

# SAFE WORK PRACTICES

GUIDELINE FOR MEDIA PROFESSIONALS



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH  
MINISTRY OF HUMAN RESOURCES







## Message From The Minister

This “Safe Work Practices : Guideline for Media Professionals”

has been developed by the Department of Occupational Safety and Health (DOSH) Malaysia, Ministry of Human Resources for media practitioners, especially for those undertaking media coverage of events in dangerous zones and hazardous environments. The publication of this guideline is part of the government's efforts in ensuring the safety, health and welfare of media personnel against risks arising from activities

undertaken in the said environment.

Workers make up an essential part of the 4 M's (Man, Machine, Money and Method) and therefore become national assets in supporting and contributing to the country's economic development. Any accident involving any worker, whether causing injury or death is a loss to the country. The government has a duty to protect the workers, including the media practitioners who are jeopardizing their lives in collecting first hand information for the public. Therefore their safety, health and welfare shall be protected in line with the principle of the Occupational Safety and Health Act, 1994.

Thus, the publication of this guideline is geared towards getting all media practitioners from the senior management down to the media personnel on the ground to embrace the protocols and the Safe Operating Procedures (SOPs) outlined in this Safe Work Practices guideline in order to prevent unwanted harm and risks from occurring.

I would like to express my utmost gratitude and thank all parties who have contributed in terms of ideas as well as commitment in the development and publishing of this guideline.

Thank you.

**Datuk Seri Dr. S. Subramaniam**

**Minister of Human Resources, Malaysia**



## Foreword

Awareness of occupational safety and health is the most basic thing that each working person must possess. This awareness will indirectly induce an employee to be more attentive and concerned about unsafe working such work activities.

The government initiatives through the 10<sup>th</sup>. Malaysia Plan has outlined five key strategic thrusts and one of them is to create conducive environment for unleashing economic growth. By creating clean, comfortable and safe environments, especially in the workplaces, this will guarantee the safety of workers as well as boost their morale to give full commitment to their employers and companies. This will then contribute to the reduction in accident rates in the employment sector and increase the rate of national productivity and efficiency. With the attainment of this end, Malaysia will be on the right track in achieving the status of a high income country by 2020.

This guideline which is published as a result of government-media partnership is expected to realize the government's wish to provide safe work environments and safe work practices for media personnel. This Safe Work Practices guideline acts as guidance for media practitioners, and initiatives taken to promote an accident prevention culture for the purpose of ensuring the safety, health and welfare of workers.

Acknowledgements to all the parties involved for their dedication and cooperation in preparing this book from the beginning until its publication.

Thank you.

**Senator Datuk Maznah binti Mazlan**

**Deputy Minister of Human Resources,**

**c/o Chairman of the National Council for Occupational Safety and Health Malaysia**



## **Preface**

We thank the Almighty for enabling us to complete the “Safe Work Practices : Guideline for Media Professionals” within the specified time frame. This guideline is published especially for media personnel as a guidance and reference on Safe Operating Procedures (SOPs) when carrying out their duties. It explores in detail about the safety measures that need to be taken before any work or activity is carried out along with guidance in identifying hazards and the evaluation of risks. This will assist employers or employees to carry out appropriate measures to avoid mishaps while at work.

In the process of producing this manual, information has been gathered in various ways and at multiple levels. Part of the process includes research on the SOPs and guidelines developed by international media organizations, decision-making during meetings with different media representatives as well as with training institutions related to media. The drafted manual was circulated to the media organizations as well as to non-governmental organizations (NGOs) for their opinions, comments and feedback in-line with **tripartisme** concept. All these steps have been taken in order to consider the views of all key players related to media professionalism as well as to ensure that this manual is as comprehensive as possible.

The publication of this guideline will help all parties involved in the media, particularly the employers and employees, in developing strategies and safety measures before departing for any event coverage. Notwithstanding the responsibility of the employers, employees too must play their role in providing cooperation to their employers as well as to comply with the national laws and regulations related to safety, health and welfare of the workers.

Finally, the department would like to thank everyone involved for their effort and contribution that has been given during the whole process of preparing this guideline.

**Dato' Dr. Ir. Johari bin Basri**

**Director General,**

**Department of Occupational Safety and Health (DOSH) Malaysia**

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## List of Abbreviations

AGM	Annual Grand Meeting
BBC	British Broadcasting Corporation
CBRN	Chemical, Biological, Radiation and Nuclear
DOSH	Department of Occupational Safety and Health
DVT	Deep Vein Thrombosis
ETA	Estimate Time Arrival
FCO	Foreign and Commonwealth Office
FFP3	Filtering Face Piece
GP	General Practitioners
GPS	Global Positioning System
GV	General Views
HIRARC	Hazard Identification, Risk Assessment and Risk Control
ICAO	International Civil Aviation Organisation
MMC	Mobile Manufactures Forum
NGO	Non Governmental Organizations
PAT	Portable Appliance Testing
PPE	Personal Protective Equipment
PTSD	Post Traumatic Stress Disorder
RCD	Residual Current Device
SAR	Specific Absorption Rate
SOP	Safe Operating Procedure
VIP	Very Important Person

### 1.0 INTRODUCTION

This guideline has been prepared with the aim to provide media professionals with information regarding safety practices while working. Knowledge of such information will assist them to identify the do's and don't's of work, together with the control measures to take if hazards and danger occur. Hazards encountered are different since they are affected by various factors such as location, environment, human behaviour, equipment handling etc.

This guideline describes the usual hazards faced by media professionals as well as the actions that need to be taken. It also illustrates on the use of risk analysis in measuring the hazards that have been identified. This guideline is intended to help the management of a media organisation in planning and preparation before sending their workers to cover stories or interviews.

The main reference for the information in this guideline is a research done by the British Broadcasting Corporation (BBC) titled "Journalism Safety Guide" but it has been suited to the working environment and culture in Malaysia.

### 2.0 INTERNATIONAL LAWS PERTAINING TO THE SAFETY OF MEDIA PROFESSIONAL

The rights of media professionals or journalists to safety are incorporated in international law. Even though until now there are no specific international treaty concerning the safety of journalists, there are numerous conventions, recommendations and other international regulations that have been ratified concerning human rights and humanitarian rights which have explicitly or implicitly highlighted the rights of journalists. Here two of the most important international law pertaining to their safety is mentioned.

- a) The main article to quote on this is article 19 of the Universal Declaration of Human Rights which states that :

*"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers."*

Hence journalists as seekers of information and expressers of freedom have every right to pursue their profession without being afraid of coercion and intimidation by any party whether the government or their people.

- b) If in warring conditions or in area of conflict, a relevant article to cite is Article 79 of the First Additional Protocol of the Geneva Conventions which explicitly states that :

*"1. Journalists engaged in dangerous professional missions in areas of armed conflict shall be considered as civilians within the meaning of Article 50, paragraph 1.*

*"2. They shall be protected as such under the Conventions and this Protocol, provided that they take no action adversely affecting their status as civilians, and without prejudice to the right of war correspondents accredited to the armed forces to the status provided for in Article 4 (A) (4) of the Third Convention.*

*"3. They may obtain an identity card similar to the model in Annex II of this Protocol. This card, which shall be issued by the government of the State of which the Journalist is a national or in whose territory he, resides or in which the news medium employing him is located, shall attest to his status as a journalist."*

Hence, journalists who are civilians should be treated as such during the outbreak of war. This means that they should not be harmed in any way that jeopardise their safety. They also should not be treated as any one of the armed forces in the conflict or as taking sides, but this right may be withdrawn if they act in such way that implies military action.

### 3.0 RISK CLASSIFICATION

#### 3.1 Risk Definition

Risk is something that we as individuals live with on a day-to-day basis. People are constantly making decisions based on the risk. Risk is the combination of the likelihood and severity of a specified hazardous event occurring. In mathematical term, risk can be calculated by the equation:-

$$\text{Risk} = \text{Likelihood} \times \text{Severity}$$

Where,

**Likelihood** is an event likely to occur within the specific period or in specified circumstances

**Severity** is outcome from an event such as severity of injury or health of people, or damage to property, or insult to environment, or any combination of those caused by the event.

#### 3.2 Analyze and Estimate Risk

Risk is the determination of likelihood and severity of the credible accident/event sequences in order to determine the magnitude and to priorities identified hazards. It can be done by qualitative, quantitative or semi quantitative method.

##### 3.2.1 Likelihood of an occurrence

This value is based on the likelihood of an event occurring. You may ask the question “*How many times has this event happened in the past?*” Assessing likelihood is based worker experience, analysis or measurement. Likelihood levels range from “*most likely*” to “*inconceivable*”. For example, a small spill of bleach from a container when filling a spray bottle is most likely to occur during every shift. Alternatively, a leak of diesel fuel from a secure holding tank may be less probable.

Table A indicates likelihood using the following values:-

Table A: Likelihood of an occurrence

LIKELIHOOD (L)	DESCRIPTION	RATING
<b>Most Likely</b>	The most likely result of the hazard/event being realized	5
<b>Possible</b>	Has a good chance of occurring and is not unusual	4
<b>Conceivable</b>	Might be occur at sometime in future	3
<b>Remote</b>	Has not been known to occur after many years	2
<b>Inconceivable</b>	Is practically impossible and has never occurred	1

##### 3.2.2 Severity of hazard

Severity can be divided into five categories. Severity is based upon an increasing level of severity to an individual’s health, the environment, or to property. Table B indicates severity by using the following table:

Table B: Severity of hazard

SEVERITY (S)	DESCRIPTION	RATING
<b>Catastrophic</b>	Numerous fatalities and irrecoverable property damage	5
<b>Fatal</b>	Approximately one single fatality major property damage if hazard is realized	4
<b>Serious</b>	Non-fatal injury, permanent disability	3
<b>Minor</b>	Disabling but not permanent injury	2
<b>Negligible</b>	Minor abrasions, bruises, cuts, first aid type injury	1

### 3.3 Risk assessment

Risk can be presented in variety of ways to communicate the results of analysis to make decision on risk control. For risk analysis that uses likelihood and severity in qualitative method, presenting result in a risk matrix is a very effective way of communicating the distribution of the risk throughout area in a workplace.

Risk can be calculated using the following formula:

$$\text{Relative Risk} = L \times S$$

Where,

L = Likelihood

S = Severity

Table C: Risk Matrix

Likelihood (L)	Severity (S)				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

- High
- Medium
- Low

To use the matrix, first find the severity column that best describes the outcome of risk. Then follow the likelihood row to find the description that best suits the likelihood that the severity will occur. The risk level is given in the box where the row and column meet.

The relative risk value can be used to manage and facilitate necessary actions and plans such as:

- a. Regulatory requirements;
- b. Necessary personal protective equipment (PPE);
- c. Required training;
- d. Worker responsibilities;
- e. Specific sequence of steps to follow to complete the work safely;
- f. Required permits; and
- g. Emergency procedures.

Table D determines priority based on the following ranges:-

Table D: Risk Priority

RISK	DESCRIPTION	ACTION
15 – 25	HIGH	A HIGH risk requires detailed preparations and plans on controlling the hazard. Execute a thorough risk assessment.
5 – 12	MEDIUM	A MEDIUM risk requires a planned approach to controlling the hazard and applies temporary measure if required.
1 - 4	LOW	A risk identified as LOW may be considered as acceptable and further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded.

News locations that are assessed as “High Risk” need to undergo very detailed planning and preparations before the team is deployed. Any possible hazards must be taken into consideration. Individuals in charge must be clearly selected. All the equipments particularly the Personal Protective Equipment (PPE) must be identified.

Table E: Risk Measurement (Events)

No.	Activity	Likelihood	Severity	Risk Level
1	Authority Raid Operation	2	3	6
2	Conflict Area / Hostile Environment	4	4	16
3	Courts of Law	3	1	3
4	Demonstrations and Protest (Public Order)	4	2	8
5	Disasters	4	5	20
6	Coverage on Diseases Area	4	5	20
7	Door-stepping	4	2	8
8	Events	4	1	4
9	Factories	3	1	3
10	Farms, Zoos and Animal Sanctuaries	4	2	8
11	Fire and Explosion	4	4	16
12	Floods - Inland	4	4	16
13	Homes	4	1	4
14	Hospitals	4	2	8
15	Chemical, Biological, Radiation, Nuclear and Industrial Spills	4	5	20
16	Laboratories	3	2	6
17	Offices	3	1	3
18	Ports, Harbours and Docks	4	2	8
19	Press conferences	3	1	3
20	Railways, Stations and Trains	2	1	2

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No.	Activity	Likelihood	Severity	Risk Level
21	Remote areas	5	2	10
22	Schools and Nurseries	2	1	2
23	Sports	4	1	4
24	Bombs	4	4	16
25	Streets, Social Issues and Street Crimes	5	3	15
26	Tanker and Container Incidents	4	3	12
27	Weapons, Firearms and Military Sites	3	2	6

Table F: Risk Measurement (Working Conditions)

No.	Activity	Likelihood	Severity	Risk Level
1	Aircraft	2	4	8
2	Asbestos	3	4	12
3	Broadcast Vehicles	4	2	8
4	Building, Construction and Demolition Sites	4	2	8
5	Computers	4	1	4
6	Driving to location	4	2	8
7	Electrical equipment	4	1	4
8	Environmental risk	2	1	2
9	Working at Heights at news location	4	4	16
10	Lighting equipment	4	1	4
11	Lone working	4	2	8
12	Manual handling	4	1	4
13	Noise	2	2	4
14	Non ionizing radiation	2	1	2
15	Pregnancy	5	2	10
16	Recording From/Around Vehicles	4	3	12
17	Scaffolds and Ladders	4	2	8
18	Slips and Trips	4	1	4
19	Tiredness, Fatigue and Emotional Trauma	4	1	4
20	Travel to cover news events	4	1	4
21	Violence or Aggression	5	3	15
22	Weather	4	2	8
23	Working On or Near Water	4	2	8

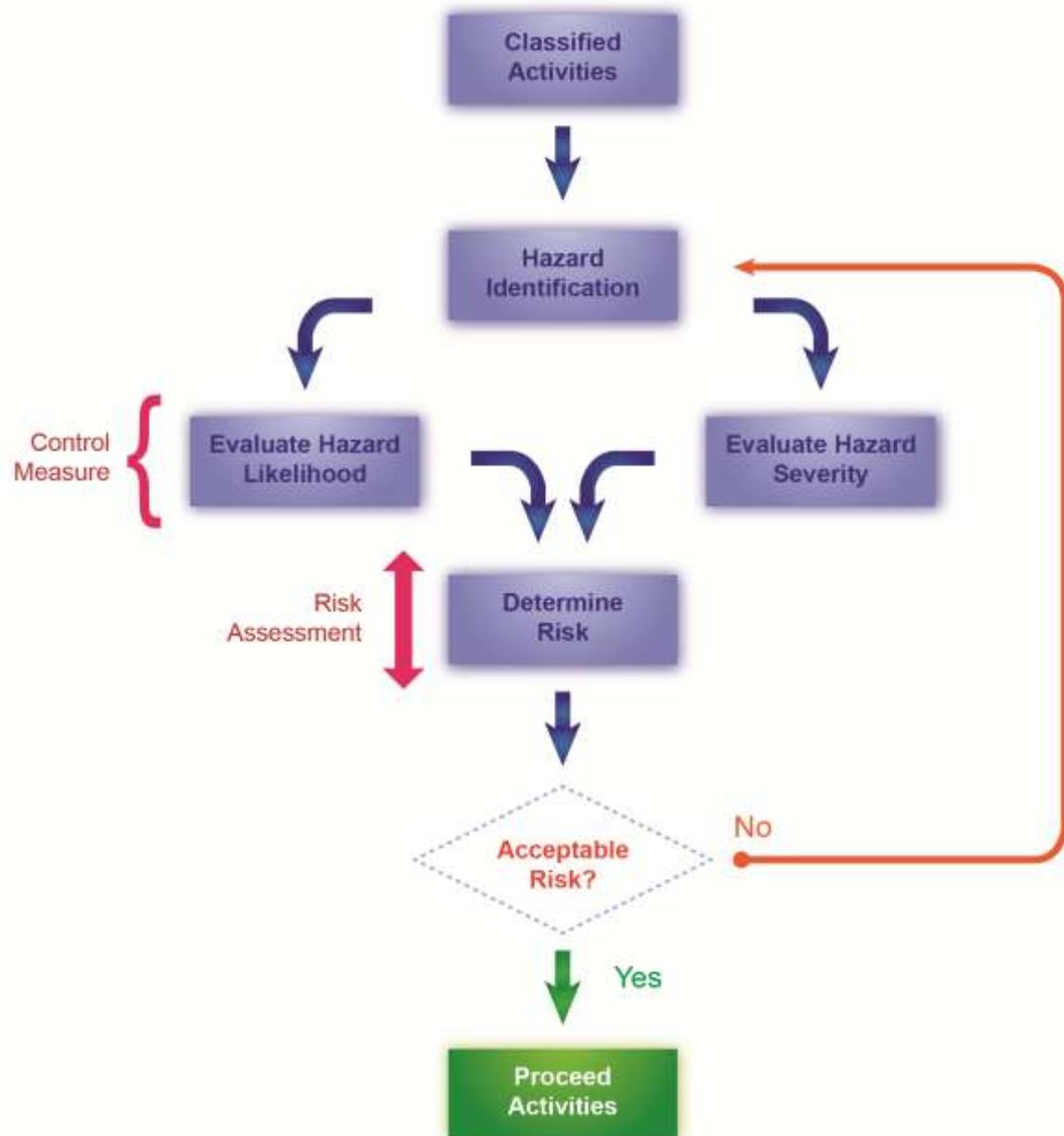


Figure A: Hazard Identification, Risk Assessment and Risk Control (HIRARC) Process Flowchart

### 4.0 ACTIVITIES

The guideline is developed based on the work activities commonly performed by media personnel. The safety of these work activities are influenced by two main factors: (a) the events themselves i.e. the places where the work is done; and also (b) the working conditions while undertaking the activity. The risks caused by both factors need to be taken into account and cross-referenced:-

- a. **Events** - Comprise of places where media personnel carry out work which include official functions, public areas, disaster areas, areas of turbulence, war zones and so on. Different workplaces will result in different hazards and risks producing safety outcomes. Comprehensive planning and research of an event is emphasized in order to avoid any misfortune and mishaps.
- b. **Working Conditions** – The working conditions too can affect the safety of workers. Accidents or injuries may be the result of the behaviour of the working individual. They could also occur due to not complying with the required safety procedures while handling equipments for example. Furthermore, workplace environments which are uncomfortable and unsafe such as noisiness as well as tiredness from working long hours may pose a threat to a worker’s safety and health.

Table G: Classification of Risk Level

Activity	Risk Level		
	Low	Medium	High
<b>Based on Events</b>	<ul style="list-style-type: none"> <li>➤ Sports</li> <li>➤ Schools and Nurseries</li> <li>➤ Railways, Stations and Trains</li> <li>➤ Offices</li> <li>➤ Homes</li> <li>➤ Factories</li> <li>➤ Courts of Law</li> <li>➤ Press Conferences</li> <li>➤ Events</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tanker and Container Incidents</li> <li>➤ Ports, Harbours and Docks</li> <li>➤ Laboratories</li> <li>➤ Hospitals</li> <li>➤ Authority Raid Operation</li> <li>➤ Farms, Zoos and Animal Sanctuaries</li> <li>➤ Remote Areas</li> <li>➤ Demonstrations and Protests (Public Order)</li> <li>➤ Weapons, Firearms &amp; Military Sites</li> <li>➤ Door-stepping</li> </ul>	<ul style="list-style-type: none"> <li>➤ Streets: Social Issues and Street Crime</li> <li>➤ Fire and Explosions</li> <li>➤ Chemical, Biological, Radiation, Nuclear (CBRN) and Industrial Spills</li> <li>➤ Floods – Inland</li> <li>➤ Coverage on Disease Area</li> <li>➤ Disasters</li> <li>➤ Conflict Area/Hostile Environment</li> <li>➤ Bombs</li> </ul>
<b>Based on Working Conditions</b>	<ul style="list-style-type: none"> <li>➤ Noise</li> <li>➤ Lighting Equipment</li> <li>➤ Environmental Risk</li> <li>➤ Electrical Equipment</li> <li>➤ Computers</li> <li>➤ Travel to Cover News Events</li> <li>➤ Tiredness, Fatigue and Emotional Trauma</li> <li>➤ Slips and Trips</li> <li>➤ Non ionizing radiation</li> <li>➤ Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>➤ Weather</li> <li>➤ Working On or Near Water</li> <li>➤ Scaffolds and Ladders</li> <li>➤ Recording From/Around Vehicles</li> <li>➤ Pregnancy</li> <li>➤ Driving to Location</li> <li>➤ Broadcast Vehicles</li> <li>➤ Asbestos</li> <li>➤ Aircraft</li> <li>➤ Lone Working</li> <li>➤ Building/Construction/Demolition Sites</li> </ul>	<ul style="list-style-type: none"> <li>➤ Violence or Aggression</li> <li>➤ Working at Heights at News Location</li> </ul>

**4.1 EVENTS**

**4.1.1 Sports**

- **Risk Description:** News camera and radio operators attend sports events to produce material for broadcast of the event itself and any issues surrounding the event. Reference should also be made to work in the street and public disorder if relevant to individual deployment.
- **Limitation / Restrictions:** This guideline covers routine news journalism at sports events – for sports coverage of whole events or taking part in sports activity a separate assessment is required.

Hazard/Threat	Action
<b>Adventure sports and athletics</b>	<ul style="list-style-type: none"> <li>▪ Carry out thorough planning before visiting event and identify any specific hazards you may be exposed to. If these are outside the scope of routine activities carry out a separate risk assessment.</li> <li>▪ Follow any directions from marshals / organisers.</li> <li>▪ Stand away from areas that may be affected by competitors activities e.g. javelin strike.</li> </ul>
<b>Race tracks or routes – struck by vehicles, tyres, debris etc</b>	<ul style="list-style-type: none"> <li>▪ Plan location of shoot to avoid outside of bends and avoid placing team too close to track / pits.</li> <li>▪ Enter pits only after getting permission and complying with local arrangements.</li> <li>▪ Respond to directions of race marshals.</li> <li>▪ Consider using remote controlled or locked off broadcast equipment.</li> <li>▪ Do not obstruct emergency vehicles.</li> <li>▪ Plan evacuation or fall back arrangements in crowds.</li> <li>▪ Be aware of noise. Noise levels reduce with distance so teams should position themselves away from loud noise where possible and reduce time exposed to high noise levels.</li> <li>▪ Take appropriate hearing protection and use according to manufacturer’s instructions.</li> <li>▪ For high or unexpected exposures – contact your safety adviser or manager on return to base.</li> </ul>
<b>Ball sports injury from ball or puck strike</b>	<ul style="list-style-type: none"> <li>▪ Take up position in a safe area for example a minimum of 2 metres from edge of play.</li> <li>▪ Use protective equipment if advised by venue.</li> </ul>
<b>Aggression from spectators</b>	<ul style="list-style-type: none"> <li>▪ Plan emergency fall back positions – and communicate to all in team.</li> <li>▪ Get intelligence from police, teams involved, local contacts or fixers on likelihood of violence and decide on safe position.</li> <li>▪ Wear Press logo unless this raises the personal risk, Use a back watcher / second person if aggression likely.</li> <li>▪ Familiarise yourself with the sports venue emergency procedures.</li> <li>▪ Try and defuse aggression if threatened and stop recording / leave if violence is imminent.</li> <li>▪ Take safety equipment (stab vests, bump caps) as indicated by planning.</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

### 4.1.2 Schools and Nurseries

- **Risk Description:** Journalists and programme visit schools and nurseries to carry out interviews, film general views of schools, lessons, projects, productions and activities with teachers, students and parents. Work involves setting up broadcast equipment, lighting etc and filming or recording material for broadcast.
- **Limitations / Restrictions:** This guideline does not cover leading children in activities or events at schools.

Hazard / Threat	Action
<b>Lack of knowledge of building and layout</b>	Get permission from head teacher / manager who should understand what is planned and who will explain any local arrangements to be followed.
<b>Slips and trips</b>	Care taken to avoid trailing cables and trips over equipment.
<b>Electric shock from poorly maintained or damaged electrical socket outlets</b>	<ul style="list-style-type: none"> <li>▪ Carry out visual check of outlets – do not use damaged sockets.</li> <li>▪ Use RCD when plugging equipment into mains sockets.</li> </ul>
<b>Fire - close proximity of camera lighting to flammable furnishings</b>	<ul style="list-style-type: none"> <li>▪ Place camera lighting at safe distances from flammable materials – to prevent heating.</li> </ul>
<b>Burns - contact with hot lights</b>	<ul style="list-style-type: none"> <li>▪ Position to prevent accidental contact.</li> <li>▪ Secure to prevent being knocked over</li> </ul>
<b>Violence</b>	<ul style="list-style-type: none"> <li>▪ If covering stories where violence is likely either from students or parents – <i>follow guideline from the section on Violence.</i></li> </ul>
<b>Injury to children from broadcast equipment / theft</b>	<ul style="list-style-type: none"> <li>▪ Make sure bags and equipment are not left unattended.</li> </ul>

**4.1.3 Railways, Stations and Trains**

- **Risk Description:** Journalists and news teams and programme makers may visit railways to cover news stories. This can include interviews on platforms and trains, vox pops, pieces to camera and interviewing / recording people as they work. This can happen in the countries with a similar infrastructure but also in less regulated environments where higher risks may be present.
- **Limitations / Restrictions:** Not Relevant

Hazard/Threat	Action
<p><b>Stations</b></p> <ul style="list-style-type: none"> <li>▪ <i>General e.g. slips trips and falls</i></li> <li>▪ <i>Equipment arcing with high voltage overhead lines</i></li> </ul>	<ul style="list-style-type: none"> <li>Get permission from station manager / railway operator.</li> <li>▪ Find out about local risks and emergency procedures – they should be identified by the manager or rail staff.</li> <li>▪ Observe any guidance given by rail staff on distance between equipment and electric overhead lines e.g. boom microphone poles or metal ladders.</li> <li>▪ Make sure your equipment does not present a trip hazard to other station users.</li> <li>▪ Avoid distracting drivers, e.g. using camera lights.</li> </ul>
<p><b>Railway tracks</b></p> <ul style="list-style-type: none"> <li>▪ <i>Being struck by trains</i></li> <li>▪ <i>Being hit by debris thrown from trains.</i></li> <li>▪ <i>Additional hazards on underground lines e.g. electric shock</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ In most instances, teams can only access rail tracks with the permission of the rail company, following their safety procedures and accompanied by a member of rail staff after a safety briefing.</li> <li>▪ Wear safety equipment as required by the rail company e.g. orange high visibility vests.</li> </ul>
<p><b>On Trains</b></p> <p><i>Low likelihood of injury or ill health but in a restricted space, teams must be aware of the risks to others from their work.</i></p>	<ul style="list-style-type: none"> <li>▪ Get permission from the Rail Company.</li> <li>▪ Make sure broadcast equipment doesn't interfere with other passengers</li> <li>▪ Do not operate broadcast equipment out of a train window unless you check with train staff that it is safe to do so.</li> <li>▪ Select equipment to be manageable in a restricted space</li> </ul>

High

Events

Medium

Events

Low

Events

## 4.1.4 Offices

- Risk Description:** Offices are workplaces and the occupants have a responsibility for the safety of visitors. This should be achieved by communication and cooperation between staff and their hosts. Staff will be invited on site or agreement given to film / record. Work carried out by journalists and programme makers will include gathering broadcast material for general interviews, covering specific groups and tasks, AGM, meetings, presentations and vox pops. Offices are generally low risk workplaces. All equipment taken on site should be in good condition, maintained and have a current PAT label. Permission must be sought and granted to connect to hosts electrical supply.
- Limitations / Restrictions:** Not Relevant

Hazard/Threat	Action
<b>Lack of knowledge of building and layout</b>	Get permission from owner / host who should understand what is planned and explain the local arrangements put in place for the employees on site e.g. fire and evacuation arrangements.
<b>Slips and trips</b>	When setting up, avoid trailing cables and trips over equipment.
<b>Electric shock from poorly maintained or damaged electrical socket outlets</b>	<ul style="list-style-type: none"> <li>Make a visual check of outlets - damaged sockets should not be used.</li> <li>When plugging equipment into sockets use RCDs.</li> <li>Use Martindale testers to check that the earth, live and neutral is the right way round (polarity testing) as appropriate.</li> </ul>
<b>Fire - close proximity of camera lighting to flammable furnishings</b>	<ul style="list-style-type: none"> <li>Position camera lighting at safe distances from flammable materials – to prevent heating of furnishings.</li> <li>Never block emergency exits.</li> </ul>
<b>Burns - contact with hot lights</b>	<ul style="list-style-type: none"> <li>Place lights to prevent accidental contact.</li> <li>Allow adequate time for lights to cool before stowing.</li> </ul>

### 4.1.5 Homes

- Risk Description:** Journalists and programme makers visit people’s homes to record interviews, general views and news related content. Working in people’s homes, can be by invitation (low risk) or unsolicited e.g. door-stepping, which if unwelcome, can present higher risks to the team and individual and is covered in a separate assessment. Whilst in people’s homes the work activity will involve setting up broadcast equipment and recording sound, pictures and other content.
- Limitations / Restrictions:** If activity is likely to expose team / individual to violence – a separate risk assessment should be carried out.

Hazard / Threat	Action
<b>Door-stepping</b>	<ul style="list-style-type: none"> <li>All ‘doorsteps’ must comply with Editorial Policy.</li> <li>If a confrontational ‘doorstep’ - get detailed knowledge of the target.</li> <li>Assess the requirement for a second person, back up support or increased team size.</li> <li>Recce the area before the door step.</li> <li>Make an emergency plan covering how to escape, including vehicles.</li> <li>Use PPE e.g. stab vests</li> </ul>
<b>Aggression from owner</b>	<ul style="list-style-type: none"> <li>Only enter home with householders consent.</li> <li>Identify yourself (press) and reason for presence at door.</li> <li>Position near door and be aware of exit routes – don’t let individual get between you and the door.</li> <li>Where questioning upsets the owner to a point they are becoming aggressive, try to calm the situation or leave.</li> </ul>
<b>Poorly maintained or damaged electrical socket outlets – electric shock and burns</b>	<ul style="list-style-type: none"> <li>Use battery equipment as a preference to mains power if possible.</li> <li>Use RCD when plugging equipment into sockets.</li> <li>Check supply and ensure your equipment will not overload circuit</li> <li>Never use damaged sockets.</li> <li>Use Martindale tester to check that the earth, live and neutral are the right way round (polarity testing) as appropriate.</li> </ul>
<b>Fire – burns</b>	<ul style="list-style-type: none"> <li>Place lights to prevent accidental contact and children knocking over lamps.</li> <li>Maintain safe distances from flammable materials – so they do not become hot.</li> <li>Ensure adequate space is maintained for evacuation in an emergency</li> </ul>
<b>Pets - bites, scratches, allergies, etc</b>	<ul style="list-style-type: none"> <li>Where necessary arrange for pets to be kept in a separate room</li> </ul>
<b>Insect infestation</b>	<ul style="list-style-type: none"> <li>If contact with fleas, lice etc. Wash hands and clothes thoroughly and seek advice if needed.</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

### 4.1.6 Factories

- **Risk Description:** Journalists and programme makers may visit factories and other places of work to record interviews, visits by VIPs, Union events and general broadcast material. While at the factory staff will not be carrying out any factory work – they will be acting as observers.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Discuss required interview/recording activity with company manager, identifying hazards including PPE (for example hearing protection) and being assigned a guide.</li> <li>▪ Find out about any emergency and accident procedures.</li> <li>▪ Avoid distracting or obstructing workers.</li> </ul>
<b>Noise</b>	<ul style="list-style-type: none"> <li>▪ Position away from noisy machinery and limit time exposed to loud noise.</li> <li>▪ Use hearing protection e.g. ear plugs from Safety Store or ear protection as supplied on site</li> </ul>
<b>Moving fork lift trucks/ vehicles and other plant and equipment</b>	<ul style="list-style-type: none"> <li>▪ Use designated pedestrian routes.</li> <li>▪ Do not distract drivers / machine operators or dazzle with bright lights.</li> </ul>
<b>Being struck or entangled in moving machinery</b>	<ul style="list-style-type: none"> <li>▪ Never enter restricted areas close to machinery.</li> <li>▪ Stay alert to moving parts at all levels, never put hands or equipment in or close to machinery and avoid wearing trailing scarves or letting hair or ties dangle near moving machines.</li> </ul>
<b>Exposure to hazardous substances or fumes</b>	<ul style="list-style-type: none"> <li>▪ Follow advice from guide - Chemical section.</li> <li>▪ Avoid inhaling / touching contents of containers or tanks.</li> <li>▪ Wash hands after visit.</li> <li>▪ Decontaminate broadcast equipment and kit with a wet wipe for dust contamination or for biologically active substances a fast acting antimicrobial wipe such as Meliseptol.</li> </ul>
<b>Slips, trips falls</b>	<ul style="list-style-type: none"> <li>▪ Use designated pedestrian routes.</li> <li>▪ Avoid stepping in puddles of oil / leaks.</li> <li>▪ Set up equipment to ensure it does not create risks to others for example by avoiding trailing wires across pedestrian or vehicle routes or covering using ramps, mats of tape</li> </ul>

Events  
High  
Events  
Medium  
Events  
Low

**4.1.7 Courts of Law**

- **Risk Description:** Journalists and programme makers report from Courts of Law at a local, national and international level. People taking part in criminal and civil trials, their family, friends and supporters may welcome the presence of the media or be hostile to the story being told. There is often a media scrum at large trials but in local courts crews can be working in isolation.
- **Limitations / Restrictions:** Not Relevant

Hazard / Threat	Action
<b>Violence, aggression from defendants, their supporters, or other news teams</b>	<ul style="list-style-type: none"> <li>▪ Think about the potential for violence on site and in attracting delayed retribution from people associated with or hostile to the event.</li> <li>▪ Where violence is likely, shots of people entering or leaving can be filmed from a safe location.</li> <li>▪ Plan positions for an easy departure.</li> <li>▪ Withdraw to a safe place if threatened with violence.</li> <li>▪ Second person or security adviser should be arranged, when aggression is anticipated.</li> <li>▪ Be aware of other cases on at the same time – people will not know who you are there to film.</li> </ul>
<b>Being struck by vehicles either involved in case or passing by</b>	<ul style="list-style-type: none"> <li>▪ Be aware of exits that could be used by vehicles and choose positions carefully to avoid being struck.</li> <li>▪ Stay on pavements if possible.</li> <li>▪ Use high visibility jackets if operating in road or off pavements, particularly in low light conditions.</li> </ul>
<b>Pushing, jostling with other news teams</b>	<ul style="list-style-type: none"> <li>▪ Plan filming/recording location on recce or on arrival.</li> <li>▪ Presenters or broadcast equipment operators must make themselves aware of slip, trip and fall hazards before getting involved in action.</li> <li>▪ Assist by back watching other team members.</li> <li>▪ Consider the use of a second person when working in scums.</li> </ul>
<b>Welfare</b>	<ul style="list-style-type: none"> <li>▪ Consider long waiting periods and ensure access to toilets, shelter and food etc.</li> </ul>
<b>Risks to general public</b>	<ul style="list-style-type: none"> <li>▪ Give consideration to pedestrians particularly disabled, elderly and children to ensure that they do not have to step into road to avoid your activities.</li> <li>▪ Create a safe working area where possible and consider requesting a press pen from authorities.</li> <li>▪ Keep walkways free of trip hazards e.g. cables, bags etc.</li> <li>▪ Never obstruct emergency exits.</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

### 4.1.8 Press Conferences

- Risk Description:** Political announcements, police statements, product launches and disaster management updates are commonly covered at a press conference ('Pressers'). These vary from pre-planned controlled events to potentially hazardous ad hoc situations where the risk will depend on the size, location (indoors or outdoors), type of conference, the mood of the audience and access to the public. Journalists and programme makers report from press conferences at a local, national and international level. People taking part in a press conference have invited the media to be present and generally provided facilities for them to attend. Depending on the subject of the conference there can be hostile elements who attend to protest or disrupt the session, cause harm to participants either inside or outside the venue. There is often a media scrum at large conferences but in local or ad hoc situations, journalists can be working in isolation.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>General hazard &amp; fire</b>	<ul style="list-style-type: none"> <li>Consider position to get safe access to stage and exits.</li> <li>Check the location of emergency exits – never block access and fire routes.</li> <li>Follow local fire arrangements and instructions.</li> </ul>
<b>Electrical safety</b>	<ul style="list-style-type: none"> <li>Be aware of electrical safety e.g. when using power supplies for lighting or when connecting recording equipment to audio/video distribution systems.</li> <li>Check with host before using outlets.</li> </ul>
<b>Slips and trips</b>	<ul style="list-style-type: none"> <li>Avoid cables and equipment in walkways</li> <li>Cover or fly trailing cables</li> </ul>
<b>Podium / Falls</b>	<ul style="list-style-type: none"> <li>If standing on / working from a podium consider potential to support load of assembled press.</li> <li>Note height and edging – raised edges are useful to indicate the edge but can create a trip risk.</li> </ul>
<b>General violence</b>	<ul style="list-style-type: none"> <li>Think about subject of the conference – if feelings likely to be inflamed consider use of second person and plan what to do if the situation escalates.</li> </ul>

**4.1.9 Events**

- Risk Description:** Journalists and programme makers visit events, small and large, planned and organised like cheese rolling, agricultural shows or political meetings but also where no single person is in charge or control. For example where broadcast sites are being set up during a major breaking story, illegal raves or festivals. At disorganised events there are likely to be hazards present and staffs control or actually created by other people. At these events our staff will be recording broadcast material, carrying out interviews and vox pops as well as getting general views and actuality.
- Limitations / Restrictions:** This guideline does not cover organising or managing large events or deployments – where a full risk assessment must be carried out and a single point of responsibility nominated.

Hazard / Threat	Action
<p><b>Injury</b></p> <p><b>Trips, falls, collisions, items falling from height, risks to general public etc</b></p>	<ul style="list-style-type: none"> <li>Talk to others on site before setting up equipment, for example the person in charge of the event, check press arrangements made by organisers.</li> <li>Make yourself aware of hazards on site particularly vehicle movements and unregulated traffic, create a safe working area.</li> <li>Give consideration to public - particularly disabled, elderly and children</li> <li>Be aware of changing conditions e.g. derigging, darkness.</li> <li>Consider how your work will affect others e.g. by creating trip hazards.</li> <li>Wear suitable clothing &amp; footwear.</li> <li>Never obstruct emergency exits.</li> </ul>
<p><b>Crushing in crowds</b></p>	<ul style="list-style-type: none"> <li>Unless specifically planned to record from amongst crowd and confident about safety e.g. second person present to act as backwatcher - find a safe vantage point.</li> <li>Plan positions including emergency escape routes and agree fall back plans.</li> <li>Stay alert and if possible, use a second person as a spotter.</li> </ul>
<p><b>Welfare</b></p>	<ul style="list-style-type: none"> <li>Identify first aid point - if provided.</li> <li>Ensure access to toilets, warmth, shelter and food etc.</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

### 4.1.10 Tanker and Container Incidents

- Risk Description:** Journalists and programme makers visit the site of chemical spills from tankers and containers. On site they will be recording GVs, interviews with people involved, including the emergency service personnel and incident control officers. They are not involved with any work on or with the spilled substance although like other members of the general public at the scene there is potential for accidental exposures.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<ul style="list-style-type: none"> <li>Exposure to hazardous fumes</li> <li>Contact with spray or dust off hazardous substances</li> <li>Contact with hazardous liquids</li> <li>Explosion from flammable materials or fumes</li> </ul>	<ul style="list-style-type: none"> <li>Plan position to minimise teams exposure e.g. from vantage point at safe distance.</li> <li>If available make contact with incident control and keep up to date with developing incident.</li> <li>Identify chemicals if possible – look at Hazardous Materials (HAZMAT) signs, emergency numbers on tanker.</li> <li>Park vehicles safely in relation to incident and wind direction.</li> <li>Approach and position upwind from fume / substance release be aware of wind direction changes.</li> <li>Observe and abide by all instructions from emergency services and do not cross cordon lines.</li> <li>If explosion is a threat, teams must film / record from as far away as possible and seek guidance from emergency services.</li> <li>Never smoke at incident and be aware of other ignition sources around incident that may trigger a fire or explosion.</li> <li>Evacuate at the first signs of potential hazard such as giddiness, sore eyes or throat, headaches etc and get into fresh air.</li> </ul>
<ul style="list-style-type: none"> <li>Being struck by vehicles while on the road, lay-by or hard shoulder</li> </ul>	<ul style="list-style-type: none"> <li>Do not go on the road unless the area is cordoned off by emergency services.</li> <li>Wear high visibility jackets.</li> <li>Park safely and avoid dazzling other road users with lights.</li> </ul>

**Note:-**

- ✓ *Pregnant staff should take risks to themselves and their baby into consideration – discuss with deployer.*
- ✓ *See also guideline covering Chemical, Biological, Radiation, Nuclear (CBRN) and Industrial spills.*
- ✓ *Other guideline in series covers docks, water and environments where a spill can occur.*

**4.1.11 Ports, Harbours and Docks**

- **Risk Description:** Journalists and Programme Makers visit ports, harbours, docks and other waterside locations like moorings to carry out interviews, gather general views, record events and accidents, record industrial action, carry out vox pops and generally gather news material. They will not be taking part in any non journalistic work on these sites.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<ul style="list-style-type: none"> <li>▪ <b>Falling off piers</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ When visiting harbours, ports, docks, moorings etc - make contact with site management to discuss the activity, identify hazards and agree any controls required.</li> <li>▪ In industrial settings high visible jackets and hard hats are likely to be required, with closed flat, sturdy shoes. Some docks will also require steel toes capped safety shoes – check ahead at location. All equipment is available from Safety Stores.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Drowning or crushing by boats in the water</b></li> <li>▪ <b>Moving vehicles</b></li> <li>▪ <b>Moving plant, loads and machinery</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Be aware of vehicle and crane movement.</li> <li>▪ Stay on designated walkways.</li> <li>▪ For work above or on water – wear a life jacket where there is a risk of falling into the water.</li> <li>▪ Agree a plan for emergencies.</li> <li>▪ Observe on-site speed limits.</li> </ul>

High

Events

Medium

Events

Low

Events

### 4.1.12 Laboratories

- **Risk Description:** Journalists and programme makers visit laboratories to carry out interviews, gather general view observe procedures and record action with staff, patients and visitors, plus undertake research. They will be setting up and using cameras, recorders and other broadcast equipment.
- **Limitations / Restrictions:** Guideline does not include doing laboratory work, exposure to any pathogens or toxic substances. If laboratory appears to be hazardous in any way, teams must leave.

Hazard / Threat	Action
<b>Biological, chemical or other contamination, radiation or magnetic fields</b>	<ul style="list-style-type: none"> <li>▪ Discuss visit with laboratory administration / senior research staff, follow their guidance and comply with any protective measures needed e.g. wearing protective clothing, exclusion areas etc.</li> <li>▪ Wash hands when leaving lab.</li> <li>▪ Avoid touching any chemicals or biological cultures.</li> <li>▪ Find out about safety and emergency procedures.</li> <li>▪ Where needed, decontaminate broadcast equipment and kit with a fast acting antimicrobial wipe such as Meliseptol.</li> </ul>
<b>Trips and obstructions</b>	<ul style="list-style-type: none"> <li>▪ Check with local staff where to set up and make sure your cables are managed safely.</li> </ul>
<b>Electrical equipment interfering with scientific systems</b>	<ul style="list-style-type: none"> <li>▪ Get permission to use any sockets before connecting equipment</li> <li>▪ Carry out a visual check of power sockets before using</li> <li>▪ Consider how broadcast equipment can be damaged by high voltage power or radiation sources for example arching or strong magnetic fields (MRI Scanner).</li> </ul>

**4.1.13 Hospitals**

- **Risk Description:** Journalists and programme makers visit hospitals to carry out interviews, gather general views, observe procedures and record stories with staff, patients and visitors, plus undertake research. They will be setting up and using cameras, recorders and other broadcast equipment. Hospitals have a wide range of hazard. Besides their own safety, journalist must also ensure that their journalism activity is not going to cause problems for patients or staff.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Acute ill health – when observing clinical procedures</b>	<ul style="list-style-type: none"> <li>▪ If filming in operating theatres – select team as far as possible to minimise the risk of passing out during the operation.</li> <li>▪ Take advice on behaviour, equipment and position in theatre.</li> </ul>
<b>Introducing infection to hospital</b>	<ul style="list-style-type: none"> <li>▪ Avoid going to clinical areas or seeing patients if staff member is unwell (colds, flu etc).</li> <li>▪ Do not visit within 72 hours of any diarrhoea or vomiting.</li> <li>▪ Wash hands on arrival and departure from clinical areas.</li> <li>▪ Most hospitals don’t like you to sit on beds – ask first.</li> <li>▪ Follow any instructions given by ward or clinical staff.</li> </ul>
<b>Trips and obstructions</b>	<ul style="list-style-type: none"> <li>▪ Check with local staff where to set up and make sure your cables are managed safely.</li> <li>▪ Be considerate of fast moving hospital staff in emergencies and patients with poor vision.</li> </ul>
<b>Infection to crew member in general</b>	<ul style="list-style-type: none"> <li>▪ Discuss visit with hospital administration / senior clinical staff and follow their guidance and comply with any protective measures needed e.g. wearing protective clothing, exclusion areas etc.</li> <li>▪ Wash hands when leaving clinical areas.</li> </ul>
<b>Infection to crew member – plague or outbreaks of serious infection</b>	<ul style="list-style-type: none"> <li>▪ In countries with poor infrastructure, check with your safety adviser if visiting a plague or area of endemic infection and take your own protective equipment.</li> <li>▪ Minimise time spent in the area.</li> <li>▪ Avoid contact with body fluids.</li> <li>▪ Be assiduous with personal hygiene.</li> <li>▪ Decontaminate broadcast equipment and kit with a fast acting antimicrobial wipe such as Meliseptol</li> <li>▪ Monitor your own health and report to Occupational Health Doctor and / or your own GP if unwell.</li> </ul>
<b>Electrical equipment interfering with hospital systems</b>	<ul style="list-style-type: none"> <li>▪ Obtain permission to use sockets before connecting any broadcast equipment and never unplug hospital kit without checking first.</li> <li>▪ Carry out a visual check of power sockets before using.</li> <li>▪ Get permission or switch off mobile phones / radio cams.</li> </ul>
<b>Risks from diagnostic equipment e.g. X ray, MRI or other scanners</b>	<ul style="list-style-type: none"> <li>▪ Beware of potential risks from diagnostic equipment and take advice from specialists in area.</li> </ul>
<b>Accidental needle stick injuries</b>	<ul style="list-style-type: none"> <li>▪ Tell clinical staff and follow their guidance.</li> <li>▪ If this is not available:                             <ul style="list-style-type: none"> <li>❖ Quickly wash area &amp; clean wound with antiseptic.</li> <li>❖ Report as an accident to your line manager.</li> </ul> </li> </ul>

High  
 Events  
 Medium  
 Events  
 Low  
 Events

### 4.1.14 Authority Raid Operation

- **Risk Description:** Authority raid operation are events where journalists and programme makers go together with the Government Authority Agencies (such as Police, Immigration Department, Custom, Road Transport Department etc) to execute their duties at the related sites. The raid operation of these agencies sometimes gets a reaction from the targets. It can become hostile and confrontational. In many instants no significant resistance by the individual. At this event, the staff will be recording the broadcast, carrying out interview as well as getting general views and actuality.
- **Limitations / Restrictions:**
  - i. If violence or group confrontations expected the Security Consultant should be consulted.
  - ii. Besides possible resistance from the target, if the operation is in a high crime area, taking place at night or likely to stimulate surrounding uneasiness, additional risks should be recognised.

Hazard / Threat	Action
<b>People confronted in certain situations can become verbally aggressive or violent including sudden physical assault, setting dogs and running away.</b>	<ul style="list-style-type: none"> <li>▪ Attend the agency briefing on the operation</li> <li>▪ Plan ahead on how to deal with the situation.</li> <li>▪ Evaluate the need for personal protective equipment and use if the threat of physical assault is present e.g. cover stab vests</li> <li>▪ Use PPE based on preparation for the type of hazards expected e.g. knives, bricks etc.</li> <li>▪ If a confrontational / aggression appear keep a distance behind the officer</li> <li>▪ Assesses the potential hazard for area before hand.</li> <li>▪ Be aware of and discuss with the team the local security issues including attitude, hostility to journalists and general crime levels.</li> </ul>
<b>Security and personal safety</b> <i>Trips, falls, collisions, items falling from height, risks to general public etc</i>	<ul style="list-style-type: none"> <li>▪ Make yourself aware of potential hazards on site particularly vehicle movements and unregulated traffic, slip, trip, near water, etc</li> <li>▪ Stay alert and if possible, use a second person as a spotter.</li> <li>▪ Be aware of changing conditions e.g. derigging, darkness, etc.</li> <li>▪ Wear suitable clothing &amp; footwear.</li> <li>▪ Never get in the way the officer movement.</li> <li>▪ Consider how your work will affect others e.g. creating trip hazards.</li> <li>▪ Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed</li> <li>▪ Keep a low profile.</li> <li>▪ Display PRESS logo unless there is a good reason not to.</li> </ul>

**Note:**

*Also refer to guideline:*

- ✓ [Door-stepping](#)
- ✓ [Street, Social Issues and Street Crime](#)
- ✓ [Violence or Aggression](#)
- ✓ [Building / Construction](#)
- ✓ [Demolition](#)
- ✓ [Working On or Near Water](#)
- ✓ [Slips and Trips](#)

4.1.15 Farms, Zoos, and Animal Sanctuaries

- Risk Description:** Journalists and programme makers visit places with animals like farms, zoos and animal sanctuaries to record broadcast material. For example interviews with owners, charities, specialists, conservationists and volunteers. Also to gather general views and comments. The teams generally have no contact with the animals but may interact with them at a basic level e.g. patting or feeding – always under the direction of the person in control or rescue organisation.
- Limitations / Restrictions:** This guideline does not cover bringing animals into studios or premises.

Hazard / Threat	Action
Lack of agricultural knowledge	<ul style="list-style-type: none"> <li>Talk to farmer and find out about any hazards and what you should do on site e.g. slurry pits, grain silos, animals and machinery.</li> <li>Select suitable vehicle if driving round site.</li> <li>Wear appropriate practical clothes and footwear.</li> </ul>
Animals - bites, scratches, trampling, crushing, infection	<ul style="list-style-type: none"> <li>All animals are inherently unpredictable and may respond differently to a stranger and recording activity than to their normal keeper or owner. Be aware of potential for harm when deciding position near any animal.</li> <li>Avoid close proximity (e.g. entering cage or field) of large/unpredictable animals.</li> <li>All other animals should only be approached or handled under the supervision of the farmer, zoo keeper or competent employee assigned as a guide.</li> </ul>
Collision or falls from vehicles	<ul style="list-style-type: none"> <li>If using site vehicles to record from, the activity must be sanctioned by owner / manager of the site and points in section on recording from Vehicles followed.</li> <li>Check insurance implications.</li> <li>Be aware of agricultural vehicles, drivers can have poor visibility in agricultural and other machinery.</li> <li>Quad bikes etc – head protection to be worn. Bikes used for manufacturers intended purpose, not overloaded and training received.</li> </ul>
Hazardous substances such a fertilisers, weed killers, dusts etc	<ul style="list-style-type: none"> <li>Avoid areas with dusts or fumes.</li> <li>Teams must not be in the vicinity or downwind of crop spraying.</li> </ul>
Zoonoses and general infection for example E Coli	<ul style="list-style-type: none"> <li>Don't eat or drink in animal contact areas.</li> <li>Wash hands before eating, drinking or smoking.</li> <li>Decontaminate broadcast equipment and kit with an antimicrobial wipe such as Meliseptol.</li> </ul>
Miscarriage risk to pregnant women from Chlamydia	<ul style="list-style-type: none"> <li>Pregnant members of the team must not go near sheep or any animals that are pregnant or have recently given birth or aborted.</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

### 4.1.16 Remote Areas

- Risk Description:** Journalists and news programme makers may visit remote areas to cover specific stories or events or to meet and interview people living, travelling, holidaying and working in these places. Remote or isolated areas far from mainstream services including mountains and moors, areas with few inhabitants and low levels of infrastructure increase the risks to health and safety if anything should go wrong, i.e. a serious injury or illness. More thought, planning and preparation is required before visiting a remote area.
- Limitations / Restrictions:** A pre activity recce to a remote location is rarely practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Getting lost</b>	<ul style="list-style-type: none"> <li>Avoid lone work in isolated area – organise someone familiar with the area to accompany.</li> <li>Plan routes and take maps, GPS, compass etc – and know how to use.</li> <li>Set up communications - including call in times etc as appropriate.</li> <li>Make sure that failure to check in by pre-determined time initiates pre agreed emergency arrangement.</li> </ul>
<b>Long wait for emergency assistance</b>	<ul style="list-style-type: none"> <li>Carry emergency water, food and clothing.</li> <li>Have first aid / survival supplies to hand.</li> <li>Preplanning for emergency assistance.</li> <li>Pre vet team for suitability.</li> </ul>
<b>No access to land phone or cell phone signal</b>	<ul style="list-style-type: none"> <li>Pre plan - so communications arrangements are known.</li> <li>Take sat phones where required.</li> </ul>
<b>Carrying equipment</b>	<ul style="list-style-type: none"> <li>Plan what needs to be taken including food, water and shelter.</li> <li>Refer to guideline handling section.</li> </ul>
<b>Lack of suitable transport or accommodation</b>	<ul style="list-style-type: none"> <li>Ensure the transport / vehicle is suitable for terrain, in good condition and that spares, fuel etc will be obtainable.</li> <li>Search available accommodation or take appropriate equipment</li> </ul>
<b>Adverse Weather</b>	<ul style="list-style-type: none"> <li>Take suitable outdoor clothing and footwear for the time of year.</li> <li>Make contact with local weather centre.</li> <li>Use local advice on making changes to plans affected by weather.</li> </ul>

**4.1.17 Demonstrations and Protests (Public Order)**

- **Risk Description:** Protest marches, rallies or unplanned gatherings can be small and self limiting or become riots and civil disturbance. Journalists and programme makers on location to cover events where public disorder is likely may be injured by protesters, police, military or other parties. Public Order training is mandatory for events where known hazards exist. This basic risk assessment must be customised for each public disorder event in consultation with the High Risk Team and / or Corporate Security including specific threats, locations and situations.
- **Limitations / Restrictions:**
  - a. For public disorder situations a specific risk assessment covering the site, protesters and team must be carried out in consultation with the Authority.
  - b. A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Crushing in crowds or police charges</b>	<ul style="list-style-type: none"> <li>▪ Plan deployment and ensure good working communication on the ground, numbers known to whole team.</li> <li>▪ Take riot kits - available in Safety Stores, Regional offices and international bureau.</li> <li>▪ Unless specifically planned to cover from amongst crowd, retreat to a safe vantage point, e.g. an upstairs window of a nearby building with permission of the owner.</li> <li>▪ Park vehicles in accessible location, positioned for easy departure.</li> <li>▪ Plan positions including emergency escape routes &amp; fallback plans.</li> <li>▪ Take second person and stay alert to changes in situation, leave if crowd behaviour becomes unpredictable.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Thrown debris</b></li> <li>▪ <b>Petrol bombs / fire</b></li> <li>▪ <b>Weapons</b></li> <li>▪ <b>Violence</b></li> <li>▪ <b>Tear gas</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Deployers must have a good understanding of hazards, controls and competencies in relation to public disorder and ensure teams are adequately selected, briefed and directed.</li> <li>▪ It is mandatory that teams covering disorder, riots etc have had training on safety in civil unrest situations. Experience is also a consideration.</li> <li>▪ Wear suitable protective clothing e.g. fire retardant natural fibres.</li> <li>▪ Withdraw to a safe area, if faced with direct aggression / if weapons appear and inform employer.</li> <li>▪ Riot kits containing equipment (safety glasses, bump cap, mask etc) and first aid kits are available from Safety Equipment Stores and international bureaux.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Debris on ground and foot injury from crushing.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Wear clothing &amp; footwear that will enable easy movement around any debris. Do not wear high heels or sandals / open toed shoes.</li> </ul>

**Note:**

*Adequate amounts of pre planning (proportionate to the event) must take place before deployment e.g. contact with your Safety Adviser, the High Risk Team / Corporate Security, training, consideration of team size and inclusion of security personnel, emergency and fall back plans, protective equipment, first aid, selection of broadcast equipment.*



### 4.1.18 Weapons , Firearms and Military Sites

- **Risk Description:** Staff may cover stories which involve the demonstration of weapons, homecomings, military exercises and displays. Journalist and programme makers activities will include carrying out interviews, recording general views, press conferences and displays.
- **Limitations / Restrictions:** For all other weapons issues e.g. not controlled by authorised groups like military or emergency services etc – refer to your Safety Adviser or the High Risk Team.

Hazard / Threat	Action
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Discuss required interview / recording activity with person in charge of site e.g. Liaison Press Officer. Clearly identify what you are planning, any dangerous areas or activities and any safety rules.</li> <li>▪ Find out about any emergency and accident procedures.</li> <li>▪ Avoid distracting or obstructing workers or military personnel.</li> <li>▪ Check in all directions when crossing vehicle routes.</li> <li>▪ Avoid handling old weapons unless checked with specialist - especially homemade or antique weapons that may detonate.</li> <li>▪ Limit handling of blades.</li> </ul>
<b>Injury from missile / bullet / projectile</b>	<ul style="list-style-type: none"> <li>▪ Follow safety directions from person/armourer demonstrating e.g. establish a firing line and stand behind it - keeping a safe distance and direction etc.</li> <li>▪ Wear ear defenders if ballistic /explosion noise.</li> <li>▪ Never handle loaded weapons except under competent supervision.</li> <li>▪ Safety equipment including hearing protection.</li> </ul>
<b>Injury from gun, firearm, knife, cosh, bludgeon etc</b>	<ul style="list-style-type: none"> <li>▪ If weapons are produced out of context, mishandled or threats are made; plan for immediate strategic withdrawal and notify your manager / police as soon as safe to do so.</li> </ul>

4.1.19 Door-stepping

- **Risk Description:** Doorsteps are events where journalists and programme makers make calls to meet people at their homes, businesses or leisure activities that have not been previously agreed with the individual. These calls are usually with the intention of asking questions or getting a reaction to an event or development. Doorsteps can be hostile and confrontational but are also simply unexpected by the individual with no negative effects.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls. If violence or group confrontations planned the Security Consultant should be consulted.

Hazard / Threat	Action
<p><b>Door-stepping</b></p> <p><i>People confronted in certain situations can become verbally aggressive or violent including sudden physical assault, setting dogs and running away.</i></p>	<ul style="list-style-type: none"> <li>▪ All 'doorsteps' must comply with Editorial Policy.</li> <li>▪ If a confrontational 'doorstep' - get detailed knowledge of the target.</li> <li>▪ Assess the requirement for a second person, back up support or increased team size.</li> <li>▪ Recce the area before hand.</li> <li>▪ Make an emergency plan covering how to escape, include positioning of vehicles and target departing rapidly in vehicle.</li> <li>▪ Evaluate the need for personal protective equipment and use if the threat of physical assault is present e.g. covert stab vests.</li> </ul>
<p><b>Security and personal safety</b></p> <p><i>Besides possible risks from the target, if doorstep is in a high crime area, taking place at night or likely to stimulate community anger either against the target. Additional risks should be recognised.</i></p>	<ul style="list-style-type: none"> <li>▪ Be aware of and discuss with the team the local security issues including attitude, hostility to journalists and general crime levels.</li> <li>▪ Be aware of exposing the target to local anger.</li> <li>▪ Keep a low profile.</li> <li>▪ Display PRESS logo unless there is a good reason not to</li> <li>▪ Agree a fall back plan with the team.</li> <li>▪ Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

### 4.1.20 Streets: Social Issues and Street Crime

- Risk Description:** Streets - where ever they are, but particularly in urban and high crime areas, carry potentially serious hazards for journalists. Streets and public areas are used for general views, interviews and pieces to camera and other audio recordings and stills photographs. Programme makers can be a target for criminals because they carry expensive electronic equipment and may be concentrating on their task rather than the local environment. News activities by their nature are often carried out in areas where criminal or socially disruptive acts have taken place. Staff may not be familiar with the local environment and the pressure points or sensitive issues. People involved as contributors or on the periphery of the piece may be upset or under pressure. Despite this summary which focuses on the problems news teams may encounter, most work carried out on streets and in public areas is with cooperative, law abiding and interested people and is low risk. For crime and gang issues staff can ask their Safety Adviser to put them in touch with security specialists for local and international assignments.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls. If crime is likely, targeted at team – essential to talk to Safety Adviser.

Hazard / Threat	Action
<b>Security and personal safety</b>  <i>Journalists and programme makers can be attacked if criminal elements are present or where tensions escalate. Injuries can vary from bruises and bumps to more serious potential assaults e.g. stabbings and shootings.</i>	<ul style="list-style-type: none"> <li>Research and consider potential hazards of the story in context of location and local issues</li> <li>Never send lone workers if personal safety is an issue.</li> <li>Be aware of and discuss the local security issues with whole team including attitude, hostility to journalists and general street crime levels.</li> <li>Keep a low profile; wear Press logo unless this raises the personal risk.</li> <li>Agree a fall back plan with the team including what to do in an emergency and who to contact e.g. programme editor, line manager, assignment desk. This is especially critical if the team is forced to split up.</li> <li>Stay alert to changes on location and be prepared to change your plans to avoid trouble.</li> <li>Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed.</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>Avoid taking unnecessary valuables, sensitive documents and equipment into the field.</li> <li>Consider need for a second person if crime is a serious consideration.</li> <li>If threatened by criminals – hand over everything. People are more important than property.</li> </ul>
<b>Aggressive responses</b>	<ul style="list-style-type: none"> <li>Be sensitive to mood on street and back off if violence likely.</li> <li>Use a back watcher / second person if aggression likely.</li> <li>See also risk assessment covering Violence.</li> </ul>
<b>Injury from vehicles and cyclists</b>	<ul style="list-style-type: none"> <li>Avoid working on edges of pavement / in road.</li> <li>Wear a high visibility jacket in poor visibility and if risk from traffic is present.</li> </ul>
<b>Noise from traffic</b>	<ul style="list-style-type: none"> <li>Increase distance from traffic or noisy spots where possible to reduce noise levels.</li> <li>Use suitable ear plugs but ensure you can still hear safety critical sounds.</li> </ul>
<b>Trips</b>	<ul style="list-style-type: none"> <li>Avoid trailing cables, particularly across walkways and pedestrian routes.</li> <li>Use mats or barriers to protect cables on the ground.</li> <li>Give particular consideration to people with disabilities such as those with sight problems or wheelchair users.</li> <li>Ensure the general public is not forced into roads.</li> </ul>

Events  
High  
Events  
Medium  
Events  
Low

**4.1.21 Fire and Explosion**

- **Risk Description:** Journalists and programme makers attend fire and explosion incidents to record general broadcast material including interviews with people involved; press conferences with emergency service personnel and other interested parties. In most circumstances teams follow guidance from emergency services where this is available. They are not working with the fire or explosive materials or subsequent damage to buildings or local environments – they are acting as observers.
- **Limitations / Restrictions:**
  - a. A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.
  - b. Excludes any stunt work or commissioning of pyrotechnic effects or explosions.

Hazard / Threat	Action
<b>Burns</b>	<ul style="list-style-type: none"> <li>▪ Approach with caution if first on the scene and park safely at incident site.</li> <li>▪ Select position upwind of fire / smoke and park so vehicle can be moved at short notice and does not obstruct emergency vehicles.</li> <li>▪ Contact the Incident Control if available to get information on hazards at site.</li> <li>▪ Keep up to date with the developing incident and be ready to evacuate position if conditions change.</li> <li>▪ Cordons set up by emergency services should be respected.</li> <li>▪ Wear natural fibres for fire resistance.</li> <li>▪ Single operator must always notify deployer of intentions and in a bush fire or similar situation take a second person or link up with another broadcaster.</li> </ul>
<b>Struck by flying debris and falling structures</b>	<ul style="list-style-type: none"> <li>▪ Avoid standing directly below fire / incident or immediately down wind. Particularly in a tall building fire where windows and other debris can fall around the site.</li> </ul>
<b>Smoke and dust inhalation</b>	<ul style="list-style-type: none"> <li>▪ Stay upwind of fire / blast site and plan fall back / evacuation routes.</li> <li>▪ Use FFP3 mask to get out of area if breathing in smoke (this is not to enable longer stays in smoky area – only for escape).</li> </ul>
<b>Asbestos fibres from fire / building collapse</b>	<ul style="list-style-type: none"> <li>▪ Position away and upwind from smoke / debris cloud.</li> <li>▪ Avoid breathing smoke and dust.</li> <li>▪ Shower and change clothes without shaking them out.</li> <li>▪ All contaminated clothing should be bagged (and sealed) and either disposed of as asbestos waste or sent to specialist laundry.</li> <li>▪ Contact Occupational Health Doctor and your Safety Adviser if you believe you have been exposed to asbestos during a fire or building collapse.</li> </ul>
<b>Noise</b>	<ul style="list-style-type: none"> <li>▪ Position away from loud noises and consider use of hearing protection</li> </ul>
<b>Fire risks when working in an unfamiliar building or doing overnights in a hotel</b>	<ul style="list-style-type: none"> <li>▪ Note safe route out of building and assembly point.</li> <li>▪ Managers of premises have a legal responsibility to ensure that suitable evacuation procedures are in place</li> <li>▪ Disabled people working in buildings must notify the site manager of their emergency evacuation needs.</li> </ul>

High

Events

Medium

Events

Low

Events

### 4.1.22 Chemical, Biological, Radiation, Nuclear (CBRN) and Industrial Spills

- **Risk Description:** Journalists and programme makers cover stories related to industrial fires, spills and potentially terrorist or criminal incidents involving toxic and hazardous materials. They are there to observe and report on the incident and the emergency services, casualties etc. They are not directly working with any of the hazardous substances but may be incidentally exposed as a result of being on location.
- **Limitations / Restrictions:** Not Relevant

Hazard / Threat	Action
<ul style="list-style-type: none"> <li>▪ Fumes causing ill health, coma or death</li> <li>▪ Dusts causing ill health, eye damage, choking</li> <li>▪ Substances causing skin irritation or burns etc.</li> <li>▪ Accidental ingestion, absorbed through the skin, etc, causing ill health.</li> <li>▪ Biological materials in labs, hospitals or illegally dumped causing ill health.</li> <li>▪ Oxygen enriched / depleted atmospheres.</li> <li>▪ Substances that may damage fertility or foetus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Get advice from the person in charge of the process / incident.</li> <li>▪ Try and identify agent e.g. from person in charge, containers, markings on tankers etc without taking risks.</li> <li>▪ Get expert advice where needed.</li> <li>▪ Keep a reasonable distance / approach upwind from potential site of spills / leaks / incident and be aware of wind changes.</li> <li>▪ Make an emergency contingency plan as appropriate for incident.</li> <li>▪ Evacuate at the first signs of potential hazard such as giddiness, sore eyes or throat, headaches etc and get into fresh air. If you have a mask e.g. FFP 3 put this on to escape and seek medical attention.</li> <li>▪ In event of collapse where lack of oxygen, gas or other substances are suspected and the victim is out of reach, call for help straight away. There is a history of rescuers becoming casualties in these situations</li> <li>▪ Personal protective equipment to be used as directed by person in charge / expert advice e.g. masks FFP 3.</li> <li>▪ Do not eat, drink or smoke in the area – use bottled water. Don't eat local food or food from street vendors.</li> <li>▪ Do not touch or pick up anything from the area.</li> <li>▪ Do not put your equipment down on the ground where it will be contaminated. If unavoidable, use a plastic bag as a barrier.</li> <li>▪ Maintain good person hygiene at all time, e.g. always wash hands after visiting any site with potential hazards and where exposed, change clothes, wash hands, face and contact Occupational Health Doctor if needed</li> <li>▪ Decontaminate broadcast equipment and kit.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Entering a confined space e.g boiler, sewer, tunnel, silo etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nobody should enter a confined space e.g. boiler, sewer, tunnel, silo etc without undergo related training.</li> </ul>

Events  
 High  
 Events  
 Medium  
 Events  
 Low

**4.1.23 Floods – Inland**

- Risk Description:** Floods are common news events, they can result from industrial accidents, weather – both normal and abnormal, burst and fractured pipes, poor infrastructure maintenance and environmental events like erosion of river banks. In most circumstances news coverage takes the form of recording the flood or the consequences of the flood from a safe place. Interviews will take place with residents, owners, emergency service personnel and utility workers. On other occasions crews will get local vehicle and do action shots of emergency personnel and rescue efforts.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<p><b>Drowning, being swept away, falling down drains, dislodged drain covers, underwater debris, floating debris etc</b></p>	<ul style="list-style-type: none"> <li>Do not enter water unless the ground can be clearly seen – even in apparently benign circumstances, serious accidents from falling into uncovered manholes have occurred.</li> <li>Do not set up positions where rising flood waters or sudden release of water could unbalance you or your colleagues or damage kit.</li> <li>Check weather reports and keep up to date with changing conditions.</li> <li>Make plans to cover evacuation of areas at short notice.</li> <li>Ensure communication in place and working.</li> <li>Only in exceptional circumstances enter water. This should be planned and from a safe position, using adequate support to prevent loss of footing and have a backup plan.</li> <li>Never enter fast flowing water – if this is an operational requirement you must contact your deployer or Safety Adviser for advice on harnesses and anchor points.</li> </ul>
<p><b>Using small local boats e.g. inflatable or row boats</b></p> <p><i>See also work on water guideline</i></p>	<ul style="list-style-type: none"> <li>Get permission from skipper/owner who should be told what is planned and who should explain local arrangements.</li> <li>Wear suitable life jacket.</li> </ul>
<p><b>Electric shock</b></p>	<ul style="list-style-type: none"> <li>Keep equipment dry &amp; use battery equipment as preference</li> <li>Use circuit breakers if connecting to mains power.</li> </ul>
<p><b>Hypothermia</b></p>	<ul style="list-style-type: none"> <li>Wear suitable weatherproof clothing and take a change of clothes.</li> <li>Plan breaks / rest periods and ensure hot food and drinks are taken.</li> <li>Be aware that hypothermia can affect your ability to make correct decisions and look out for colleagues.</li> </ul>
<p><b>Infection - all flood water is potentially contaminated by sewage</b></p>	<ul style="list-style-type: none"> <li>Do not eat, drink or smoke without washing or cleaning hands.</li> <li>Carry hand wipes or hand cleaner.</li> <li>Avoid touching your face and eyes in flood situations.</li> <li>Wash and change clothes as soon as possible when out of area.</li> <li>Clean and cover cuts or abrasions with waterproof dressings.</li> <li>Good personal hygiene.</li> <li>Consider possibility of Weil’s disease if experiencing flu-like symptoms after covering a flood.</li> <li>Decontaminate broadcast equipment and kit with antimicrobial wipe such as Meliseptol.</li> </ul>

High  
Events  
Medium  
Events  
Low  
Events

# SAFE WORK PRACTICES

GUIDELINE FOR MEDIA PROFESSIONALS

## Driving to flood

- Avoid entering fast flowing water or water over axle height.
- Check level of water if unsure as water depth can be deceptive e.g. using stick.

## Injury from collapse of unsafe structures

- Floods can undermine walls and structures – make a visual check when close to walls and keep a safe distance.

Events  
High

Events  
Medium

Events  
Low

4.1.24 Coverage on Disease Area

- Risk Description:** Journalists and programme makers can visit areas or individual locations where disease has occurred / is occurring – including outbreaks e.g. bird flu and isolated cases e.g. rabies - to provide information to the general public on disease based stories and events to record material for broadcast. They are not interacting directly with patients in care but will be interviewing interested persons around the issues potentially including specialists, politicians, medical staff, relatives, neighbours, emergency services personnel, farm workers and the general public.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<p><b>Human infection – individual cases or outbreaks of serious infection</b></p>	<ul style="list-style-type: none"> <li>Follow guidance and recommendations of local medical authorities or the World Health Organisation. Advice can also be obtained from your safety adviser</li> <li>Ensure vaccinations and disease prophylaxis is up to date.</li> <li>Minimise time spent in the area.</li> <li>Avoid contact with body fluids (saliva, blood, urine, faeces), human tissue.</li> <li>Be assiduous with hand washing / cleaning and personal hygiene.</li> <li>Avoid any contaminated water or food by not eating in the infected area and drinking only bottled water.</li> <li>Decontaminate broadcast equipment and kit with a fast acting antimicrobial wipe such as Meliseptol</li> <li>Monitor your own health and report to employer if unwell.</li> <li>Check with your safety adviser / safety equipment stores if visiting a plague or area of endemic infection and take your own protective equipment as recommended e.g. suitable masks, gloves and disposable clothing. If necessary get a list of protective equipment is available for local purchase. If equipment is not appropriate or available, plan story away from any direct risk of transmission.</li> </ul>
<p><b>Animal disease – staff can act as a vector and spread infection outside the contaminated area</b></p>	<ul style="list-style-type: none"> <li>Treat potential cases in the same way as confirmed cases unless proven otherwise.</li> <li>Follow specialist guideline</li> <li>Take protective safety kit and use it if in close proximity to potentially infected animals or contaminated areas.</li> <li>Follow any instructions from the police or public health officials present at the scene. For example cordons, restriction zones, barriers and controls measures e.g. wheel wash at farm gates.</li> <li>Broadcast equipment / kit should not be put down on the ground in case contamination from faeces or other animal body products are picked up.</li> <li>Wear easily cleanable footwear - either disposable waterproof overshoes, or Wellington boots which should be wiped / rinsed off before leaving the scene / getting back into cars</li> <li>Overshoes to be disposed of before leaving the scene (follow local guidance or discard in a plastic bag &amp; leave behind).</li> <li>Pay strict attention to hygiene - wash hands with soap and water, or use anti-bacterial gel or wipes before leaving the site.</li> <li>Think about any disturbing story lines and possible impact on mental health.</li> <li>Discuss before deployment.</li> <li>Carry out debrief with colleague or line manager after potentially traumatic event / exposure and further debriefs as needed.</li> </ul>

High

Events

Medium

Events

Low

Events

## 4.1.25 Disaster

- Risk Description:** Journalists and programme makers visit the locations of natural disasters to provide information and material for broadcast. They may also be located in a base or on visits to areas where natural disasters occur. The base risk assessment should cover this eventuality in high risk locations and efforts are made to choose safe buildings and locations. Staff at locations where natural disasters have taken place may be there alone, in teams or as part of a large deployment. They are not carrying out rescue or relief work but to report the situation, human interest stories or appeals for aid. They are expected to be well equipped and supported and to be self sufficient.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Accidents from tripping, sharp objects and damaged infrastructure</b>	<ul style="list-style-type: none"> <li>Wear tough sensible shoes and clothing.</li> <li>Be alert to potential dangers and assist other team members.</li> <li>Avoid moving at night in unknown, damaged or dangerous areas – if this is essential take a torch or lights.</li> </ul>
<b>Fragile and damaged buildings and services:</b> <ul style="list-style-type: none"> <li>Electric Shock</li> <li>Burns</li> <li>Gas leaks / explosion</li> <li>Chemical spills and leaks</li> <li>Steam / scalding</li> <li>Sewage / health risks</li> </ul>	<ul style="list-style-type: none"> <li>Recce the area before moving in.</li> <li>Be alert to damaged buildings and infrastructure (above, on and below ground). Never enter damaged buildings / structures.</li> <li>Don't stand close to or under structures - to avoid falling material.</li> <li>Never touch or approach damaged cables, chemical spills / leaks or pipe work.</li> <li>Don't smoke or light fires unless checks have been made that gas or other propellants are absent.</li> </ul>
<b>Lack of welfare</b>	<ul style="list-style-type: none"> <li>Plan to take sufficient water, food, shelter and medical supplies to be self sufficient.</li> <li>Organise breaks for the team to avoid extreme fatigue, change into dry clothing and take meals and fluids.</li> </ul>
<b>Poor communications</b>	<ul style="list-style-type: none"> <li>Ensure you have contact numbers of the Teams on site and means of communicating with base e.g. satellite phone.</li> </ul>
<b>Disease outbreaks</b>	<ul style="list-style-type: none"> <li>Maintain good hand washing and personal hygiene</li> <li>Avoid physical contact with body fluids (blood, faeces, urine and vomit) and dead bodies</li> <li>Clean and cover cuts and abrasions.</li> </ul>
<b>Personal security</b>	<ul style="list-style-type: none"> <li>Be aware that desperate people may take extreme &amp; uncharacteristic actions to take your food and equipment.</li> <li>Maintain personal supplies sufficient to cover expected deployment.</li> <li>Keep a low profile and avoid displaying supplies or wealth.</li> </ul>

<p><b>Earthquake / cyclone – in local area</b></p>	<ul style="list-style-type: none"> <li>▪ Use local information sources for early warning, make evacuation decisions and discuss with deployers.</li> <li>▪ Instructions given to staff:             <ul style="list-style-type: none"> <li>❖ Stay calm - do not rush outside.</li> <li>❖ Open a door to establish an escape route.</li> <li>❖ Stay away from objects which may easily fall or break, including windows.</li> <li>❖ Find shelter under a table, doorway or other strong construction</li> <li>❖ Protect your head (with a bag, file etc).</li> <li>❖ Extinguish any small fires if possible.</li> <li>❖ Start to make your way to the ground floor by the stairs, but do not leave the building because of risks from falling materials - unless it appears to be a safer option.</li> <li>❖ Take torches and first aid kits.</li> <li>❖ Never use a lift to escape - use the stairs.</li> <li>❖ Make yourself aware of local earthquake / cyclone shelters.</li> </ul> </li> </ul>
<p><b>Covering story</b></p>	<ul style="list-style-type: none"> <li>▪ Plan to be self sufficient e.g. shelter, first aid and water etc.</li> <li>▪ Listen to local briefings and emergency services advice and weather forecasts and plan accordingly.</li> <li>▪ Organise shelter away from damaged structures or further damage from aftershocks.</li> </ul>
<p><b>Stress / Post Traumatic Stress Disorder (PTSD)</b></p>	<ul style="list-style-type: none"> <li>▪ Think about any disturbing story lines and possible impact on mental health and discuss before deployment.</li> <li>▪ Carry out debrief with colleague or line manager after potentially traumatic event / exposure and further debriefs as needed.</li> <li>▪ Be aware that effects from traumatic events can last for long periods or surface unexpectedly and do use support systems available.</li> <li>▪ Psychological stress training.</li> </ul>

High

Events

Medium

Events

Low

Events

### 4.1.26 Conflict Area / Hostile Environment

- **Risk Description:** Conflict area can potentially carry a serious life threatening hazards for journalists. They can be exposed to the area for the news coverage of humanitarian mission or war conflict. Journalists gather news by general views, interviews and through camera and other audio recordings and stills photographs. News activities by their nature are often carried out in hostile environment and criminal or socially disruptive acts have taken place. Staff may not be familiar with the local environment and the pressure points or the sensitive issues. They can become the target intentionally (for publicity) or unintentionally. Despite this summary which focuses on the problems, news teams may encounter, most work carried out on conflict area with cooperative and interested people at acceptable risk.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls. If threat is likely arise, they may abort the coverage.
- **General Condition:**
  - a. The preservation of life and safety is paramount. Staff should be made aware that unwarranted risks in pursuit of a story are unacceptable and strongly discouraged. News organisations are urged to consider safety first, before competitive advantage, for journalists in hostile environments.
  - b. Assignments to war and other danger zones must be voluntary and only involve experienced news gatherers and those under their direct supervision. No career should suffer as a result of refusing a dangerous assignment. Editors at base or journalists in the field may decide to terminate a dangerous assignment after proper consultation with one another.
  - c. All journalists and media staff must receive appropriate hostile environment and risk awareness training (e.g basic first aid) before being assigned to a danger zone. Employers are urged to make this mandatory.
  - d. Employers should ensure before assignment that journalists are fully up to date on the political, physical and social conditions prevailing where they are due to work and are aware of international rules of armed conflict as set out in the Geneva Conventions and other key documents of humanitarian law.
  - e. Employers must provide efficient safety equipment and medical and health safeguards appropriate to the threat to all staff assigned to hazardous locations.
  - f. All journalists should be afforded personal insurance while working in hostile areas, including cover against personal injury and death.
  - g. Employers should provide free access to confidential counselling for journalists involved in coverage of distressing events. They should train managers in recognition of traumatic stress, and provide families of journalists in danger areas with appropriate and timely advice on the safety of their loved-ones.
  - h. Media practitioners must be able to run, hike and endure discomfort. They must be mentally and physically prepared.
  - i. Wear internationally recognised bracelet with caduceus symbol and record of allergies, blood group etc.

Hazard / Threat	Action
<p><b>General Safety</b></p>	<ul style="list-style-type: none"> <li>▪ Get out fast when clearly threatened. Ensure to figure out a safe escape route and how to flee as soon as possible.</li> <li>▪ Do not cross the battle zone, it could be very dangerous</li> <li>▪ Be careful about reporting from both sides of a conflict</li> <li>▪ Avoid bias for one or the other side</li> <li>▪ Never draw maps of military positions or establishments in your notebook nor should you show unusual interest in military equipment</li> <li>▪ Do not take obvious notes in public nor pull out a microphone or notebook without permission</li> <li>▪ Meet unfamiliar contacts in public places and tell your office or trusted colleague your plans. Try not to go alone into potential danger.</li> <li>▪ Plan a fast and safe way out before you enter a danger zone.</li> <li>▪ Never carry a weapon or travel with journalists who do.</li> <li>▪ Be prudent in taking pictures. Seek the agreement of soldiers before shooting images.</li> <li>▪ Know local sensitivities about picture-taking.</li> <li>▪ Carry picture identification. Do not pretend to be other than a journalist. Identify yourself clearly if challenged.</li> <li>▪ If working on both sides of a front line never give information to one side about the other</li> <li>▪ Carry cigarettes and other giveaways as sweeteners.</li> <li>▪ Stay calm and try to appear relaxed if troops or locals appear threatening. Act friendly and smile.</li> <li>▪ Carry emergency funds and a spare copy of your ID in a concealed place such as a money belt. Have a giveaway amount ready to hand over.</li> </ul>
<p><b>Travelling in Conflict Area</b> (Exposed to intentional or unintentional attack, unsafe journey)</p>	<ul style="list-style-type: none"> <li>▪ Think twice about moving across open, or poorly covered ground, with troops. Snipers are unlikely to distinguish between combatants and reporters.</li> <li>▪ Seek the advice of local authorities and residents about possible dangers before travelling.</li> <li>▪ If travelling by road, use a safe and responsible driver with knowledge of terrain and trouble spots.</li> <li>▪ Identify your vehicle as media unless that would attract attack.</li> <li>▪ Travel in close convoy if possible.</li> <li>▪ Do not use military or military-type vehicles unless accompanying a regular army patrol.</li> <li>▪ Make sure your vehicle is sound, with plenty of fuel.</li> <li>▪ In hot conditions check tyre pressures regularly as a blow-out can be disastrous. Know how to change a tyre and ensure the spare is roadworthy.</li> <li>▪ Check the road immediately ahead at safe intervals.</li> <li>▪ Inform your headquarters and colleagues remaining at base of where you are going, your intended ETA and expected return. Check in frequently.</li> <li>▪ Beware of carrying maps with markings that might be construed as military.</li> <li>▪ Keep emergency phone numbers at hand, programmed into satellite and mobile phones, with a key number on speed dial if possible.</li> </ul>

High

Events

Medium

Events

Low

Events

### News Coverage at War Zone (exposed to bullet, mines and bomb)

- Know the background of the people and place of assignment and of the dispute.
- Learn a few useful phrases in the local language, most essentially “foreign press” or “journalist”.
- Know the meaning of local gestures that might be important
- Do not move alone.
- Familiarise with weapons commonly used in the conflict, their ranges and penetrating power so you can seek out the most effective cover.
- Know incoming from outgoing.
- Know what landmines and other ordnance look like.
- Do not handle abandoned weapons or spent munitions.
- Stay alert at all times, even after fighting or explosive event.
- Abandoned or apparently spent munitions can explode at any time.
- A terror bombing could be followed by a secondary device.
- Roadside bombs might be planted in rubbish or dead animals.
- If in doubt – don’t go on.
- Beware – be very aware of all military in a war. Many soldiers in combat are poorly trained, young and inexperienced and very frightened. They will shoot first if they feel at all threatened.
- Do not assume they know who you are, where you are and what you are doing in the thick of fighting. Their leaders might but the boys with the big guns might not.
- Do not assume they can see you clearly, especially through their sights.
- That camera you raise to your shoulder could be seen as an anti-tank weapon. Hold the camera low when filming approaching tanks and twitchy soldiers.
- Wear civilian clothes unless accredited as a war correspondent and required to wear special dress. Avoid paramilitary-type clothing.
- Avoid carrying shiny objects and exercise care with lenses. Reflections of bright sunlight can look like gun flashes.
- Be prepared to wear flak jackets, body armour, helmets, gas masks and Press apparel as appropriate.
- Know your rights, internationally and locally. Know the Geneva Conventions as they relate to civilians in war zones.
- Journalists who have endured high danger and witnessed dreadful events may experience traumatic stress in later weeks. Do not be embarrassed to seek counseling.
- Do pass on your advice and experience in the conflict to your colleagues; post information that might help save a life.

### If Firing Coming in Your Direction (exposed to bullet, mines and bomb)

- Take cover from view; do not wear anything bright
- Let your shiny equipment become dirty or muddy to lessen light reflection
- Do not take cover in position where someone has recently been firing
- A hole or a dip in the ground may provide enough cover
- In a building find a room without exterior walls such as a hotel bathroom
- Do not peek from your cover
- Even if you are behind a wall, lie flat on the ground
- When you take cover, immediately assess your situation and plan a route of escape
- When withdrawing, keep low while running and try to put vegetation or

Events  
 High  
 Events  
 Medium  
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	<p>structures between you and the firing position</p> <ul style="list-style-type: none"> <li>▪ Leave equipment behind if this is hindering your escape.</li> </ul>
<p>What to Do In Case Of Checkpoints <i>(Exposed to aggression and gunshot)</i></p>	<ul style="list-style-type: none"> <li>▪ Always be polite</li> <li>▪ Avoid confrontation</li> <li>▪ Identify yourself as a journalist</li> <li>▪ If on foot, approach the checkpoint with only necessary papers on hand</li> <li>▪ When in a vehicle, keep windows and doors locked; do not alight unless ordered to do so</li> <li>▪ Never try to film without permission</li> <li>▪ If soldiers or militia manning the checkpoint are hostile or nervous, offer sweets or cigarettes</li> <li>▪ When showing your identity card, let them also see pictures of your wife or children to bring out the more human aspect of your work</li> <li>▪ Let them know that people know where you are and that you are expected back</li> <li>▪ Make them understand that you are not a threat</li> <li>▪ Stay polite but be alert especially for soldiers who seem to be listless and would not look you in the eye.</li> </ul>
<p>What to Do When You Are Arrested <i>(Exposed to aggression and gunshot)</i></p>	<ul style="list-style-type: none"> <li>▪ Know your rights: you have the right to remain silent and to be assisted by a competent and independent lawyer of your choice</li> <li>▪ You have the right not to be subjected to torture, intimidation, deceit, other forms of coercive harassment</li> <li>▪ You have the right to be informed of these rights and to be told that anything you say may be used against you in court</li> <li>▪ If you were detained, you must be treated as a human being and must be entitled to due process.</li> </ul>
<p>What to Do When You Are Abducted, Kidnapped <i>(Exposed to aggression and gunshot)</i></p>	<ul style="list-style-type: none"> <li>▪ To survive an abduction you must retain mental alertness and a positive attitude</li> <li>▪ Do not antagonize your abductors, do as you are told</li> <li>▪ Mentally converse with someone (your partner, colleague) to help you keep the situation in perspective</li> <li>▪ Use whatever methods you have for relaxing like mentally picturing what you will do when you return home</li> <li>▪ Try to seek some improvements in your condition especially if you are being held for more than a day</li> <li>▪ Make it difficult for your captors to treat you inhumanely by talking about your family</li> <li>▪ If you are being brutally treated, try to mentally converse with loved ones or talk to your God</li> <li>▪ Do not believe in promises that you will soon be released.</li> </ul>

### Post-Traumatic Stress Disorder (PTSD)

#### PTSD Symptoms:

- *Involuntary flashback to events*
- *Overwhelming feeling of anger, guilt, sorrow, or helplessness*
- *Continuing and repeated nightmares*
- *Being impatient with normal social or family life*
- *A feeling of being emotionally numb*
- *Short attention span and irritability*
- *Lessening or loss of sexual desire.*

- Regularly and routinely debrief after each dangerous assignment
- Journalists should talk among themselves about their horrific experience
- Provide easy access to treatment to journalists exhibiting PTSD symptoms
- News organizations to make changes in macho culture. Journalists should not cope the problem alone
- Voluntary access to independent and knowledgeable counseling.

### Security and Personal Safety

*Journalists and programme makers can be attacked if criminal elements are present or where tensions escalate. Injuries can vary from bruises and bumps to more serious potential assaults e.g. stabbings and shootings.*

#### Theft

*Journalists' - particularly lone workers - make easy targets for street thieves.*

- Search for the facts and consider potential hazards of the story in context of location and local issues.
- Never work alone if personal safety is an issue.
- Be aware of and discuss the local security issues with whole team including attitude, hostility to journalists and general street crime levels.
- Keep a low profile; wear Press logo unless this raises the personal risk.
- Agree a fall back plan with the team including what to do in an emergency and who to contact e.g. programme editor, line manager, assignment desk. This is especially critical if the team is forced to split up.
- Stay alert to changes on location and be prepared to change your plans to avoid trouble.
- Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed.
- Avoid taking unnecessary valuables, sensitive documents and equipment into the field.
- If threatened by criminals – hand over everything. People are more important than property.

#### Note:

1. *List of handy equipment for hostile environment*
  - ✓ *Body Armour (Flak Jacket) – Ceramic / Kevlar Plates*
  - ✓ *Ballistic Helmet*
  - ✓ *Personal First Aid Kit*
2. *Also refer to guideline:*
  - ✓ *Tiredness and Fatigue*
  - ✓ *Violence or Aggression*
  - ✓ *Street, Social Issues and Street Crime*
  - ✓ *Bombs*

4.1.27 Bombs

- **Risk Description:** Journalists may be caught up in bomb alerts or be out in the field covering terrorism stories or general stories when a bomb threat or incident breaks. Their work is not directly related to the bombs, but in covering a story they may be exposed in the same way other member of the public can be in a terrorist attack or incident with unexploded bomb.
- **Limitations / Restrictions:**
  - a. A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.
  - b. This guideline excludes being embedded with a military unit or bomb disposal unit and work in any high risk environment.

Hazard / Threat	Action
<b>Injury from blast, shrapnel, debris and fragments</b>	<ul style="list-style-type: none"> <li>▪ Plan route to incident and take local maps etc.</li> <li>▪ Approach with caution if first on the scene and avoid parking close to the incident site.</li> <li>▪ Choose position to make use of hard cover and well away from potential blast</li> <li>▪ Park so vehicle can be moved at short notice and does not obstruct emergency vehicles.</li> <li>▪ Contact the local Incident Control if present to get information on hazards at site.</li> <li>▪ Keep up to date with developing incident and be ready to evacuate position if conditions change or ordered to by the emergency services.</li> <li>▪ Be aware of potential for secondary explosive devices.</li> <li>▪ Move away from and report any unattended packages.</li> <li>▪ Avoid standing directly next to or below damaged buildings where windows and other debris can fall.</li> </ul>
<b>Security and personal safety</b>	<ul style="list-style-type: none"> <li>▪ Be aware of, and discuss with team, the local security issues, including attitude, hostility to journalists and general crime levels.</li> <li>▪ Keep a low profile.</li> <li>▪ Display Press logo unless there is a good reason not to e.g. if this raises the personal risk.</li> <li>▪ Agree a fall back plan with the team.</li> <li>▪ Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed.</li> </ul>
<b>Exposure or potential exposure to chemical or biological agents</b>  <i>See also CBRN guideline</i>	<ul style="list-style-type: none"> <li>▪ Evacuate at the first signs of effects such as giddiness, sore eyes or throat, headaches etc and get into fresh air.</li> <li>▪ Leave the area at once, stay upwind of any contamination source, wash face &amp; hands and change all clothing.</li> <li>▪ Avoid breathing any dust from detonation, use FFP3 mask to get out of area if dust in the area (this is not to enable a longer stay in the area but only to escape).</li> <li>▪ Seek immediate medical advice.</li> </ul>

High

Events

Medium

Events

Low

Events

## 4.2 WORKING CONDITIONS

### 4.2.1 Noise

- **Risk Description:** Noise can be harmful through loudness, distance and duration. Loud noise on location can have long term effects on hearing, from a variety of sources like headphones, speakers and the local environment e.g. explosions, traffic, events, music, noisy demonstrations etc. With the exception of headphones, there are no controls over noise levels on news locations.
- **Limitations / Restrictions:** This risk assessment does not cover events e.g. concerts where will be covered in a separate assessment.

Hazard/Threat	Action
<b>Loss of or impaired hearing (temporary or permanent)</b>	<ul style="list-style-type: none"> <li>▪ Where you have to shout to make yourself heard at around 2 metres there needs to be additional effort made to lower your exposure, e.g. by reducing how long you stay there and / or using hearing protection.</li> <li>▪ In industrial environments ask your host what their own staffs use; particularly where mandatory protection is required as this may be specific to the type of noise.</li> <li>▪ Deployers arrange for hearing protection when assigning staff to a foreseeably noisy place.</li> <li>▪ Noise levels reduce with distance so teams should position themselves away from loud noise.</li> <li>▪ Reduce time exposed to high noise levels.</li> <li>▪ Take appropriate hearing protection or request from host at some locations e.g. factories and insert according to manufacturer's instructions.</li> <li>▪ For high or unexpected exposures – contact your Safety Adviser or manager on return to base.</li> </ul>
<b>Noise exposure through headphones</b>	<ul style="list-style-type: none"> <li>▪ Headphones selected for task e.g. open / closed cup and model.</li> <li>▪ Headphones are fitted with noise limiters or separately assessed.</li> <li>▪ Individual noise risk assessment carried out and specific measures in place where areas have been identified as higher risk. In these areas e.g. Newsgathering Operations hearing surveillance has been introduced, specific ear plugs issued and further monitoring organised.</li> <li>▪ For specialised location work where high noise levels are expected e.g. concert, individually moulded earpieces which reduce noise exposure are available. Be aware that moulds need to be made, so adequate time must be allowed.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

**4.2.2 Lighting Equipment**

- **Risk Description:** Lighting equipment is often used when TV and photographs are being recorded to enhance the picture quality for the viewer. Location lighting equipment is selected to be lightweight and suitable for environments.
- **Limitations / Restrictions:** This assessment does not cover specialist lights and optical radiation.

Hazard/Threat	Action
<b>Electric shock – increased risk in wet, damp or dusty areas.</b>	<ul style="list-style-type: none"> <li>▪ Select the appropriate light for the job.</li> <li>▪ Lights will be supplied or maintained by staff or other reputable supplier.</li> <li>▪ Positioned and operated by suitably trained and experienced personnel.</li> <li>▪ Visual checks should be made of the equipment, cables, sockets and location before connecting to any power source.</li> </ul>
<b>Fire and burns from contact with hot surfaces</b>	<ul style="list-style-type: none"> <li>▪ Carry out regular checks and constant supervision of hot lights.</li> <li>▪ Avoid accidental contact with fabrics and flammable materials or sufficient heat transfer to cause smouldering or ignition – distance from materials should be sufficient to stop materials heating up.</li> <li>▪ Secure lamps &amp; stands to avoid movement.</li> <li>▪ Keep hot surfaces out children’s reach.</li> <li>▪ Allow adequate time for lights to cool before stowing.</li> </ul>
<b>Cuts from exploding bulbs</b>	<ul style="list-style-type: none"> <li>▪ Safety glass in lamps.</li> <li>▪ Take out of service if dropped.</li> <li>▪ Inspect glass for replace immediately if faulty.</li> </ul>
<b>Trips and injury from lamp stands</b>	<ul style="list-style-type: none"> <li>▪ Weigh down or secure lighting stands if wind or air movements likely to tip over.</li> <li>▪ Avoid placing stands in busy areas.</li> </ul>
<b>Trips from cables</b>	<ul style="list-style-type: none"> <li>▪ Position cables to avoid crossing walkways.</li> <li>▪ Where this is not practical – make sure they are flown, matted or taped down.</li> </ul>
<b>Smoke from the burning in of new bulbs can affect smoke detectors</b>	Be aware of smoke created by new bulbs and risk of triggering smoke detector.

Working Conditions High

Working Conditions Medium

Working Conditions Low

## 4.2.3 Environmental Risk

- **Risk Description:**
  - a. Journalists and programme makers can visit areas or individual locations, there is a small risk that their presence on site or work can cause harm to the environment by leaving items or substances, creating environmental pollution or disturbing vulnerable flora or fauna.
  - b. This advice relates to work on location only, underlying considerations e.g. selection of vehicles and procurement of equipment are managed through departmental and corporate routes.
  - c. Liaise with hosts to ensure any local environmental risk assessments and controls are followed.
  - d. Report any environmental incidents.
  
- **Limitations / Restrictions:** Sites of special environmental importance may require additional assessment.

Hazard / Threat	Action
<b>Damage to vulnerable sites or sites of special scientific interest</b>	Take advice from managers / custodians of site or the environment agency.
<b>Damage to local environmental</b>	<ul style="list-style-type: none"> <li>▪ Remove rubbish from site or dispose of in appropriate bins and recycling facilities.</li> <li>▪ Avoid damage to local vegetation and environment when parking and setting up position.</li> </ul>
<b>Spills of fuel from generators or vehicles</b>	<ul style="list-style-type: none"> <li>▪ Vehicles and equipment maintained in a safe condition.</li> <li>▪ Park away from vulnerable water sources.</li> <li>▪ Use spill kit in vehicle.</li> </ul>
<b>Nuisance noise</b>	<ul style="list-style-type: none"> <li>▪ Position vehicles and equipment considerately to minimise nuisance noise.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

4.2.4 Electrical Equipment

- Risk Description:** Journalists and programme makers take electrical equipment to location including battery operated equipment like cameras and recorders plus mains equipment including portable lights. Ensure the industrial quality equipments are maintained in a safe condition. However damage can occur during transit and connection. On occasion equipment may be purchased at locations when unplanned requirements emerge or equipment fails.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<p><b>Contact with electricity causing electrical shock and burns.</b></p> <p><b>Higher risk environments: wet, damp, humid, dusty.</b></p>	<ul style="list-style-type: none"> <li>All equipment is adequately maintained, inspected, tested and repaired and records kept.</li> <li>Permission of the owner should be obtained before any connections are made.</li> <li>Correct equipment selected for the job e.g. weatherproof connectors for outside use.</li> <li>Visual checks should be made of the equipment, cables, sockets and location before connecting to any power source.</li> <li>Be aware of location of local isolating breaker switches and safety arrangements</li> <li>RCD and Martindale testers will be used when connecting to domestic supplies.</li> <li>Extreme care should be taken when buying equipment outside sources, particularly in unregulated locations like markets and some international locations where fakes and low standards are common. No equipment brought in the field should be used without a safety inspection by a competent engineer.</li> </ul>
<p><b>Batteries can cause fire if the terminals come into contact with conductive materials</b></p>	<ul style="list-style-type: none"> <li>Batteries should be stored and carried in suitable containers.</li> <li>Specific arrangements apply to lithium ion batteries and carriage on airlines. Check with airline.</li> <li>Batteries need to be disposed of safely according to manufacturer’s instructions, if in doubt return to base and dispose of through facilities.</li> </ul>
<p><b>Cables may create trip hazards</b></p>	<ul style="list-style-type: none"> <li>All cables to be appropriately routed away from pedestrian traffic areas and / or protected by ramps, mats or tapes to reduce trip hazard.</li> </ul>
<p><b>Fire</b> <i>Overheating may cause equipment to melt and casings etc to catch on fire</i></p>	<ul style="list-style-type: none"> <li>In the event of fire, isolate electrical supply if possible by switching off or unplugging equipment and use carbon dioxide or dry powder extinguisher if competent.</li> <li>Avoid inhaling fumes from burning plastics.</li> <li>Call the fire brigade if necessary.</li> </ul>

High

Working Conditions

Working Conditions Medium

Low

Working Conditions

### 4.2.5 Computers

- Risk Description:** Laptop computers are used in the field for usually short but intense periods for downloading and transmitting packets of information, planning, recording, editing and other work. When using them out in the ad hoc working arrangements may increase the probability of developing musculoskeletal problems, this risk assessment includes the importance of setting up the laptop and screen so that a comfortable supported posture can be achieved.
- Limitations / Restrictions:** This guideline does not cover setting up screens and computers for events, use by the general public or for long periods where a temporary office or studio may be more appropriate.

Hazard / Threat	Action
<b>Back and upper limb fatigue and discomfort.</b>	<ul style="list-style-type: none"> <li>• Take regular breaks, stand up and move around.</li> <li>• Minimise time spent working in vehicles and areas not designed for computer work - if necessary find a café where you can for short periods at a table.</li> <li>• Pay particular attention to posture when working inside a vehicle or in a temporary location.</li> <li>• Avoid working on your computer from the driver's seat and make any changes possible to keep comfortable e.g. adjusting seat, supporting back or legs with cushion or rolled jacket, using laptop bag to raise screen or as foot rest.</li> <li>• Consider taking extra equipment e.g. separate keyboards, large screen monitors and mice.</li> </ul>
<b>Visual fatigue</b>	<ul style="list-style-type: none"> <li>▪ Look away from screen frequently and blink to lubricate eyes.</li> <li>▪ Set up the screen so that lights and reflections do not create glare or interfere with the screen display.</li> <li>• Take regular breaks.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

**4.2.6 Travel to Cover News Events**

- **Risk Description:** Journalists and programme makers travel away from their bases to the site of news events to gather material (TV, Radio, Online, research) for broadcast.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Before travel, check country or region hazards, seek high risk advice, internal and external sources like the Foreign and Commonwealth Office. Information on local conditions, weather, water, culture, language and attitudes can help you plan your work.</li> <li>▪ Inform the local embassy where appropriate.</li> <li>▪ Complete a medical insurance form as needed.</li> </ul>
<b>Ill health and accidents</b>	<ul style="list-style-type: none"> <li>▪ Ensure that your line manager / deployer have your contact details and hotel / travel plans – keep up to date and stay in contact.</li> <li>▪ Contact Occupational Health Doctor to make an appointment in good time before the planned trip for immunisations, medications and needle pack:</li> <li>▪ Keep up to date with "core" immunisations.</li> <li>▪ Ensure you have sufficient funds and resources for all likely outgoings, including emergencies, before departure.</li> <li>▪ Arrange to be met by local staff, fixer/ driver or have sufficient local knowledge to enable a safe transit to hotel or bureau.</li> <li>▪ Use reputable transport providers.</li> <li>▪ Never drive after long air journeys or where changes in time zones may lead to fatigue.</li> <li>▪ Plan travel to ensure that adequate rest periods are taken.</li> <li>▪ Send heavy equipment by separate delivery if possible.</li> <li>▪ Seek advice on local water quality and food safety.</li> </ul>
<b>Health problems related to travel e.g. Deep Vein Thrombosis (DVT) and pulmonary embolism.</b>	<ul style="list-style-type: none"> <li>▪ Ensure you are fit to travel.</li> <li>▪ Reduce immobility by: standing up regularly, drinking plenty of water, and performing leg stretching exercises.</li> <li>▪ People with risk factors for DVT should discuss any concerns with Occupational Health Doctor to see if additional protective measures are needed.</li> </ul>
<b>Crime</b>	<ul style="list-style-type: none"> <li>▪ Check Foreign &amp; Commonwealth Office (FCO) sites, BBC sources or colleagues for information on local crime.</li> <li>▪ Only carry essential equipment, valuables and money.</li> <li>▪ Arrange reliable pick up at airport if crime is an issue locally.</li> <li>▪ Be aware of and discuss with team the local security issues including attitude, hostility to journalists and general crime levels.</li> <li>▪ Keep a low profile and avoid taking extra equipment particularly laptops etc with you.</li> <li>▪ Wear Press logo unless this raises the personal risk.</li> <li>▪ Ensure deployers are kept up to date with local security and safety risks so that changes to travel plans can be made if needed.</li> <li>▪ Keep a separate list of passport numbers and immunisation records.</li> </ul>

High Working Conditions

Medium Working Conditions

Low Working Conditions

## 4.2.7 Tiredness, Fatigue and Emotional Trauma

- **Risk Description:** Developing stories can cause staff to travel, work and wait for long periods.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<p><b>Injury caused through:</b></p> <ul style="list-style-type: none"> <li>• <b>Loss of concentration when driving</b></li> <li>• <b>Loss of concentration when in a hazardous situation or environment</b></li> <li>• <b>Poor decision making over safety critical issues</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Producers and staff schedulers trained to take into account working hours and rest breaks when setting schedules.</li> <li>▪ Where possible, send another team to relieve those in the field.</li> <li>▪ Take breaks and ensure adequate rest periods and meals.</li> <li>▪ Report fatigue problems before safety is compromised.</li> <li>▪ Stay overnight if necessary.</li> <li>▪ Never drive when fatigued or after changes in time zones which can disrupt the body clock.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Fatigue</b></li> <li>• <b>Long working hours and lack of rest periods</b></li> <li>• <b>Demands, lack of control and support, poor relationships, confusion over roles on location.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Working hours and rest periods managed locally in accordance with guideline agreed with individuals, unions and managers.</li> <li>▪ Schedule sufficient rest breaks and days off.</li> <li>▪ Make clear the roles and responsibilities of team on location.</li> <li>▪ Give support to colleagues.</li> <li>▪ Use availability of overnights.</li> <li>▪ Psychological trauma / Stress training available for managers and staff.</li> <li>▪ Report to line manager or the stress helpline if any issues are present on location.</li> </ul>
<p><b>Emotional trauma</b></p>	<ul style="list-style-type: none"> <li>▪ Think about any disturbing story lines and possible impact on mental health.</li> <li>▪ Discuss possible problem areas before deployment.</li> <li>▪ Carry out debrief with colleague or line manager after potentially traumatic event / exposure.</li> <li>▪ Further debriefs as needed.</li> <li>▪ Ask for professional help</li> </ul>

Working Conditions High

High

Working Conditions Medium

Working Conditions Low

**4.2.8 Slips and Trips**

- **Risk Description:** Journalists and programme makers on location may be in areas with uneven or slippery ground. There is no control of the locations so other hazards that may be present such as changes in level, street furniture or obstructions, litter, waste, industrial materials. In many instances people will be moving about on natural surfaces in various weather conditions. The general public may also be put at risk by equipment and operations.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Injury through falling, slipping, tripping or collision when following action or moving on location</b>	<ul style="list-style-type: none"> <li>▪ When arriving at location check local environment e.g. rough ground, ice or slippery surfaces, obstructions etc before recording on the move.</li> <li>▪ Wear shoes, suitable for the local environment and weather conditions.</li> <li>▪ Record from static positions where possible.</li> <li>▪ When moving to follow the action, consideration should be given to having a second person to guide camera operator.</li> <li>▪ Tracking backwards without a second person should only be carried out for very short distances after a thorough check to ensure the ground is clear of obstacles and level. Ideally the move should be rehearsed.</li> </ul>
<b>Falling down steps</b>	<ul style="list-style-type: none"> <li>▪ Use handhold / rail when getting in and out of news technical vehicles.</li> </ul>
<b>Tripping over cables or equipment</b>	<ul style="list-style-type: none"> <li>▪ Avoid trailing cables, particularly across walkways and pedestrian routes.</li> <li>▪ Use mats to cover cables on ground.</li> <li>▪ Give particular consideration to people with disabilities such as those with sight problems or wheelchair users.</li> </ul>

High Working Conditions  
Medium Working Conditions  
Low Working Conditions

### 4.2.9 Non ionizing radiation

- **Risk Description:** Equipment in use that emits non ionising radiation such as mobile phones, wireless cameras, satellite dishes etc.
- **Limitations / Restrictions:** This guideline does not cover specialist lights and optical radiation.

Hazard / Threat	Action
<b>Non-ionising radiation can cause partial or whole body heating</b>	<ul style="list-style-type: none"> <li>▪ Dishes on vehicles. The height and direction of the dishes normally precludes the likelihood of anyone being exposed to harmful levels of radiation. This should be considered before operating any dishes.</li> <li>▪ Display warning signs in line with training received in safe use.</li> <li>▪ Use sat phones in accordance with manufacturer's instructions e.g. set up so that people are not in the direct path of the waves which are transmitted in a cone shaped path from the equipment.</li> <li>▪ Make sure you have been trained on their use before deployment. Technical training and information available through local line management and Newsgathering. Report any defect or damage to line management</li> </ul>
<b>*Immarsat B Terminal</b>	<ul style="list-style-type: none"> <li>▪ Safety zone required - 6 metres.</li> <li>▪ Used for special deployments only where safety zone can be maintained e.g. Arctic.</li> </ul>
<b>*Thuraya / Iridium phones</b>	<ul style="list-style-type: none"> <li>▪ Open antenna and use with antenna pointing to sky.</li> <li>▪ Phone has message display that communicates this information.</li> </ul>
<b>Mobile phones</b> <i>Mostly expose the tissues of the head nearest to the phone's antenna to non ionising radiation.</i>	<ul style="list-style-type: none"> <li>▪ Hold with antenna around 2 cm from the head.</li> <li>▪ Localised exposure is measured as the SAR of energy in the head.</li> <li>▪ European guideline advises localised SAR should not exceed 2 watts per kilogram.</li> <li>▪ All phones sold have to be tested to ensure they produce SARs below the above figure.</li> <li>▪ SAR values for specific phone models can be found through the MMF website and range up to around 1.5 watts per kilogram.</li> <li>▪ If sourcing phones outside reputable suppliers, check SARs values should below recommended levels:</li> <li>▪ Never use hand held mobile phones when driving.</li> <li>▪ Keep any calls using hands free to essential calls only, for a minimum amount of time.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

## 4.2.10 Manual Handling

- Risk Description:** Journalists and programme makers take broadcast equipment to location to record, light and transmit programme content e.g. broadcast equipment, lights, tripods, batteries, flight cases, etc. Movements include carrying and lifting equipment in and out of vehicles, on sites, up stairs, on public and private transport and at transport centres like airports.
- Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Moving loads on location</b>	<ul style="list-style-type: none"> <li>Take every opportunity to avoid and minimise any lifting and carrying e.g. parking close to location, using trolleys, rucksacks and aids, sharing the load with a second person, minimising what is carried to essentials, using lifts not stairs etc.</li> </ul>
<b>Back injuries, muscle strains, work related upper limb disorders</b>	<ul style="list-style-type: none"> <li>Information / labelling on loads given - all equipment weighing more than 15kgs are marked with weight and centre of gravity.</li> <li>Use the manual handling aids available e.g. wheeled cases, backpack.</li> <li>Get help from colleagues, porters etc</li> <li>Training available and identified by managers. All staff required by their job to routinely carry loads has manual handling training including specialised training for camera operators: Safe Manual Handling Camera and Sound Ops.</li> <li>Use safe lifting techniques e.g. get close to the load, plan where it is going, bend the knees and lift with the load close to your body, avoid twisting the back when carrying or placing the load.</li> </ul>
<b>Moving loads in car boots</b>	<ul style="list-style-type: none"> <li>Hire cars selected with good access to boot.</li> <li>Park as close to drop off point as possible or consider dropping off kit before parking.</li> <li>Use good techniques to avoid twisting and bending.</li> <li>When loading and unloading items you need to be able to stand close to the load and avoid over-stretching and twisting.</li> <li>When loading the car place the item in the boot close to you and then slide or rock it to the rear if necessary.</li> <li>If possible secure items in the boot near to you so you don't have to stretch to reach them.</li> <li>When unloading always slide a load towards you before attempting to lift it. Again, avoid twisting the spine while lifting.</li> </ul>
<b>Camera operations</b>	<ul style="list-style-type: none"> <li>Ref training requirements. All people involved with location camera work should have manual handling training.</li> <li>Tips for reducing stress on the back and limbs from awkward postures are communicated through the training</li> <li>If using the flip-out screen causes discomfort in your shoulders, brace your arms against your body and use the viewfinder instead.</li> <li>Kneel or spread your legs to lower the shot height rather than bend your back.</li> <li>Cradle the camera at waist height when shooting seated people or children.</li> <li>When standing still you could take the strain off your lower back by resting one foot on a slightly higher level such as a box, bag or step.</li> <li>Rest the camera on a mounting if possible. If a tripod is not available use a wall, chair, table or window ledge to support the camera, and consider using a monopod as a mobile alternative to a tripod.</li> <li>If you are placing the camera on the ground to take a low-angle shot, prop the front of the camera up with something small (i.e. a cassette box) to avoid stooping for a long time to hold the shot.</li> <li>When shooting long interviews sit down if possible and use the flip-out screen to reduce fatigue in your body and eyes.</li> </ul>

High

Working Conditions

Working Conditions Medium

Low

Working Conditions

### 4.2.11 Weather

- **Risk Description:** Journalists and programme makers cover outdoor locations. Weather risks may be part of the story e.g. hurricane, gales and heat waves or may be coincidental to the story.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Adverse Weather - general</b>	<ul style="list-style-type: none"> <li>▪ Take suitable outdoor clothing and footwear for the weather.</li> <li>▪ Make contact with local weather centre.</li> <li>▪ Use local advice on making changes to plans affected by weather.</li> <li>▪ Plan for rest breaks and food/drinks.</li> <li>▪ Agree fall back plans if situation deteriorates or position becomes unsafe.</li> </ul>
<b>Dehydration and sunburn</b>	<ul style="list-style-type: none"> <li>▪ Wear loose cotton clothing</li> <li>▪ Take &amp; use sunscreen and hat.</li> <li>▪ Plan to take breaks in the shade and provide sufficient water or electrolytic drinks.</li> </ul>
<b>Coastal surges and storms</b>	<ul style="list-style-type: none"> <li>▪ Recce the area before setting up position.</li> <li>▪ Avoid standing close to sea walls / sea.</li> <li>▪ Take account of 'freak' waves and larger surges pushed by winds and spring tides – these happen relatively frequently.</li> </ul>
<b>Cyclones, gales and hurricanes</b>	<ul style="list-style-type: none"> <li>▪ Get best advice from weather centre to enable planning.</li> <li>▪ Limit the time you are out in severe weather.</li> <li>▪ Recce area and avoid standing under damaged / fragile structures.</li> <li>▪ Avoid entering any water because of underwater / floating debris and danger of being swept away / trapped.</li> <li>▪ Be alert to damaged power lines and gas pipes.</li> <li>▪ Be aware of local cyclone / hurricane shelters.</li> </ul>
<b>Snowstorms / snow</b>	<ul style="list-style-type: none"> <li>▪ Make sure team is fit and suitable for this potentially strenuous assignment.</li> <li>▪ Make arrangements for regular contact with base, leave itinerary &amp; check comms work in the area / conditions.</li> <li>▪ Use Sattelite Navigation (SatNav) / maps, plan routes.</li> <li>▪ Select the correct vehicle for the trip including availability of spare parts and repairs. Make sure drivers are experienced and competent. Consider using two vehicles.</li> <li>▪ Anyone who is required to drive in off-road or snow conditions should be competent.</li> <li>▪ Anyone who has reasonable fear for their safety can refuse to travel with a specific driver or in an un-roadworthy vehicle.</li> <li>▪ Carry out pre use checks on tyres, water, fuel and oil etc.</li> <li>▪ Any additional equipment or supplies e.g. food, drinks, tow rope, torch, water, shovel, first aid kit, snow chains etc – planned and taken.</li> <li>▪ Keep up to date with current snow conditions.</li> <li>▪ Plan for breaks and shelter.</li> </ul>
<b>Infection / ill health following extreme weather / disaster</b>	<ul style="list-style-type: none"> <li>▪ Maintain good hand washing and personal hygiene.</li> <li>▪ Avoid contact with body fluids and dead bodies.</li> <li>▪ Clean and cover cuts and abrasions.</li> <li>▪ Be aware of risks from mould post floods / disaster especially if asthmatic, allergic or pregnant.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

**4.2.12 Working On or Near Water**

- **Risk Description:** Journalists and programme makers visit areas and activities on or near water to record and gather material or broadcast. These activities can vary from a ‘rubber duck’ event near a village stream, quota stories on fishing trawlers, village wells & wildlife in Africa and to illegal immigrants at night.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Boats</b> ▪ Engine failure, collision, grounding and wrecks	<ul style="list-style-type: none"> <li>▪ Make sure that adequate planning takes place and that comms are set up with team and deployer.</li> <li>▪ Plan routes / discuss planned activity with skipper.</li> <li>▪ Leave the boat only at points where safe to do so e.g. avoid sand banks, boat to boat transfers.</li> <li>▪ Do not climb to height on boat, e.g. filming from crow’s nest, yard arms or mast.</li> <li>▪ Be aware of hazards on the water, including low bridges and other obstacles.</li> <li>▪ Wear flat robust shoes and be careful of trip hazards e.g. rope, bags and boat equipment.</li> <li>▪ When using or hiring a boat, points to look out for include:                             <ul style="list-style-type: none"> <li>❖ Skipper has formal qualifications</li> <li>❖ Licensed to carry passengers</li> <li>❖ Public liability insurance</li> <li>❖ Sufficient safety gear on board</li> <li>❖ Vessel is well maintained and seaworthy.</li> <li>❖ Radio / communication in place.</li> <li>❖ Sufficient fuel is taken for safe journey.</li> </ul> </li> </ul>
<b>Drowning</b>	<ul style="list-style-type: none"> <li>▪ Wear life jackets where there is a risk of entering water and choose the correct life jacket (automatic or manual inflation etc) for the conditions.</li> <li>▪ Understand the local emergency plan (briefing from skipper etc) or if in control of boat make a plan and tell everyone.</li> <li>▪ Avoid areas affected by waves and tidal surges – keep well back and monitor weather conditions.</li> </ul>
<b>Hypothermia</b>	<ul style="list-style-type: none"> <li>▪ Wear clothing suitable for location / weather / sea conditions.</li> </ul>
<b>Animal attack</b>	<ul style="list-style-type: none"> <li>▪ Be aware of any potentially harmful creatures in water e.g. snakes, crocodiles, hippos etc – take expert advice!</li> </ul>
<b>Infections from rat urine - leptospirosis (inland waters / holds of ships)</b>	<ul style="list-style-type: none"> <li>▪ Cuts or abrasions will be covered with waterproof dressings if risk of infection.</li> <li>▪ Wash hands before eating, drinking or smoking.</li> <li>▪ Information on leptospirosis given to team.</li> </ul>

High Working Conditions  
Medium Working Conditions  
Low Working Conditions

## 4.2.13 Scaffolds and Ladders

- **Risk Description:** Scaffolds and ladders are used to gain height to observe and get top shots.
- **Limitations / Restrictions:** This guideline does not cover the inspection regime and it covers short term access only.

Hazard / Threat	Action
<ul style="list-style-type: none"> <li>▪ <b>Ladder collapse or fall</b></li> <li>▪ <b>Persons falling from ladder</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Use for short duration jobs only.</li> <li>▪ Avoid overreaching.</li> <li>▪ Ladders can only be used if they are:                             <ul style="list-style-type: none"> <li>❖ Industrial quality (Class 1)</li> <li>❖ In good condition</li> <li>❖ On a secure footing</li> <li>❖ At an angle of 4 to 1</li> <li>❖ Secured in place.</li> </ul> </li> </ul> <p>The user must maintain three points of contact with the ladder at all times</p>
<ul style="list-style-type: none"> <li>▪ <b>Scaffold collapsing</b></li> <li>▪ <b>Persons falling from height</b></li> <li>▪ <b>Items falling from height</b></li> <li>▪ <b>Bumping head on low scaffold poles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>It is mandatory to use a contractor with competent erector</b></li> <li>▪ Points to look for:                             <ul style="list-style-type: none"> <li>❖ There is a certificate of completion or inspection less than seven days old</li> <li>❖ The maximum load will be displayed and not be exceeded</li> <li>❖ There is a safety barrier of 1100mm high fitted</li> <li>❖ There are toe-boards fitted</li> <li>❖ Access ladders are secured</li> <li>❖ Head protection is worn.</li> <li>❖ Regular checks take place e.g. 'scaffold green tags' are in place.</li> </ul> </li> </ul> <p><i>If not built for the staff used, scaffolds at a news location can only be used if:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Permission is obtained from owner.</i></li> <li>▪ <i>They are fit for purpose (can support load).</i></li> <li>▪ <i>Access to the platform is via a conventional route e.g. ladder or stair.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Falling items and equipment</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Secure any items or equipment in pockets or with lanyards etc to prevent it dropping onto people below.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Bad weather leading to slips</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Avoid using ladders or scaffolds in rain or high winds.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

4.2.14 Recording From/Around Vehicles

- **Risk Description:** News camera and radio operators produce material for broadcast recorded in or from vehicles. Staff or freelancers or a member of the public may be driving the vehicle. Equipment is set up on / in the vehicle.
- **Limitations / Restrictions:** Guideline written from position all drivers are qualified to drive and comply with medical & eye sight requirements e.g. can read a number plate at 20 meters.

Hazard / Threat	Action
<b>Driver distraction / split attention – leading to road accident</b>	<ul style="list-style-type: none"> <li>▪ Make sure the driver is competent to drive and take part in a recording.</li> <li>▪ Make sure they are experienced operating the vehicle and can drive safely in the intended conditions. Plan assignment including: traffic conditions, time of day, speed, density and other hazards e.g. weather.</li> <li>▪ Tell driver the content of questions up front.</li> <li>▪ Make sure that the driver can concentrate on driving; they should not look at camera any longer than the occasional glances which are made to check mirror or instruments.</li> <li>▪ No lighting should be used within a vehicle that can possibly impair the driver's clarity of vision or provide distraction.</li> <li>▪ Avoid a driver / presenter talking to camera because this reduces their ability to concentrate on road hazards.</li> <li>▪ Think about distracting other road users – rubber necking.</li> <li>▪ Speak to authorities to obtain any necessary permission.</li> </ul>
<b>Road accident</b>	<ul style="list-style-type: none"> <li>▪ Broadcast equipment operator should be secured firmly in the vehicle.</li> <li>▪ All occupants should wear seat belts.</li> <li>▪ Keep speed down.</li> <li>▪ No filming from boot.</li> </ul>
<b>Being struck by vehicles while on the road, lay-by or hard shoulder</b>	<ul style="list-style-type: none"> <li>▪ Do not go on the road unless the area is cordoned off by emergency services.</li> <li>▪ Wear high visibility jackets.</li> <li>▪ Park safely and avoid dazzling other road users with lights.</li> </ul>
<b>Equipment causing injury</b> <i>No exterior door (or bonnet) mounted camera equipment should be used on a vehicle driven on an uncontrolled public road. The exception may be a very small mini-cam, but only if it does not impede driver vision in any way, and its size, weight and position cannot be a danger to pedestrians or other road users. The exception, with police permission, could be a securely mounted camera on/or protruding from a vehicle roof. However, an operator standing out of a sun roof is not permitted.</i>	<ul style="list-style-type: none"> <li>▪ Secure the camera and other equipment within the vehicle to secure fixings.</li> <li>▪ Attach a lanyard to a hand held camera to restrict its travel.</li> <li>▪ Be careful (even when stationary) not to open doors or move equipment that could hit cyclists, vehicles or pedestrians.</li> <li>▪ Ensure camera does not obstruct operation of airbag.</li> <li>▪ Ensure any mini-cams inside the vehicle are fitted securely and not in a place where, in the event of an accident, they could potentially injure the driver or passengers.</li> </ul>
<b>Unsafe vehicle on public road</b>	<ul style="list-style-type: none"> <li>▪ Check that the vehicle is road legal.</li> <li>▪ Ensure the hire company or owner of the vehicle are aware that cameras are to be fixed to it.</li> </ul>

High Working Conditions

Medium Working Conditions

Low

Low Working Conditions

### 4.2.15 Pregnancy

- **Risk Description:** This risk assessment covers specific issues for the pregnant journalists and programme maker and their teams on location. It remains the responsibility of the individual to notify their line manager of the pregnancy in good time for sufficient controls to be discussed and put in place. The individual must also cooperate with any measures designed to protect them or their child and be alert to any potential hazards not considered by the risk assessment.
- **Limitations / Restrictions:**
  - i. A pre activity recce is not always practical; so pregnant individuals may need to make additional 'on the spot' decisions when on location and inform the employer of increased risks to themselves or their baby and any new controls.
  - ii. For work in the office / studio a separate risk assessment must be carried out.

Hazard / Threat	Action
<b>Animals</b> <i>Some can carry harmful organisms e.g. sheep / aborted lambs carry Chlamydia which causes miscarriage in humans</i>	<ul style="list-style-type: none"> <li>▪ No pregnant woman should cover a story at a sheep farm, abattoir or at places where sheep may be present e.g. agricultural show.</li> <li>▪ Avoid covering animal stories to minimise risk of any organism that could harm the foetus or mother.</li> </ul>
<b>Rash illness and other diseases</b>	<ul style="list-style-type: none"> <li>▪ Avoid sending pregnant staff to classrooms or interviews with someone with a rash or illness.</li> <li>▪ Individual to inform her midwife, GP or obstetrician if she has contact with person with a rash.</li> </ul>
<b>Hazardous substances including chemicals and radiation</b>	<ul style="list-style-type: none"> <li>▪ Any risk of exposure to ionising radiation or a hazardous substance likely to affect to foetus or mother must be avoided.</li> </ul>
<b>Vibration and noise</b>	<ul style="list-style-type: none"> <li>▪ Don't work with severely vibrating equipment.</li> <li>▪ Minimise any off road travel and take specialist advice on personal risk from whole body vibration or where the abdomen is exposed to shocks and jolts.</li> <li>▪ Exposing a foetus to very loud noise should be avoided as a reasonable precaution.</li> </ul>
<b>Lifting and carrying</b>	<ul style="list-style-type: none"> <li>▪ Hazardous manual handling e.g. heavy loads, long carry distances etc should be avoided and if unavoidable, individually assessed.</li> <li>▪ Work within your own limitations and ask for help where needed.</li> </ul>
<b>Hazardous environments</b> <i>Pregnant women must discuss risks of working in hostile environment as soon as possible with manager and High Risk Team. A separate risk assessment is required.</i>	<ul style="list-style-type: none"> <li>▪ Recognition that body armour does not provide any ballistic protection for the unborn child, manufacturers of body armour will not commit to or guarantee any protection being given by armour to baby.</li> <li>▪ Ensure medical details e.g. blood groups, specialist help etc are known and a robust emergency plan is in place.</li> <li>▪ As pregnancy progresses, particularly in third trimester (week 26 onwards), mobility is likely to reduce, compounded by an altered centre of gravity that can affect balance.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

<b>Tiredness and fatigue</b>	<ul style="list-style-type: none"><li>▪ Duration and contact of work must be managed by both deployer and individual.</li></ul>
<b>Lack of good medical care</b>	<ul style="list-style-type: none"><li>▪ Identify suitable local hospitals in advance of remote or international deployments - in case of emergency.</li></ul>

**Note:**

*If serious risks from radiation or chemicals or any other hazard listed are known to be present, the deployer must exercise judgement on the suitability of individual to cover the story and the plan for the deployment.*

High

Working Conditions

Working Conditions Medium

Low

Working Conditions

### 4.2.16 Driving to Location

- **Risk Description:** Locations are usually reached by driving, using news vehicles, pool cars, hire cars and private vehicles. Individuals may drive themselves or be driven. This assessment covers driving to news locations only. The Drivers Declaration and arrangements in place for pool vehicles. This assessment does not contradict or supplant any existing system, but sets out practical measures that should be taken when driving to and at a news location.
- **Limitations / Restrictions:**
  - a. A pre activity recce is not practical; so routes, parking and local environments may be first encountered during the drive or on arrival.
  - b. Other vehicles that require special licenses are outside the scope of this risk assessment.
  - c. In some locations night driving will present a significant additional risk, for example; animals on the road, heavy night traffic, poor visibility, fatigue, poor road conditions and potential for crime. Where this applies a specific assessment must be carried out.

Hazard / Threat	Action
<p><b>Road Accident</b></p> <p><i>Road accidents can result in mild to severe injuries including fatalities. These injuries can be made worst if prompt medical and first aid help is not available</i></p>	<ul style="list-style-type: none"> <li>▪ All drivers will be qualified drivers, validated through a current driving licence. This is checked at interview for jobs requiring driving, through Drivers Declaration system and license checks for international offices.</li> <li>▪ Drivers are required to follow the related provision or equivalent international standards.</li> <li>▪ International drivers must ensure they understand local road rules and hazards.</li> <li>▪ Seat belts must be worn when fitted and cars selected wherever possible with working seat belts.</li> <li>▪ Vehicles must be in a roadworthy condition. This is checked through systems of maintenance e.g. set up for fleet and pool cars and by carrying out basic checks to ensure that tyres, fuel, windscreens and lights are working correctly.</li> <li>▪ Carry first aid or trauma kit suitable for the environment.</li> <li>▪ Before starting journey drivers should familiarise themselves with the vehicle and route.</li> <li>▪ Never drive a vehicle if under the influence of alcohol, recreational or prescription drugs.</li> <li>▪ It is a good policy that anyone who has reasonable fear for their own safety may refuse to travel with a specific driver or in an un-roadworthy vehicle.</li> </ul>
<p><b>Mechanical failure</b></p> <p><i>Failures lead to vehicle breakdown or accident with resultant injury and distress</i></p>	<ul style="list-style-type: none"> <li>▪ Maintain vehicles in safe condition.</li> <li>▪ Reporting of faults and failures through local systems.</li> <li>▪ Driver checks of tyres, fuel, windscreens and lights.</li> <li>▪ All vehicles should be covered by roadside assistance arrangements where available in the country.</li> <li>▪ In countries with low standards of vehicle maintenance, reasonable care must be taken to secure a suitable vehicle.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

### Getting lost or stranded

*Could lead to exposure to severe weather e.g. snow, floods, cold or heat without sufficient resources to mitigate the risks*

- Select the appropriate vehicle(s) for the location, weather conditions and terrain. Including availability of spare parts and repairs based on supplier information, local knowledge and research.
- Plan routes using maps, Satellite Navigator plus local knowledge where applicable.
- Make arrangements for regular contact with base and leave travel plans with base.
- Plan and take appropriate equipment and supplies e.g. tow ropes, snow chains, water, shovel, first aid kit and food.

### Unsecured loads and equipment

*Loads may move in transit or during sudden stops or collisions injuring vehicle occupants or people near vehicle*

- Equipment carried in or on vehicle must be stored safely and restrained where necessary with lanyards, straps or webbing.
- Camera cages are fitted in Newsgathering vehicles.
- Selection of vehicles with a secure boot.

### Talking on the phone

*Split concentration leading to accidents and errors*

- The use of hand held mobile phones whilst driving is prohibited.
- Hands free sets are available for all phones through BBC telecoms suppliers.
- Calls using hands free sets when driving must be restricted to urgent business only and kept short. An example is where a significant change in circumstances affects the deployment or journey.
- Pull over and park for longer calls in a safe location.

### Fatigue

*Leading to increased risk of errors and resultant accidents*

- Potential for fatigue should be recognised when planning deployments and controls introduced e.g. sharing driving, breaks, overnights.
- Driver must notify their deployers if fatigued or sleepy and scheduled to drive.
- Deployers must allow sufficient rest periods. As a guide the European drivers' hours rules require that after 4.5 hours driving, a driver must take a break of at least 45 minutes. This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes distributed over the period. During a driving break a driver must not undertake any other work.
- Drivers should be given the option of making an overnight stay rather than having to complete a long road journey at the end of a working day.
- Drivers should not be asked to drive after working 12 hours or more. This should be reduced to 11 hours if their total driving time exceeds 4 hours on that day.
- Journey times must take account of road types and conditions and allow for rest breaks.
- Drivers should not drive for more than 10 hours in total during any period of duty.
- If fatigued or sleepy during a journey, driver must find a safe place to stop and notify deployer / base.

### 4.2.17 Building/Construction/Demolition Sites

- **Risk Description:** Teams may have to enter building sites or go into areas under construction or refurbishment in order to obtain information, film or record an interview. News teams and programme makers are not commissioning or carrying out the building or demolition work, they are acting as observers.
- **Limitations / Restrictions:** This guideline does not cover commissioning or taking part in any construction activity.

Hazard / Threat	Action
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Get permission and briefing session from the site manager / owner occupier or the manager in charge of the work.</li> <li>▪ Briefing to notify team of hazards on site and PPE required.</li> <li>▪ The manager must notify the construction teams of their presence and the team should be accompanied by a competent person.</li> <li>▪ The team responsibility to take and use PPE.</li> <li>▪ Some sites have designated safe areas – effectively areas where construction hazards are not present, these should be fenced off, signed and explained by person in charge of the site – unless in a safe area the following precautions must be followed</li> </ul>
<b>Injury from site hazards e.g. sharp objects, uneven ground and falling materials, trips etc</b>	<ul style="list-style-type: none"> <li>▪ Wear suitable PPE :                             <ul style="list-style-type: none"> <li>❖ Safety shoes or boots</li> <li>❖ Hard hats</li> <li>❖ High visibility jacket or waistcoat</li> <li>❖ It may also include gloves, goggles and hearing protection.</li> </ul> </li> <li>▪ Avoid standing under scaffolds or work taking place overhead</li> </ul>
<b>Moving Plant and machinery</b>	<ul style="list-style-type: none"> <li>▪ Pedestrian paths used where possible.</li> <li>▪ Team must be alert to construction vehicles and equipment.</li> <li>▪ Care must be taken not to stand or set up equipment around blind corners or areas with poor visibility.</li> <li>▪ If using construction plant to record from, the activity must be sanctioned by owner / manager of site permission should be obtained from site manager and points from section on Filming from Vehicles followed.</li> <li>▪ Check insurance implications</li> </ul>
<b>Disease from pests e.g. Weil's Disease from infected rat urine, Psittacosis from birds</b>	<ul style="list-style-type: none"> <li>▪ Wash hands before eating and drinking etc.</li> <li>▪ Report flu like symptoms Occupational Health Doctor</li> </ul>
<b>Asbestos and glass fibre materials, general nuisance dusts</b>	<ul style="list-style-type: none"> <li>▪ Avoid standing by / downwind of any dust generating work.</li> <li>▪ Avoid disturbing (kicking, picking up or turning over) any materials that may release fibres or dust.</li> <li>▪ Wash hands on leaving site and change clothes if dusty.</li> <li>▪ Information about asbestos should be given by the person in charge of the site.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

**4.2.18 Broadcast Vehicles**

- **Risk Description:** Satellite / Uplink Vehicles / Radio Cars are used by journalists and programme makers to capture pictures and audio on location for transmission. This risk assessment covers familiar and routine work only.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional ‘on the spot’ decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Contact with overhead hazards such as power lines, bridges and arches</b>	<ul style="list-style-type: none"> <li>▪ Park away from potential hazards.</li> <li>▪ Remain at least 15m (horizontal distance) from any overhead power lines.</li> <li>▪ Inspect for overhead hazards before raising the mast or dish.</li> <li>▪ Warning system in vehicle if mast is raised.</li> <li>▪ Motor locked if mast is raised – manual override only.</li> </ul>
<b>Mast collapse causing injury to staff or general public</b>	<ul style="list-style-type: none"> <li>▪ Never move vehicle with mast raised because of risk of mast collapse, contact with object or electrical arc.</li> </ul>
<b>Obstruction on roads</b>	<ul style="list-style-type: none"> <li>▪ Do not park on blind hills or corners.</li> <li>▪ Where necessary use traffic cones and wear high visibility jackets.</li> <li>▪ Liaise with local authority/police.</li> </ul>
<b>Cables causing trip hazards</b>	<ul style="list-style-type: none"> <li>▪ Avoid placing on pedestrian areas.</li> <li>▪ Cover, ramp or fly cables where any trip or collision is likely.</li> </ul>

**Note:**

*All broadcast vehicle drivers must receive training which includes emergency actions outside the scope of this assessment covering ‘familiar and routine’ work only.*

High  
Working Conditions  
Medium  
Working Conditions  
Low  
Working Conditions

## 4.2.19 Asbestos

- **Risk Description:** Team may be exposed if setting up or working on location disturbs fibres that can be inhaled. News location team generally do not interfere with buildings. Their visits are usually short with wire runs only between equipment brought on site.
- **Limitations / Restrictions:** This guideline does not cover work in known asbestos hazard areas, construction work or asbestos mines.

Hazard / Threat	Action
<b>Accidental contact with respirable fibres may lead (over a long period) to fibrosis and other asbestos related disease</b>	<ul style="list-style-type: none"> <li>▪ Avoid disturbing (kicking, picking up or turning over), drilling into or leaning against any materials that may release fibres.</li> <li>▪ Be ready to identify and respect any asbestos labels.</li> </ul>
<b>Accidental contact with asbestos or fibreglass fibres from fire / building collapse</b>	<ul style="list-style-type: none"> <li>▪ Position away and upwind from smoke / debris cloud.</li> <li>▪ Avoid breathing smoke and dust.</li> <li>▪ Use FFP3 mask to get out of area if breathing in smoke (this is not to enable longer stays in smoky area – only to escape).</li> <li>▪ If a small amount of dust/ debris is present on clothing (e.g. dust on sleeve, shoe etc) – remove with a wet wipe.</li> <li>▪ If a large amount of contamination is present on clothing, wear FFP3 mask (if available), wipe down with damp rags/ wet wipes, undress and shower. Place clothes into a plastic bag and seal.</li> <li>▪ All contaminated clothing should be either disposed of as asbestos waste or sent to specialist laundry.</li> <li>▪ Decontaminate broadcast equipment and kit with a wet wipe.</li> <li>▪ Contaminated wet wipes should be placed in a plastic bag and disposed of as asbestos waste.</li> <li>▪ Contact safety adviser and Occupational Health Doctor if you believe you have been exposed to asbestos.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

**4.2.20 Aircraft**

- **Risk Description:** This risk assessment covers non-scheduled flights in many types of aircraft including balloons, light aircraft, helicopters etc. Teams may have to arrange flights to locations in small aircraft or hire aircraft to view / film from the air (aerial work).
- **Limitations / Restrictions:** This guideline does not cover flying with a banned airline, in a private plane or air craft, or in a non commercially manufactured aircraft. It does not cover microlights or similar aircraft or activities like wing walking. In these cases further risk assessment must be carried out.

Hazard / Threat	Action
<p><b>Air crash or collision</b>  <b>Check Air Company is not on the list of banned airlines.</b></p>	<p><b>Select aircraft provider with:</b></p> <ul style="list-style-type: none"> <li>▪ Current Commercial Pilots Licence for aircraft and operation.</li> <li>▪ Valid Air Operator’s Certificate.</li> <li>▪ International Civil Aviation Organisation (ICAO) Standards and Recommended Practices (SARPS) which permits the carrying of passengers for hire and reward i.e. Public Transport.</li> <li>▪ Experience in activity proposed: e.g. flying with doors off, at low level, over water etc.</li> </ul> <p><b>Ensure:</b></p> <ul style="list-style-type: none"> <li>▪ Pilot briefing outlining risks, safety and emergency procedures.</li> <li>▪ Plans are not changed during the flight.</li> <li>▪ The pilot is fully in charge of all flight activities.</li> </ul>
<p><b>Contact with rotors/propellers/jet exhausts, control surfaces</b></p>	<ul style="list-style-type: none"> <li>▪ Approaching, crossing an active airfield, entering and exiting aircraft will be under the guidance of pilot or ground crew – but extreme caution should always be used in any approach particularly when tall or carrying equipment which may contact moving parts.</li> <li>▪ Avoid walking close to propellers or engine air intake, even when off.</li> <li>▪ Always approach so the pilot can see you.</li> <li>▪ Never touch control surfaces – fingers can be trapped.</li> </ul>
<p><b>Air turbulence creating flying debris, downdraft and exhaust gases</b></p>	<ul style="list-style-type: none"> <li>▪ Teams should secure any equipment and loose items when waiting at a landing site and in the plane when in flight.</li> <li>▪ Goggles used where needed.</li> </ul>
<p><b>Persons and equipment falling from aircraft</b></p>	<ul style="list-style-type: none"> <li>▪ All persons must be secured during flight.</li> <li>▪ All items of equipment must be stored or secured. Choose a suitable mounting point in consultation with the pilot.</li> <li>▪ If doors are to be open or remove, contact safety adviser. Safety tethers and karabiners must be used</li> </ul>
<p><b>Exposure to cold</b></p>	<ul style="list-style-type: none"> <li>▪ Warm windproof, protective clothing must be worn.</li> </ul>
<p><b>Noise</b></p>	<ul style="list-style-type: none"> <li>▪ Aircraft issued headsets reduce the noise risk and are required to hear conversation; simple ear plugs can also be used.</li> </ul>
<p><b>Emergency Landings and accidents</b></p>	<ul style="list-style-type: none"> <li>▪ If flying over water a check should be made that required safety equipment is viable such as life jackets and life rafts over water. Emergency Locator beacons should be carried on all flights and are a legal requirement.</li> </ul>

High Working Conditions  
 Medium Working Conditions  
 Low Working Conditions

## 4.2.21 Lone Working

- **Risk Description:** Journalists and programme makers may work alone in the field, this is most common with radio and online programmes, and Newsgathering camera operators covering routine, low risk events including gathering information, reporting, researching, doing interviews or recording scenes away from base. Some situations/ stories will not be suitable for a lone worker, for example where there is potential for violence, crime, crowds etc.
- **Limitations / Restrictions:** A pre activity recce is not always practical; so teams must make additional 'on the spot' decisions when on location and inform the employer of increased risks and any new controls.

Hazard / Threat	Action
<b>Violence or disruption from members of the public or subjects of the filming</b> <i>(See also section on Violence)</i>	<ul style="list-style-type: none"> <li>▪ Deployer will assess if the individual is suitable for the work and brief them.</li> <li>▪ Carry a mobile phone – with number known to deployer.</li> <li>▪ Schedulers know where staffs are and when they should return.</li> <li>▪ Failure to check in / return by pre-determined time to initiate pre agreed emergency arrangement including contact with base / office.</li> </ul>
<b>Slips and trips</b>	<ul style="list-style-type: none"> <li>▪ Recce the area.</li> <li>▪ Wear sensible footwear.</li> <li>▪ If you need to track back then consider taking a second person with you.</li> <li>▪ Tracking backwards without a second person should only be carried out for very short distances after a thorough check to ensure the ground is level &amp; clear of obstacles. Ideally any moves should be rehearsed.</li> </ul>
<b>Manual handling – risk of upper limb or back injury e.g. single op</b> <i>(see also section on Manual Handling)</i>	<ul style="list-style-type: none"> <li>▪ Plan job to minimise lifting and carrying.</li> <li>▪ Use trolley and backpacks.</li> <li>▪ Use door-to-door transport if available.</li> <li>▪ Share load with others e.g. taxi driver, porter etc.</li> </ul>
<b>Personal safety</b>	<ul style="list-style-type: none"> <li>▪ Check local conditions and avoid high risk situations e.g. night work.</li> <li>▪ Research area and identify risks to personal safety and potentially vulnerable individuals.</li> <li>▪ If security risks identified by research, use security advisers to plan work and controls.</li> <li>▪ Avoid displaying valuables and equipment.</li> <li>▪ Ensure work is adequately resourced to cover fares and contingencies.</li> <li>▪ Wear / take suitable clothing, footwear and personal protective equipment.</li> <li>▪ Undergo Personal Safety and Lone Working Training.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

**4.2.22 Violence or Aggression**

- Risk Description:** On occasion news teams, journalists and programme makers are exposed to violent or abusive behaviour or the threat of violence or abuse. These threats can arise as a result of the content being gathered, as a byproduct of the locations visited or occasionally because of ill mannered, violent individuals and groups. Incidents are often (but not always) fuelled by the aggressor(s) being under the influence of alcohol and other mob or group behaviour. Experience shows that unless defused these situations can escalate quickly into serious incidents with damage to people and broadcast equipment. The staffs are on the locations to record material for news broadcasts and programmes. Foreseeably violent situations should be discussed with Safety Adviser / High Risk Team / Corporate Security. Where violence is expected, individuals can refuse to cover a story.
- Limitations / Restrictions:** If the material being gathered or the story is designed or likely to provoke a violent or aggressive response, the risks must be assessed as a specific activity.

Hazard / Threat	Action
<b>Injury from being punched or pushed to the ground or attacked with weapons</b>	<ul style="list-style-type: none"> <li>Staff will not be sent to foreseeably violent situation on their own.</li> <li>Staff covering civil disturbance or riots should be properly trained and experienced.</li> <li>Plan ahead on how to deal with the situation and how to get away if necessary.</li> <li>Withdraw to a safe area if faced with aggression or if weapons appear and tell deployer.</li> <li>Agree a fall back plan with the team including what to do in an emergency and who to contact e.g. programme editor, line manager, assignment desk. This is especially critical if the team is forced to split up.</li> <li>Arrange a security back-watcher, second person if required</li> <li>Use protective equipment based on research and preparation for the type of hazards expected e.g. knives, bricks etc.</li> <li>Be aware of response times and telephone numbers for emergency services and first aid.</li> </ul>
<b>Threatening or abusive words or behaviour may cause fear or anxiety</b>	<ul style="list-style-type: none"> <li>Talk about the situation and threats with the team and escalate if needed.</li> <li>Use occupational health and employee assistance contacts.</li> </ul>

High Working Conditions

Medium Working Conditions

Low Working Conditions

## 4.2.23 Working at Heights at News Location

- **Risk Description:** It may be necessary for journalists and programme makers to go to areas where there is potential for a fall from height, above or below ground level. On news locations height is sought for 'top shot's and general views for example, using a high window or a small step ladder in a scrum. Roofs can be used to get clear access to satellite signals to transmit programmes and packages. Height can also be used to protect the journalist from other hazards such as crowds.
- **Limitations / Restrictions:** This guideline does not cover access platforms, or scaffolding.

Hazard / Threat	Action
<p><b>Fall</b>  <i>A fall from height or into an excavation can result in severe and fatal injuries. Difficulty may also be experienced in rescuing people from excavations or pits which can exacerbate injury.</i></p> 	<ul style="list-style-type: none"> <li>▪ Avoid work at height or over excavations, pits or other drops where there is a risk of falls by doing a recce of the area to find a safer position. If you cannot do this then find another way to cover the story or follow these controls:</li> <li>▪ Check for fragile roofs and weight bearing areas – to ensure they will support the team and equipment. Unless the roof is regularly used for access by people or has been designed for access – assume it is fragile and not to be used. Roofing materials can be damaged, unsecured or deteriorate with age and weather e.g. fibre cement. Look for safety signs – but remember that 'no sign' does not mean the roof is safe.</li> <li>▪ In build environment, avoid walking near roof lights, gaps, holes or on sloping surfaces.</li> <li>▪ Choose an area to work with a waist height (approx 1 meter) wall, parapet or robust barrier.</li> <li>▪ Where no safety barrier is present, a safe distance (minimum 2 metres) should be maintained from the edge at all times.</li> <li>▪ Use effectively anchored fall prevention/restraint arrangements (to prevent you reaching the edge) e.g. safety ropes and harnesses which must be used under the supervision of a competent person.</li> <li>▪ If these controls are not practical do not work at height.</li> </ul>
<p><b>Dropping items onto people below</b>  <i>Items accelerate as they drop so even light objects like a tape cassette can cause serious injury if dropped</i></p>	<ul style="list-style-type: none"> <li>▪ Items of equipment must be effectively secured for example by attaching to belts or lanyards, doing up pockets or using other ties.</li> <li>▪ Take into account the effects of wind / weather and make sure equipment cannot be blown off edges.</li> </ul>
<p><b>Ladders.</b>  <i>People can slip when climbing ladders and the ladders can be dislodged or collapse</i></p>	<ul style="list-style-type: none"> <li>▪ Only use ladders for work of short duration e.g. 15 min.</li> <li>▪ Avoid overreaching.</li> <li>▪ Ladders can only be used if they are:                             <ul style="list-style-type: none"> <li>❖ Industrial quality</li> <li>❖ In good condition</li> <li>❖ On a secure footing</li> <li>❖ At an angle of 4 to 1</li> <li>❖ Secured in place.</li> </ul> </li> <li>▪ The user must maintain three points of contact with the ladder at all times</li> <li>▪ Use a second person to pass equipment and guard ladder from bumps where needed e.g. in scrums or crowds.</li> <li>▪ Secure broadcast equipment when climbing to prevent it falling.</li> </ul>
<p><b>Wind or bad weather</b>  <i>Increasing risk of falling or dropping equipment</i></p>	<ul style="list-style-type: none"> <li>▪ Check weather forecast and local patterns.</li> <li>▪ Where there is no edge protection, avoid work at height in high winds or adverse weather e.g. rain.</li> </ul>

Working Conditions High  
 Working Conditions Medium  
 Working Conditions Low

## 5.0 CONCLUSION

Safe Work Practices are meant to ensure the safety, health and welfare of media professionals at work against risks arising from their work activities. The aim is to provide media professionals with information regarding safety practices while working. Knowledge of such information will assist them to identify the do's and don't 's of work, together with the control measures to be taken if hazards and danger occur. Hazards encountered are variety since they are affected by various factors such as location, environment, human behaviour, equipment handling etc.

This guideline is intended to help the management of media organisations in planning and preparation before sending their professionals to cover stories or interviews. Besides that, they also have to take into account these questions:

- Is the assignment familiar and routine?
- Does it include any High Risk elements?
- Are all persons involve competent (skills, training and experience)?
- Are the controls identified, still relevant, understood and in place?
- Are adequate planning and communications in place and understood by all involved?

With knowledge and experience, the Media Organisations will have a better and conclusive planning as well as preparation for their professionals.

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International News Safety Institute (INSI)

<http://www.newssafety.org/>

International Federation of Journalists (IFJ)

<http://www.ifj.org/en>

The Universal Declaration of Human Rights

<http://www.un.org/en/documents/udhr/>

A Journalists's Tale

<http://news.in.msn.com/gallery/photoviewer.aspx?cp-documentid=4890044#>

## APPENDIX



A Honduran soldier - member of the presidential guard - clashes with demonstrators protesting against the murder of journalists in Tegucigalpa. In the past two years, and under the government of Porfirio Lobo, 17 journalists have been killed in Honduras. (AFP)

A riot policeman punches Greek photojournalist during a demonstration in Athens' Syntagma (Constitution) square October 5, 2011. Police officers attacked several members of the press covering protests, injuring at least two members of the media.



Journalists and photographers run for cover during a bombing run by Libyan government planes at a checkpoint near the oil refinery of Ras Lanuf March 11, 2011. Hicks and Addario, along with NYT correspondents Stephen Farrell and Anthony Shadid, are missing since falling behind the lines of Muammar Gaddafi's advancing forces two days ago, the NYT announced. Picture taken March 11, 2011. – Reuters

## SAFE WORK PRACTICES

GUIDELINE FOR MEDIA PROFESSIONALS



Reuters photographer 2nd from right of Greece runs from an exploding sound and light grenade thrown by Israeli troops as he covers a violent protest against Israel's security fence in the West Bank village of Bilin March 28, 2008. - Reuters

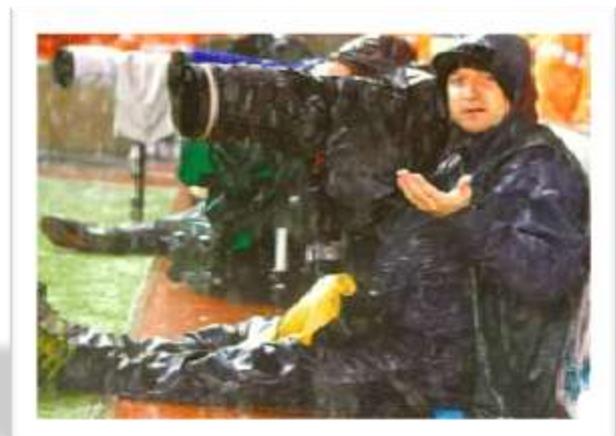
A photographer takes cover from a bridge that was targeted by Israeli missile in north Saida, south of Lebanon, July 17, 2006.



Reuters photographer walks amid red toxic sludge in the flooded village of Devecser, 150 km (93 miles) west of Budapest October 6, 2010



Reuters photographer sits in the rain as he covers the Liverpool against Northampton Town English League Cup soccer match at Anfield in Liverpool, northern England, September 22, 2010





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