: Social Events Team		Position:		Date:	

AFTER THE EVENT/ACTIVITY A REVIEW MUST TAKE PLACE TO COMPLETE THE RISK ASSESSMENT PROCESS
 (This should occur ideally within one week, or a maximum of one month of the Event or Activity tasking place for the first time).
 What could be improved or should we take into account if this activity was repeated in the future? What should be avoided?

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