

Risk Assessment – Edit and Dubbing Suites

The people that might be harmed: Studioworks employees, contractors, public, artists

| HAZARD | CONTROL |
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| <p>Musculoskeletal disorders including Work Related Upper Limb Disorders</p> | <ul style="list-style-type: none"> • Edit suites and Dubbing Suites should be designed ergonomically with a comfortable layout to suit the task • Good cable management and housekeeping must be in place • Desks where possible should be adjustable. • Control rooms and suites to have adjustable chairs with lumbar support • Where required adjustable footrests should be provided. This should be decided via DSE assessment • Ensure that all regular users of DSE equipment have received instruction/training as per policy and requirements and undertaken a DSE assessment where necessary. • Ensure all operators are competent in or have received adequate training on specific software packages where required • Ensure that work areas are uncluttered and regularly tidied to prevent over-reaching. • Move hands away from keyboards and input stations when possible. • Encourage users to take regular breaks away from display screens and equipment |
| <p>Eye strain, tired eyes and discomfort</p> | <ul style="list-style-type: none"> • Ensure that there is suitable, well maintained, adequate lighting, adjustable to suit the task • Suitable ventilation should be in place taking into account the heat emitted by equipment • Ensure regular breaks are taken away from DSE equipment; |

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| Noise | <ul style="list-style-type: none"> • Monitor speaker levels are set by qualified technical staff to ensure that sound levels do not exceed 90dB(A) • Headphones and ear pieces are fitted with limiting devices to 93 dB(A) • Scheduled rest breaks to limit exposure to repetitive tasks, low light, excessive noise etc. |
| Lone Working | <ul style="list-style-type: none"> • Monitoring procedures in place for lone workers / working out of hours e.g mobile phone contact details obtained, routine reporting to central point / check call system in place. |
| Electrical hazards | <ul style="list-style-type: none"> • All electrical equipment is part of a regular inspection and testing regime. • Electrical supplies should not be overloaded and should be calculated and checked by a competent person where necessary. • Portable Electrical Equipment should be visually inspected before use. Any equipment not passing this should be removed from service. |
| Emergency Procedures | <ul style="list-style-type: none"> • Ensure that you are aware of the emergency procedures in the room in which you are working. Do not assume that an alarm bell will sound. • If you are working alone e.g. in a voiceover booth ensure you confirm to the operator that you're evacuating during an emergency before leaving the booth. • If you are working with someone who may be alone such as with a person in a voiceover booth ensure that they have confirmed they are evacuating should the alarms sound |
| Slips, Trips and Falls | <ul style="list-style-type: none"> • All cabling should be tidied and kept out of walkways and doorways so as to prevent trips. • Changes in height or trip hazards within galleries such as steps should be highlighted and people made aware |
| Housekeeping | <ul style="list-style-type: none"> • Booths should be kept tidy at all times. • Ensure that rubbish is disposed of in bins provided. • Ensure that any spillages are cleaned up to prevent slips |