

Unit 35 Task 2- Risk Assessment

Location :	Sha Kok Mei Village
Date :	May 31st
Task/Activity :	Filming a video installation
Equipment :	Tripod, Camera, Glass, Paper

Likelihood		
1. Extremely Rare	2. Unlikely	3. Possible
Outcome		
1. Minor - irritation easily dealt with by group	2. Moderate - could affect group itinerary	3. Serious - involves external agency

Risk	L	O	Control Measure	Emergency Plan
VIDEO RISKS				
Cut on glass.	1	3	Ensure glass is handled carefully.	Go to doctor/hospital.
Camera breaks.	2	3	Have a backup camera and charge both.	Use the backup.
Cannot access equipment.	1	3	Ensure equipment is prepared before filming.	Change plan with equipment which is accessible.
Weather change such as rain.	3	2	Ensure the idea can be filmed indoors as well.	Move to a backup idea.
Limited location space.	2	1	Check the location before filming.	Use 1st floor as backup.
Light gets damaged.	1	3	Charge up phone/torch and position it as appropriate.	Have a backup light.
Sound recorder malfunctions.	3	2	Charge and test sound before filming.	Use computer or phone as backup.
Editing software fails.	2	2	Restart editing software to start.	Use a different software or laptop.
Water spills on electrics.	3	3	Ensure wires/lights are out of the way before	Immediately unplugged and clean/dry wires.

			filming.	
Camera gets wet.	3	2	Do test shots before trying out camera near water.	Dry camera and have a backup ready.
INSTALLATION RISKS				
Someone trips on wires.	3	2	Put up signs stating people not to walk over it.	Check if person and installation is alright.
Fire hazard.	3	3	Move water/food away from installation.	Leave the building from the nearest exit.
Installation breaks.	2	2	Have a backup laptop/projector prepared.	Restart laptop or show only on laptop instead of project
Lighting breaks.	3	1	Have a new set up lights ready such as Fluorescent or Phone/LED.	Watch installation in the dark.
The projector falls on the floor.	3	3	Ensure projector is balanced properly/secured.	Try to repair projector, use a spare, or project on laptop.