

Field Activity Plan

Faculty:		Plan issue date:	
School:		Plan review date:	
Department:		Approval: (Name and Signature)	

Summary description of field activity and scope

Film Activity Details

Course Title	
Type and duration of film	
Number of University participants involved	
Number of participants from outside University involved	
Level of inherent risk for this field activity (<i>Before</i> all identified controls are applied)	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Extreme

**Contact
number**

Please provide a list of University students working on the project.

[illegible]

Intended Programme

Provide a brief description of the daily filming activities (Locations of filming, estimated timings at locations etc.)

(Suggested items to consider)

Travel:How will crew get there?

Parking: Is there sufficient parking at each location?

Equipment transport: How will gear be transported and where will it be stored on location?

Return: Is there sufficient transport for everyone to get home safely?

What are the most significant risks that participants should be aware of and how are they to be managed / mitigated? Please list by location.

Level of residual risk for this field activity. *(After all identified controls are applied)*

☐ Low

☐ Moderate

☐ High

☐ Extreme

Planning Considerations	
Have we received relevant consent/permit/access permission for filming at each location?	<i>From whom?</i> <i>Contact details:</i>
Are we using a generator?	
Are we shooting on or near roads?	<i>Yes?</i> <i>Where?</i>
Are there any cultural considerations we need to be mindful of?	<i>What?</i>
Are we shooting near to any body of water?	<i>What?</i> <i>Are we using electrical equipment near it?</i>
Do we need to consider security risks? (personal safety / theft / vandalism)	
Will participants operate in groups or alone?	<i>If alone, what extra safeguards do we need to put in place to make sure our person is safe? If groups how many students?</i>
Are we filming in a moving vehicle?	
Will filming occur in the hours of darkness?	

Participant Information	
Are any of our crew under the age of 17?	<i>Specify:</i> <i>Actors 16 yrs and under? Please confirm with your convener you are aware of regulations on filming hours for minors.</i>
Do we need to carry any specific medications during the activity?	<i>Specify:</i>
Do we have participants with disabilities or medical conditions/allergies? Do we need to make special provisions for them?	<i>Support persons needed?</i>
Do we need to specify a level of fitness required for the activity?	<i>Do people also need skills such as the ability to swim, etc?</i>
Does anyone have any special dietary needs?	
Does your film have any nudity in it?	
Does your film deal with potentially upsetting material for cast and crew members such as rape or suicide?	