**Mental Health Risk Assessment: template**

**Mentally Healthy Productions**

**Brought to you by the Film and TV Charity**

All productions have a legal duty of care to prevent stress and poor mental health in their workers – and to assess the risks of stress.

**Mental health risk assessments**
A mental health risk assessment (MHRA) process identifies potential areas of workplace stress (aka hazards), and their risk levels, and actions to control or mitigate the risks.

**Mental health standards**This MHRA template for such processes is structured around our nine **film and TV mental health standards**, which outline mitigating actions across work areas.

These standards build on Health and Safety Executive management standards on stress, ISO 45003 – an international standard on managing psychosocial risks and industry best practices.

**Mental health risk assessment tool**Our **MHRA tool** can help you prioritise which standards (hazard areas) to focus on, for specific productions.

By answering production-specific questions, you can see the standards prioritised by risk level – red, amber and green (RAG) – and can click through to your Mentally Healthy Productions (MHP) actions.

You can save the actions you want to take, based on your knowledge of the production, specific issues and needs – and any mental health support already offered by your production company.

Note that the tool always lists the **Leadership and culture standard** at the top of the priorities (with no RAG status), as its actions are central to building mentally healthy productions.

**Actions for this template**Using this template, you can copy your saved actions from the tool, which can help with actual production issues or needs.

You can then add your own specific actions, to manage an issue or support a need; and, also, who will take the action and by what date.

Detailed advice on how to implement actions can be found in our **how to guides** and other resources on the Mentally Healthy Productions website.

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For guidance on how to complete this template:

* See our Toolkit guide: [**Create a mental health risk assessment**](https://wholepicturetoolkit.org.uk/pre-production/create-a-mental-health-risk-assessment/).
* Download our [**example MHRA**](https://wholepicturetoolkit.org.uk/app/uploads/2023/09/MHRA-example.docx) to understand typical issues and risk levels in film and TV.
* Use the desktop version of Word (rather than browser) for the best editing experience.
* For any suggestions to improve this template, or any part of the Toolkit, we’d love to [**hear from you**](https://surveys.hotjar.com/25003442-e9a4-4aef-82b5-c0c7ecf9d920).
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**Using this template**

1. Under each work area/standard, copy any relevant MHP tool actions you think will help address mental health risks, and needs, on your production.
2. Add the actual production issues or needs that relate to the MHP tool action (be aware of including personal data, and comply with GDPR rules).
3. Classify each issue/need by risk level, as: High **(A)**, Medium **(B)**, or Low **(C)** – based on probability and severity – using the table below.
4. Add your specific action(s) that can help control or mitigate each issue or support each need.
5. Assign those who should deliver on the task, and a date for completion
6. You should routinely review your risk assessment, and the risk levels following the completion of actions.

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| **Risk levels:** Use **MHP actions** and **guides** to help you document and address specific actions |
| **A** | High risk  | Issue or need presents high risk of stress     |
| **B** | Medium risk | Issue or need presents medium risk of stress |
| **C** | Low risk | Issue or need presents low risk of stress |

 **Add: [Production name] [Completed by] [Date]**

 **Work area: Standard 1: Leadership and culture:** Production leaders are supported to deliver on their duty of care to help prevent stress and poor mental health – from development to transmission – through effective policies and processes

Includes covers areas such as:

* Mental health risks and crisis management planning
* Wellbeing policies and communications
* Mental health reviews and debriefings

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| **MHP assessment tool action**  | **Production issue or need** | **Initial risk level** | **Your specific action** | **Action assigned to** | **Date due and done** | **Updated risk level** | **Notes** |
| Action from MHP assessment tool | What mental risk or need should be addressed? | Assign a risk level for the issue or need  | Specific action to: control or mitigate a risk; or, support a need | Who is/are responsible for action delivery?  | Delivery dates | Assign a risk level following action delivery | General notes such asfollow-up tasks |
| **Example:** 2. Adjust or create a crisis management plan to respond effectively to mental health crises:a) Work with company leads to incorporate the latest resources, processes, and lessons learned from previous productions into the crisis management planb) Use the crisis management plan to address mental health crises effectively, ensuring related production changes are clearly communicatedc) Promote collaboration and knowledge sharing across leads to ensure the plan is comprehensive and practical | Company has no current crisis management plan | B(No serious previous issues but we have upcoming overseas documentary) | Draft crisis management plan for upcoming overseas production, using MHP guide, and including location’s local emergency service details.Treat as pilot and update following shoot.  | Jack | 10 May |  |  |
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 **Work area: Standard 2: Relationships on productions:** There are effective policies and processes in place to deal with bullying and harassment, and conflicts

Includes cover areas such as:

* Leading on anti-bullying and harassment
* Conflict resolution planning
* Supporting diversity, equity and inclusion (DEI), including reasonable adjustments

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 **Work area: Standard 3: Mental health support:** Effective routes to mental health support are offered, alongside training and planning for mental health incidents

Includes areas such as:

* Mental health resources
* Training for leaders
* Specialist mental health support

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 **Work area: Standard 4: Sensitive content impact:** There is sufficient planning and processes in place to manage stress triggers related to sensitive content

Includes areas such as:

* Managing sensitive content triggers
* Related mental health reviews and debriefings

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 **Work area: Standard 5: Contributor impact on teams:**

Includes areas such as:

* Managing the impact of working with contributors
* Related mental health reviews and debriefings

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 **Work area: Standard 6:  Production context impact:**

Includes areas such as:

* Managing production context triggers (such as location, duration and world events)
* Managing impact of physical work environment on mental health
* Related mental health reviews and debriefings

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 **Work area: Standard 7: Workload demands:**

Includes areas such as:

* Ensuring breaks and rest
* Resourcing productions adequately
* Supporting agile working

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 **Work area: Standard 8: Control over work:**

Includes areas such as:

* Ensuring breaks and rest
* Resourcing productions adequately
* Supporting agile working

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 **Work area: Standard 9: Clarity on roles**

Includes areas such as:

* Being clear on roles and responsibilities
* Carrying out clear handovers

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