

Risk Assessment

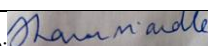
A	Personal Details: Sharon Mc ardle		
	Programme Name:	Dorothy Macardle's 'Prison Notebooks'	
	Programme Contact:	Sharon Mc Ardle 086 1717183	
	Person with overall H&S responsibility:	Sharon Mc ardle	
	Location of workplace: Dundalk, Louth		
	Filming Location(s): Kilmainham Gaol		
B	Details of Team Involved		
	Production Crew: Declan Gorman (Director/Writer), Colm Mullen (Film Maker) Jay Peter Javeri (Camera/lighting assistant) TBC if required.		
C	Those particularly at risk (who and why):		
	Crew as above: LOW RISK		
	HAZARDS		
D	What hazards are involved (number the ones that apply and add any extras as required)		
	1	Access/egress restricted	Mines, excavations, trenches, rough terrain
		Animals – working on shoot/exposed to in environment	6 Night operations/lighting required/signage
		Derelect buildings, asbestos, bird droppings	7 Noise, high sound levels
		Electric, gas or other fires	8 Physical/mental stress/long hours/tiredness
		Extreme weather, sun, cold, wet etc	9 Protective clothing/equipment
		Flammable materials/burns/fire procedures	Scaffolds, rostrum / camera towers
		Gasses/cryogenics/bottled gasses/fumes	Sewers, drains, fuel tanks / environmental concerns
	2	General public – audience/filming in public	Specialised rescue/first aid/medical arrangements
		Hazardous substances/chemicals, drugs, poisons	10 Vehicles / motorcycles / unusual travel methods
	13	Heights/ladders/cranes/hoists	Vulnerable – old/young/special needs
	3	Machinery/welding/power tools/electricity	Water, on or near it, diving operations, boats
	4	Manual Handling/heavy loads	11 Equipment – lifting
		Electrical outlets	12 Lights
	5	Trip hazards - cables & wires	Faulty Electrical Equipment
		Recce filming	UV Lighting
E.	Steps to Completing Risk Assessment		
	1. Identify which hazards are involved in 1-2 days production and number the appropriate box. 2. Each number in the "hazard section" must have a corresponding number and detailed risk analysis in the "risk and control section" 2. State below whether risks associated with each identified hazard are high, medium or low. (refer to the risk matrix for guidance) 3. Specify the controls that will be in place to reduce the risk to an acceptable level, state the resulting risk factor. 4. Inform those persons exposed to any of the risk 5. The form must be signed and dated by the originator and the producer.		
F.	RISKS & CONTROLS IN PLACE		

General risks/controls

#	RISK	CONTROLS IN PLACE
1	Access/egress restricted - Low	Access is provided by Kilmainham Gaol for select crew vehicles. Other vehicles will find parking nearby.
2	General public – audience/filming in public - Low	As the museum is closed during the course of filming, there is no risk to members of the public.
3	Machinery/welding/power tools/electricity	Machinery is limited to normal documentary filming, handheld camera x 2, tripod x 1, mains powered lighting units x 3 (max) battery powered lighting units and stands x 4. Audio operator will have handheld mixer and boom pole.
4	Manual Handling/heavy loads - Low	Crew are trained and experienced in manual handling, equipment health and safety, on set protocols and first aid and are experienced on short and feature length drama and documentary film productions.
5	Trip hazards - cables & wires - Low	Electrically powered lighting units will utilise power cabling as well as extension cabling from power source

		(domestic plug socket) to lamp heads. All cabling can be safety taped when crossing any walkways. As most of the filming will be taking place downstairs – it will be likely that we will need to run cables down to this area.
6	Night operations/lighting required/signage -Low	Filming is scheduled to run from 6pm - 10pm so there is a possibility it will be getting dark by the time filming concludes. Hi-vis jackets will be provided and the area will be lit with small battery powered floor lamps where required if working in low light conditions.
7	Noise, high sound levels - Low	Noise will be kept to a minimum and will just be a by-product of filming with a small crew.
8	Physical/mental stress/long hours/tiredness - Low	Duration of filming is only Four hours each evening in Kilmainham.
9	Protective clothing/equipment - Low	Suitable clothing/footwear for the environment will be worn at all times.
10	Vehicles / motorcycles / unusual travel methods - Low	Once crew vehicles are parked, vehicles will no longer be in use.
	11	Equipment – lifting - Low
	12	Lights - Low
13	Heights/ladders/cranes/hoists - low	Filming is proposed in the upper gallery (Green Flash Cell), East Wing, Inner Hall, Corridors 3, 4 & 5, Stone Breakers Yard, Infirmary, 1916 Corridor, Basement. If approved, crew will be limited to only necessary persons up stairs and minimal equipment carefully carried up.
	General Precautions:	

General Risks/Controls –

G.	What else can be done to control the risks?	
	Overall there is a very low risk for this shoot but a briefing will be carried out to make all crew aware of any potential risks before filming begins.	
H.	Assessor	
	Name:	Signature:
	Position :	Date:
I.	Producer	
	Name: Sharon Mc Ardle	Signature: 
	Position:	Date: 22nd August, 2022

RISK MATRIX

CONSEQUENCE OF HAZARD	LIKELIHOOD OF HAZARD			
	High	Medium	Low	Negligible
Severe	High	High	Medium	Effectively zero
Medium	High	Medium	Medium/Low	Effectively zero
Low	Medium/Low	Low	Low	Effectively zero
Negligible	Effectively zero	Effectively zero	Effectively zero	Effectively zero

METHOD STATEMENT

Filming at Kilmainham Gaol for Dorothy Macardle's Prison Notebooks

Date of Event: 11th & 12th October 2022 6pm -10pm

Company Details	Dorothy Macardle Archive and performance project.
Event	Dorothy Macardle 'Prison Notebooks' - a short film
Person on Location	Sharon mc ardle
DATE/TIME	6-10PM OVER 1-2 NIGHTS 11 th & 12 th October 2022
Crew	Declan Gorman (Director/Writer) Sharon Mc Ardle (Actor/ researcher) Colm Mullen (Film maker) Jay Peter Javeri (Camera/lighting assistant) TBC if required
Technical Equipment	Camera(s): Video camera - Blackmagic Design Pocket Cinema Camera 6K kit Stills Camera - Canon 5D Mark II Lighting: Arri 1.2K HMI Cinepar with lens attachments and senior stand. 4 x mini LED accent light panels 2 x Arri 800w redheads Grip / Support: 1 x Manfrotto 525 MBV tripod 5' Kessler 5FT Cineslider 5 x Light stands 2 x T-clamps 2 x Super clamps 2 x Gaffer clamps 2 X floor pods

	<p>25 x Crock clips</p> <p>Audio: Sennheiser 416 rifle microphone Rycote suspension system and windjammer Zoom H6 audio recorder Sennheiser HD 25 II headphones.</p> <p>Effects: Jem Martin Stage Hazer (water based)</p> <p>Misc. M40 Extension Leads / Stingers (50m) M41 Extension Leads / Stingers (25m) Various CTO/CTB/colour gels 216 diffusion roll 2 x rolls of black wrap</p>
OPERATIONS MANAGEMENT	
Time period	<p>Before Entry: Camera and audio equipment checked and pre built. Only equipment necessary for each evening of filming to be brought on sight. Shot list, shooting order, locations list and power requirements submitted to Kilmainham Gaol staff for approval.</p> <p>Filming schedule day 1 – Oct 11th Various scenes utilising both a static and moving camera depicting Dorothy Macardle's character in prison. Location: Basement</p> <p>Filming schedule day 2 – Oct 12th Various static and moving camera shots capturing location details. Including wide shots and close up detail shots of each location (see location list below).</p>

Description and locations	<p>Filming is proposed in the following places:</p> <p>Oct 11th – Basement</p> <p>Oct 12th – Upper gallery (Green Flash Cell)</p> <p>East Wing Inner Hall Corridors 3, 4 & 5 Stone Breakers Yard Infirmary 1916 Corridor</p>
Removal from site	Film, lighting and audio package will be minimal and configured for transportation and movement by one crew member (Colm Mullen).
Electrical needs	<p>Type G plug sockets. Standard 230 V frequency is 50 Hz.</p> <p>Maximum power requirement 2.9 KW</p> <p>Cables will need to be run to locations which don't have power supply</p>
Site Control	N/A
Other responsible people on site (other than audience)	no audience
Vehicles on site:	1 Transit Van
Hazardous objects on site, naked flames, open blades	N/A

Recorded and live music subject to PRS or other licenses	N/A
Insurance	YES - public liability & employers' liability
Risk Assessments and Health and Safety	A full set of risk assessments has been provided.

Health and Safety Contact Details			
Name	Role	Tel	Email
Kilmainham Garda Station		+35316669700	
In the event of an emergency		112 or 999	

Health and Safety Procedures	
Name of First aider on site	Colm Mullen
On-Site first aid box location	To be noted on arrival
Note emergency exit points on arrival	To be noted on arrival
Address of nearest hospital	St. James's Hospital
Risk Assessment	A risk assessment has been completed, and hazards have been identified. All hazards will be managed in the most appropriate manner on-site
Procedures to reduce the transmission of Covid-19	N/A

Film/TV/Radio Fact Find



PRODUCTION COMPANY

Sharon Mc Ardle
 Address 65 Cuchulainn Heights
 Carlingford
 Louth

Client Code
 Contact Name sharon mc ardle
 Telephone No.
 Mobile/Cell No. 086 1717183
 E-mail address: sharonmcardleicloud@icloud.com

Business Description lecturer at DCU - she is doing this one - off short film outside her work at DCU. S

FUNDING

Funder: Bank of Ireland - Together Arts Fund
 A. By Funder Yes / No
 C. By IFB Scheme Yes/No
 Percentage of total budget funded 100.00%

B. By Broadcaster Yes/No
 D. By BAI Scheme Yes/No

PRODUCTION DETAILS

Broadcaster: online streaming via private youtube link
 Working title A Short Film - Dorothy's Prison Notebooks
 Storyline/Synopsis: personal jail diaries.
 The production is TV Feature Film Radio Running time 8 minutes
 Commercial Internet Short Film Other No. of episodes 1

Live Broadcast #REF! If Yes, who is receiving the signal & how: No - prerecorded

Budget excl. Production Fee/Insurance/Contingency € 6,680.00
 Start Date: Pre-Production 19/08/2022 26/8/2022
 Delivery Date: Photography/Recording 29/08/2022 29/9/2022 2-3 days filming
 Post-Production/Edit 03/10/2022 31/10/2022

F/TV FORMAT

Negative: If Film Negative please also advise:
 Videotape (i) 'Rushes' Frequency:
 Digi Digital video format (ii) Laboratory:
 CGI - animation (iii) Courier Company:

CAST INSURANCE (Age Limit 6 - 75) required No. of Cast to be insured: 1

If Yes provide a list of names to be insured on a separate page. They will be required to complete a Cast Declaration of Health form prior to cover.

Cast cover is for the financial loss to the production if an insured person cannot come to work due to an insured peril. It is NOT liability insurance.

Hired-in Equipment Sum Insured 3888.00 (Insured by Film Equipment Store)
 Props, Set & Wardrobe Sum Insured insured by Hire Store
 Owned Equipment Sum Insured
 Computer & Telecommunication Equip

Security at Premises / On Location

HAZARDOUS AND/OR UNUSUAL ACTIVITIES

Will Cast perform any hazardous action:

N/A

Description of the stunt.

Description of the safety procedures.

Will you use a Stunt Double

Have you a Stunt Choreographer

Have you a Stunt Co-ordinator

What experience does the stunt man/woman have

Have you completed a Risk Assessment

Will you use vehicles, water or aircraft:

N/A

Will there be any hazardous maneuvers (*fast driving, handbrake turns etc*) or crashes

Who is the Stunt Co-ordinator

Who is the Stunt Driver?

Have you completed a Risk Assessment

Any stunts, special effects or pyrotechnics:

N/A

Description of the special effect and how it's being produced.

Which special effects company is being used.

Description of the pyrotechnic effect.

Who is the pyrotechnician.

Have you completed a Risk Assessment

Any use of weapons:

N/A

What weapons are being used.

Who is the armourer.

Who is the fight choreographer.

Have you completed a Risk Assessment

Any water-related filming:

N/A

If filming on a boat, who owns the boat?

Who will operate the boat?

How large is the boat?

Will all crew and cast wear life jackets?

Will all kit have spray guards?

Will there be any underwater filming?

If so, what experience does the camera operator have? _____
How deep underwater will he/she go? _____
Have you completed a Risk Assessment _____

Any aerial work: _____ N/A
If filming from an aircraft or helicopter, the aviation insurer should provide full, hold harmless cover for the production company. _____
Have you confirmed that the aviation company must have a commercial licence and be insured accordingly. _____

Any use of animals: _____ N/A
What animals are being used. _____
Who is the wrangler? _____
What is their relationship to the animal (ie owner/trainer) _____
Have you completed a Risk Assessment _____

Other hazardous activities: _____ N/A
Details of the activity _____
What is the expertise of the activity arranger/coordinator _____
Do they have their own insurance (i.e. adventure centre, riding school, etc.) and have you been indemnified _____
Has the activity provider completed a risk assessment _____

Please provide any additional information _____ N/A
(use a separate page if necessary) _____

CLAIMS OR UNINSURED LOSSES IN THE LAST 5 YEARS. _____ N/A
If 'yes' please provide details: _____

Are you using locations outside Ireland & UK _____ N/A
Location details _____

ADDITIONAL INFORMATION (use a separate page if necessary)
_____ We are looking for this policy to cover the 2-3 days filming only

Do you have a current Health & Safety Statement? _____ NO

Are you in compliance with the Safety, Health & Welfare At Work Act 2005? _____ YES

Has any Insurer declined or required special terms to insure you or any director or partner or refused to renew any insurance whilst trading in your present name or any other name? If 'YES', give details:

NO

Have you or any director or partner whilst trading in your present or any other name been declared bankrupt, or convicted of arson, fraud, forgery, stealing, robbery or receiving or any crime of violence associated with any of these or with any other offence against property?

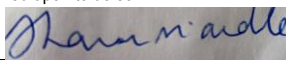
NO

If 'YES', give details:

DECLARATION:

I/We the undersigned desire to effect an insurance in terms of the Policy to be issued by the Insurer concerned. I/We hereby declare that all the statements and particulars given by me/us in this Proposal, which I/We have read over, are correct and that no material fact has been omitted, misrepresented or mis-stated. I am/We are not aware of any other circumstances likely to affect the risk. I/We agree that the statements in the Proposal shall form the basis of the contract between the Insurer concerned and myself/Ourselves and if the risk is accepted I/We undertake to pay the premium when called upon to do so.

SIGNED:



SHARON MC ARDLE

FOR THE PRODUCTION COMPANY

DATE:

5th August 2022

Contacts:

Karen Sheridan

Telephone:

01 2666157

E-mail:

#REF!

Main Tel:

01 2666000

Web:

www.aon.ie

Post/Courier:

Aon, Harbour Street, Mullingar, County Westmeath.

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