

**Production: x**  
**Made by: x**

**Location: x**  
**Date: x**

## General Checklist and Action Plan for Filming Location

This General Checklist and Action Plan must be filled in for each filming location and handed in to the responsible manager at the production office. Inspect and prevent risks in the working environment, explain all risk factors, and also how and when these should be prevented. Also appoint a person to be responsible for each action. **If you answer No to any question, it requires an action.**

Risk:	Yes/No:	Action:	Responsible:	Action date:	Signed by:
Can the location be evacuated quickly?					
Are the emergency exits clearly indicated?					
Is there appropriate firefighting equipment?					
Is there room for technical equipment without blocking emergency exits?					
Are there instructions on what to do in the event of fire?					
Is there appropriate First Aid equipment?					
Are there instructions on what to do if someone is injured?					
Is the location free of hazardous materials?					
Is the location secured against falling accidents?					
Are no-access areas clearly demarcated?					

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Is the location free of harmful allergenic chemicals?					
Is the location free of dust, mould and high particle levels?					
Is the location free of e.g. blood or excrement that could spread disease?					
Is it safe to work alone at the location at all times of day and night?					
Are electrical systems installed correctly and in good condition?					
Is there enough power for the filming to take place?					
Is there sufficient lighting for all purposes (including filming in the evening/night time)?					
Is the acoustic environment at the location suitable to be in?					
Is the area free of disturbing noises?					
Does the ventilation work properly?					
Are there enough toilets for the whole team?					
Are there enough break rooms/spaces?					
Is there access to clean water?					
Is the climate/temperature acceptable without adjustment?					

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Is there enough parking for the team vehicles?					
If you are using a film studio or other hired venue with its own safety regulations, have you conferred with the people responsible for the venue?					
Have you conducted a specific risk assessment if filming in traffic is required?					
Have you conducted a specific risk assessment if filming at height is required?					
Have you conducted a specific risk assessment if filming on or near water is required?					
Do you have the necessary permits from the police, fire department etc.?					

Don't forget to compile and distribute the appropriate information about the working environment to everyone concerned. This can be done e.g. in the daily notice or in the document "Information on risks and actions".