



RISK ASSESSMENT POLICY

Film'sCool (operated by McMaster Films)



SAFE

Young people come first.



RESPECTFUL

We listen, value and treat everyone fairly.



CREATIVE

We inspire, develop and have fun.



OUR VENUE

Williamsburgh
Primary School,
Paisley.



WE OPERATE UNDER A LETTING ARRANGEMENT WITH

Renfrewshire Council /
OneRen and follow
all their policies,
procedures and
site rules.



OUR COMMITMENT

We identify hazards,
assess risks and
take steps to keep
everyone safe.



WHO THIS POLICY IS FOR

This policy applies to all staff,
volunteers, young leaders,
visitors, contractors, parents/
carers and young people
involved in Film'sCool
activities.



REVIEW

This policy is reviewed
annually or sooner if
there are changes in law
or guidance.

1. Purpose

We identify hazards and risks in our activities so we can plan safe, fun and successful sessions and productions.

2. Our Process

1	Identify	Find hazards that could cause harm.
2	Assess	Decide how serious and how likely.
3	Control	Put in place measures to reduce the risk.
4	Review	Check regularly and update if needed.



We complete risk assessments for all activities, locations and trips.

3. What We Assess



All activities
and workshops



Equipment
and technology



Locations and
filming areas



Trips and
transport



Health and
emergencies

4. Who Does It?

- John McMaster (Responsible Person) oversees all risk assessments.
- Staff and volunteers complete risk assessments for their activities.
- Young leaders are involved and their views are valued.
- Risk assessments are kept up to date and shared with all staff.



Risk assessments are
reviewed regularly,
especially when
activities, locations
or equipment change.

5. Recording

We keep written records of all risk assessments.
These are stored securely and are available
to staff and our partners when needed.



Good planning
helps us keep
everyone safe.

