 Events, filming and photography risk assessment

Please send this form to ismarketing@kent.ac.uk **at least 2 weeks before your event** or **1 week before filming / photography**.

We will use this information to:

* contact you
* decide whether your event, filming or photography can take place, or if you will need to make any changes.

**Your details**

|  |
| --- |
| Name: |
| Email:  | Phone number: |
| Title and brief description of event / filming / photography: |
| Date and time of event / filming / photography: |
| Date you are making this risk assessment: |

**How to fill in this risk assessment**

1. Identify and list **significant** and **relevant** hazards for each area you will be using.
2. For each hazard, list the potential effects and people who might be harmed as a result.
3. Rate how likely it is to happen, and how severe the effects would be. Multiply these scores together to calculate the risk rating:

|  |  |
| --- | --- |
|  | Severity |
| Likelihood |  | 1No treatment / minor first aid needed | 2Minor injury or illness | 3‘3-day’ injury or illness | 4Major injury or illness | 5Fatal / disabling injury |
| 1. Very unlikely | 1 | 2 | 3 | 4 | 5 |
| 2. Unlikely | 2 | 4 | 6 | 8 | 10 |
| 3. Likely | 3 | 6 | 9 | 12 | 15 |
| 4. Very likely | 4 | 8 | 12 | 16 | 20 |
| 5. Almost certain | 5 | 10 | 15 | 20 | 25 |

1. Control measures: list what you will do to reduce or control the likelihood and severity of the hazard.
2. Calculate the risk rating after these control measures are in place.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | Effect, and who may be harmed | Likelihood | Severity | Risk rating (likelihood x severity) | Control measures | Residual risk rating |
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