

Please note - failure to complete this pro-forma **IN FULL** and submit at least 24hrs prior to your arrival may result in delays in accessing your hired facilities

Tenant/ Production Co. Name:		Production Name:	
Producer/ Co. Director:	Signature:		Tel:
Production/ Office Manager:	Signature:		Tel:
Competent Person/ Risk Assessor:	Signature:		Tel:
Safety Advisor/ Officer:	Signature:		Tel:
Location(s) within 3 Mills Studios:	Start Date:		End Date:
	Named First Aider:		Contact No:
	Named Fire Warden(s):		Contact No:

Hazard & Control Checklist

Part 1 - Please tick all hazards identified as part of the business/ production

Part 3 - Control measures are in compliance with relevant legislation

Part 2 - Confirm all risks arising from identified hazards are adequately controlled

Part 4 - List of common legislation for reference

Part 5 - Studio Operations

1. Hazards identified	2. Risks Controlled	3. In compliance with... Refer to 4.	4. Primary Legislation list*
<input type="checkbox"/> Access/ egress	<input type="checkbox"/>	1 2 21	1) Health & Safety at Work etc Act 1974
<input type="checkbox"/> Computers/ VDU's	<input type="checkbox"/>	1 2 3 12 15 20 21	2) The Management of Health & Safety at Work Regulations 1999
<input type="checkbox"/> Electrical equipment	<input type="checkbox"/>	1 2 3 9 10 12 20 21	3) The Provision & Use of Work Equipment Regulations 1989
<input type="checkbox"/> Manual handling	<input type="checkbox"/>	1 2 8 12 21	4) Control of Substances Hazardous to Health 2002
<input type="checkbox"/> Driving/ Moving vehicles	<input type="checkbox"/>	1 2 21	5) Working at Height Regulations 2005
<input type="checkbox"/> Plant/ Machinery	<input type="checkbox"/>	1 2 3 21	6) The Regulatory Reform (Fire Safety) Order 2005
<input type="checkbox"/> Explosives/ Pyrotechnics	<input type="checkbox"/>	1 2 3 4 6 14 20 21 23	7) The Control of Noise at Works Regulations 2005
<input type="checkbox"/> Lasers/ strobes	<input type="checkbox"/>	1 2 21	8) Lifting Operations & Lifting Equipment Regulations 1998
<input type="checkbox"/> Location catering	<input type="checkbox"/>	1 2 3 4 12 13 16 18 19 20 21 23	9) Electricity at Work Act 1989
<input type="checkbox"/> Location filming	<input type="checkbox"/>	1 2 3 4 5 6 7 8 12 19 20 21	10) IEE Wiring Regulations (16th Edition)/ BS7671
<input type="checkbox"/> Location lighting	<input type="checkbox"/>	1 2 3 5 8 9 10 12 20 21	11) Control of Vibration at Work Regulations 2005
<input type="checkbox"/> Working at Height	<input type="checkbox"/>	1 2 3 5 8 12 21	12) Manual Handling Operations Regulations 2002
<input type="checkbox"/> Scaffolds/ Towers/ Platforms	<input type="checkbox"/>	1 2 3 5 21	13) Chemicals (Hazard Information for Supply) Regulations 2002
<input type="checkbox"/> Smoke Effects	<input type="checkbox"/>	1 2 3 4 6 13	14) Dangerous Substances & Explosive Atmospheres Regulations 2002
<input type="checkbox"/> Set Construction (hot works? see below)	<input type="checkbox"/>	1 2 3 4 5 6 7 8 9 11 12 20 22	15) Health & Safety (Display Screen Equipment) Regulations 2002
<input type="checkbox"/> Hot Works	<input type="checkbox"/>	1 2 3 4 6 12 13 14 19 20 21	16) Food Safety Act 1990
<input type="checkbox"/> Animals	<input type="checkbox"/>	1 2 21	17) Food Premises (Registration) Regulations 1991
<input type="checkbox"/> Compressed Gas	<input type="checkbox"/>	1 2 21	18) Food Hygiene (England) Regulations 2006
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/>	1 2 19 20 21 26	19) Workplace (Health, Safety & Welfare) Regulations 1992
<input type="checkbox"/> Flammable substances/ materials	<input type="checkbox"/>	1 2 4 6 14 21	20) Personnel Protective Equipment at Work Regulations 1992
<input type="checkbox"/> Fight sequence	<input type="checkbox"/>	1 2 21	21) Health & Safety (First-Aid) Regulations 1981
<input type="checkbox"/> Hazardous substances/ chemicals	<input type="checkbox"/>	1 2 4 6 13 14 20 21 23	22) Construction (Design & Management) Regulations 2007
<input type="checkbox"/> Drugs/ Alcohol	<input type="checkbox"/>	1 2 21	23) The Environmental Protection (Duty of Care) Regulations 1991
<input type="checkbox"/> Lifting appliances/ machinery	<input type="checkbox"/>	1 2 3 8 21	24) The Health and Safety (Safety Signs and Signals) Regulations 1996
<input type="checkbox"/> Noise	<input type="checkbox"/>	1 2 3 7 20 21	25) Ionising Radiations Regulations 1999
<input type="checkbox"/> Vibration	<input type="checkbox"/>	1 2 3 11 21	26) The Confined Spaces Regulations 1997
<input type="checkbox"/> Physical exertion	<input type="checkbox"/>	1 2 19 21	
<input type="checkbox"/> Heat/ cold	<input type="checkbox"/>	1 2 19 20 21	Part 5 - please tick to confirm that you understand & acknowledge:
<input type="checkbox"/> Fire/ Fire effect	<input type="checkbox"/>	1 2 3 4 6 14 20 21 23	<input type="checkbox"/> Your duties in relation to health & safety & the relevant regulations
<input type="checkbox"/> Trainee/ Inexperienced personnel	<input type="checkbox"/>	1 2 3 21	<input type="checkbox"/> Receipt of all documentation required from 3 Mills Studios
<input type="checkbox"/> Children	<input type="checkbox"/>	1 2 21	<input type="checkbox"/> The terms & conditions of your lease/ Studio Use Agreement
<input type="checkbox"/> Persons with special needs	<input type="checkbox"/>	1 2 21	<input type="checkbox"/> Risk assessments must be in place for all relevant activities
<input type="checkbox"/> Working patterns/ hours	<input type="checkbox"/>	1 2 21	<input type="checkbox"/> All personnel are required to book in with security upon arrival
<input type="checkbox"/> Audience/ public	<input type="checkbox"/>	1 2 19 21	<input type="checkbox"/> No Smoking policy existing in all buildings.
<input type="checkbox"/> Under water filming	<input type="checkbox"/>	1 2 21	<input type="checkbox"/> All drivers are required to observe the 10mph speed limit on site
<input type="checkbox"/> Night operations	<input type="checkbox"/>	1 2 3 19 20 21	<input type="checkbox"/> First-Aid cover is not available from the Studio
<input type="checkbox"/> Freelance crew/ temp. staff	<input type="checkbox"/>	1 2 21	<input type="checkbox"/> All keys must returned to security each day (<i>productions only</i>)
<input type="checkbox"/> Physical Effects/Stunts	<input type="checkbox"/>	1 2 3 20 21	<input type="checkbox"/> No filming or photography permitted outside of stages without prior consent from Studio management
<input type="checkbox"/> Weapons & Armourers	<input type="checkbox"/>	1 2 3 7 21	<input type="checkbox"/> No alterations to the buildings are permitted without prior consent
<input type="checkbox"/> Radiation	<input type="checkbox"/>	1 2 21 24 25	<input type="checkbox"/> No building services may be isolated/ amended without consent
<input type="checkbox"/> Flying - rigs/ performers	<input type="checkbox"/>	1 2 3 5 8 21	<input type="checkbox"/> No construction or storage is permitted outside demised areas
<input type="checkbox"/> Slip, trips & falls	<input type="checkbox"/>	1 2 21	<input type="checkbox"/> All vehicles entering site must be in a road legal condition and are
<input type="checkbox"/> Water Effects	<input type="checkbox"/>	1 2	subject to the Studios traffic management policy
<input type="checkbox"/> Other hazards	<input type="checkbox"/>	Please attach specific risk assessments	

Once completed please return your proforma to Studio Operations via fax on 0871 594 0379 or email to operations@3mills.com

* This list is an aide memoir rather than a complete list of current legislation. 3 Mills Studios does not accept any responsibility for the validity of the information nor any liability from the use of the list as reference.