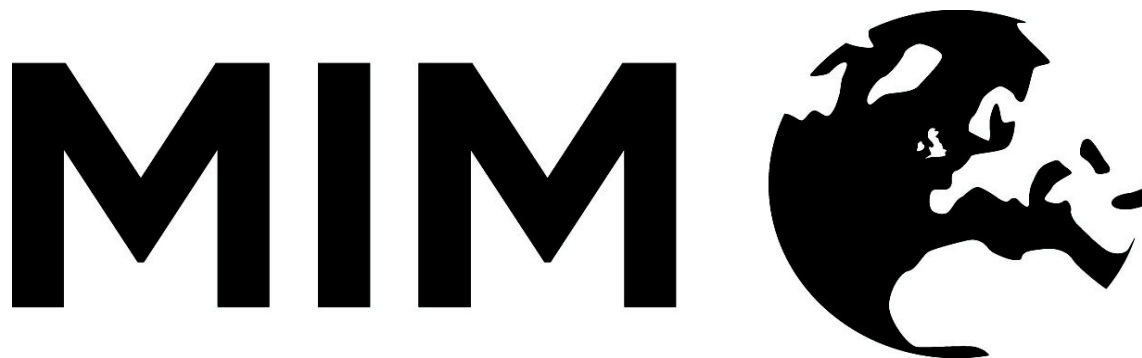


Health & Safety Policy



The Health & Safety policy was written by:

1st Option
The Safety Group

1st Option Safety Group Ltd. Providing support to the Broadcast, Film
& Television Industry

www.1stoptionsafety.com

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Appendix 1: Recommended Health & Safety Training Matrix

1.0 HEALTH & SAFETY POLICY STATEMENT

This is the Health & Safety Policy Statement of Made in Manchester.

This health & safety policy outlines our commitment to ensuring we operate in a safe and healthy manner. Our underlying philosophy to provide a consistently safe and effective working environment for all staff, including contractors, customers and members of the public is encompassed within this policy. Our policy shows who is responsible for health & safety at Made in Manchester and how these responsibilities are cascaded down the management line.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working condition and
- to review and revise this policy as necessary at regular intervals.

The Health & Safety Policy sets out the organisation and arrangements for achieving and maintaining adequate standards of health and safety at work throughout the company.

Made in Manchester are committed to its communication and successful implementation.

Creative Director – Ashley Byrne

A handwritten signature in black ink, appearing to be 'A. Byrne', written over three horizontal lines. The signature is stylized and cursive.

Signature:

Date: January 10th 2018

2.0 HEALTH & SAFETY RESPONSIBILITIES

Overall and final responsibility for health and safety across Made in Manchester is that of:
The Joint Founders

Responsibility for ensuring this policy is put into practice and that separate specific policies and arrangements are developed where necessary is delegated to:

The Senior Managers of Made in Manchester:

Creative Director/MD Ashley Byrne

Head of Production Iain Mackness

To ensure health and safety standards are maintained/ improved, health and safety responsibilities are cascaded down the Made in Manchester Management line as outlined below:

2.1 NON PRODUCTION STAFF

2.1.1 Creative Director/MD

The Creative Director/MD has ultimate responsibility for overseeing the development and implementation of an adequate safety management system and arrangements within the company.

2.1.2 MANAGERS (HEAD OF PRODUCTION/PROGRAMMES)

Managers have the responsibility and authority to ensure the work they are responsible for is safe and without risks to health. In addition to their individual responsibilities managers must:

- ensure the communication of safety arrangements downwards through line management
- know the health and safety best practices that apply to their work
- ensure the risks associated with any work activity are assessed at the planning and implementation stages and appropriate action taken
- assign responsibility for safety, making sure everyone understands their responsibilities and there are no overlaps or gaps in arrangements.
- ensure staff receive adequate information, instruction, supervision and training
- ensure that all accidents, incidents and near misses are reported, investigated and appropriate follow-up action taken
- ensure regular review of health and safety performance resulting from the activities under their control

2.1.3 STAFF

All individuals are expected to:

- take reasonable care of themselves and of anyone else who may be affected by their work
- know and follow the health & safety requirements relevant to their work
- co-operate with their manager in health and safety matters, including risk assessment and any controls identified
- not take risks that may endanger themselves or others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report accidents, faults and deficiencies to their manager
- seek advice if in doubt about the adequacy of any safety arrangements;
- undertake health and safety training, as directed

2.2 PRODUCTION STAFF

2.2.1 Chain of responsibility

Where specific crew are engaged for part of the production, the following responsibilities will be allocated.

2.2.2 HEAD OF PRODUCTION

The Head of Production must:

- * ensure that the risks associated with all production work activity are assessed at the planning and implementation stages
- * know the health, safety and security best practices that apply to the type of production being undertaken
- * ensure the producer and other key production staff have completed suitable training, prior to being engaged on a production and that they understand and implement the arrangements in the health and safety policy

2.2.3 PRODUCER

The Producer has overall responsibility for health and safety on production

The producer must:

- ensure adequate finance and resources are allocated to the health and safety of the production
- ensure production staff are trained, competent and aware of the safety arrangements and risks arising out of their work
 - where health and safety responsibility is delegated, ensure the nominated person is trained and competent in health and safety and the nominated person is detailed on all production call sheets.
- select competent contractors
- ensure adequate information, instruction and supervision is given to all staff and freelancers engaged on the production
- ensure production risk assessments are completed, detailing all the significant risks on the production and the precautions taken required to eliminate/ reduce them to an acceptable level
 - where appropriate, ensure all Heads of Departments submit a risk assessment for their activities within a production and ensure no conflicting arrangements result
- ensure co-operation, co-ordination and communication between all parties regarding health and safety issues
- plan, implement and monitor health and safety throughout the production
- ensure all accidents and near misses are reported, investigated and appropriate follow-up action taken
- ensure there are adequate first aid and fire arrangements to deal with injury, ill-health and/or emergency throughout the production
- ensure fire prevention control and evacuation arrangements are addressed in all premises and that safety information is communicated effectively

2.2.4 DELEGATED PERSON FOR HEALTH AND SAFETY MANAGEMENT

The Producer may delegate responsibility for the health and safety management of the production, for example, to the 1st Assistant Director or Production Manager. Overall responsibility will remain with the Producer.

The nominated person must:

- be suitably trained in health and safety
- have the appropriate authority to give instruction and if necessary stop recording where delegated carry out risk assessments
 - ensure co-operation, co-ordination and communication between all parties regarding health and safety issues
- communicate health and safety information to the production

monitor health and safety during recording.

2.2.5 DIRECTORS INVOLVED IN DRAMA OR COMEDY PRODUCTION

The Director must:

- take reasonable care of themselves and of anyone else who may be affected by what they do
- know and follow the health & safety requirements relevant to the production activity they are directing
- co-operate with their Producer in health and safety matters, including risk assessment and any controls identified
- not take undue risk or endanger themselves, the production crew or others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report accidents, faults and deficiencies to the Producer or delegated persons for health and safety management.
- seek advice if in doubt about the adequacy of any safety arrangements

2.2.6 HEADS OF DEPARTMENT (PRODUCTION/PROGRAMMES)

Anyone who has day-to-day line management responsibility for staff or a team within the production must:

- be suitably and adequately trained in health and safety
- understand and ensure that the arrangements in the Health and Safety Policy are communicated to all production personnel under their control and that the requirements of the policy are adhered to
 - when appropriate, submit a written risk assessment detailing all of the significant risks for their area of activity/control and the control measures taken to eliminate or reduce them to an acceptable level

2.2.7 PRODUCER

The Location Producer must:

determine suitability of location for the planned activity

- liaise with location owner/occupier regarding safety and identify and communicate any local safety rules

submit a risk assessment to the Producer where appropriate

organise and co-ordinate welfare facilities e.g. toilets, rest areas

organise safe arrangements for parking and traffic routes

2.2.8 PRODUCTION ASSISTANT (WHERE APPLICABLE)

To support the Producer in executing health and safety responsibilities, Production Managers must:

- be suitably and sufficiently trained in health and safety
- co-ordinate the risk assessment process
- check competence of staff
- ensure safe selection of facilities and equipment
- communicate relevant safety issues to the unit
- ensure adequate first aid cover

- select competent contractors
- act as liaison point for contractors
- monitor contractors' safety arrangements
- review contractors' risk assessments and incorporate relevant findings into the production risk assessment
- coordinate the findings of the risk assessments between contractors
- ensure production offices are set up in compliance with health and safety requirements

2.2.9 CONTRACTORS

All contractors must

- ensure staff under their control are competent
- provide information, instruction and supervision for staff under their control
- provide a risk assessment and/ or method statements for all work activities
- abide by all Production rules
- appoint competent sub-contractors, where applicable
- ensure that significant findings of risk assessments and the necessary control measures are implemented
- report all accidents and near misses to the Production

2.2.10 SAFETY ADVISER

Made in Manchester have retained the services of 1st Option Safety Group.

1st Option provides competent advice, guidance and support:

- online services (A-Z guidance, checklists, pre-vetted contractors etc. – through www.1stoptionsafety.com)
- 24/7 telephone and email support
*The main 24/7 point of contact is –
Dave Milligan – 07703 672412 dave.milligan@1stoptionsafety.com*
- advise and where appropriate provide safety training
- assist with the production risk assessment
- advise when required on other risk assessments/ method statements
- assist with monitoring safety practice
- advise on contractor selection
- interpret legal health and safety requirements
- lead on the investigation of accidents and near misses
- support in dealing with enforcing authorities

2.2.11 OTHER STAFF

All employees, freelancers, artists, contributors, temporary and casual staff, have responsibilities under this policy. They are expected to:

- take reasonable care of themselves and of anyone else who may be affected by their work
- know and follow the health & safety requirements relevant to their work
- co-operate with their manager in health and safety matters, including risk assessment and implementation of any controls identified
- not take risks that may endanger themselves or others

- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report accidents, faults and deficiencies to their manager
- seek advice if in doubt about the adequacy of any safety arrangements
- undertake health and safety training, as directed

2.3 INDIVIDUALS WITH SPECIFIC ROLES

2.3.1 HEALTH & SAFETY COORDINATOR

A Safety Coordinator supports managers in specific tasks and acts as a focal point for safety information.

Duties include:

- adequate first aid cover is provided
- office inspections as required are completed
- a register of all owned portable electrical equipment in the department is maintained and relevant electrical items are PAT certified
- inspection and testing of all owned portable electrical equipment
- assessments of all personnel who use Display Screen Equipment (DSE) are arranged where necessary and information regarding DSE has been provided to office workers
- follow ups for any DSE action needed (e.g. occupational health referrals, organise software training, provision of equipment etc.)

2.3.2 FIRST AIDER

The office or programme risk assessment may stipulate that a First Aider is required. The First Aiders must:

- respond to all calls for first aid assistance
- refer the patient on to hospital or GP (if appropriate) if it is the view of the First Aider that further medical treatment is required
- complete a monthly check of first aid equipment
- keep designated first aid box(es) in a fully stocked condition with all items within their expiry date
- keep records of all first aid treatment
- ensure first aid notices are kept up to date
- ensure that their First Aid Certificates do not expire

2.3.3 FIRE WARDEN

Emergency evacuation procedures require a sufficient number of Fire Wardens are appointed to facilitate evacuation of buildings. Fire Wardens must be totally familiar with their designated search areas and must:

- search designated areas to ensure total evacuation
- check the occupancy status of any disabled refuge area within their designated search area
- report the status of their designated search area to the manager
- take station at designated points to detect any unauthorised re-entry until the all-clear has been given

3.0 RISK MANAGEMENT PROCESS IN PROGRAMME MAKING

Programme Risk assessments will be undertaken by:

Series Producers, Producers, Directors (assisted by Production Managers if they are on location)

Production Risk assessments will be reviewed by: ***Production Executives*** to ensure they are suitable and sufficient and any further actions required are implemented. Assessments will be reviewed regularly or when the activity changes, whichever is soonest.

Safety inductions/briefings will be carried out by: ***Series Producers, Producers, Directors (assisted by Production Managers if they are on location)***

Monitoring and review of safety on location and the studio will be carried out by: ***Series Producers, Producers, Directors (assisted by Production Managers if they are on location)***

All accidents and cases of work related ill health are to be kept and recorded by ***Production Managers*** and copied to ***Production Executives, HOP and Joint CEO's***

1st Option Safety Services are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Production Managers are responsible for investigating accidents

Production Managers are responsible for investigating work related ill health

Production Managers are responsible for acting on investigation findings to prevent a reoccurrence

Production Managers are responsible for ensuring persons are made aware of the emergency evacuation procedures.

HEALTH & SAFETY PRODUCTION GUIDANCE

A database of production health & safety guidance is available for all employees through www.1stoptionsafety.com :

A-Z of hazards/risks/controls

Rules

Checklists

Forms

Pre-vetted Contractor database

Username: madein

Password: Manchester3213.1 PLANNING AND PREPARATION**3.1.1 Commissioning /Green Light Stage**

In order to highlight any resource implications of managing health and safety on the Production, top level risks are identified and adequate resource allocated at the commissioning/ green light stage. Where required this is detailed in commissioning/ green light paperwork given to commissioners.

3.1.2 Recruitment/ Crew up

When recruiting staff, competency checks are carried out to ensure staff can demonstrate adequate knowledge of health and safety responsibilities within their role. The Production will select those most suitable for the work intended.

Competence will be judged on the basis of:

- safety training received
- relevant experience, knowledge and understanding
- personality and suitability for the work required

3.1.3 Contractors

Contractor's safety competence is established at the selection stage of the contract process.

Selection criteria includes:

- Examples of experience of the type of work – testimonials from previous clients, portfolio of work
- Membership of professional organisations and associations
- Training records and qualifications, including safety training
- Examples of risk assessment control measures adopted
- Proof of equipment and/ or maintenance records
- Accident history
- Enforcement history
- Insurance information

When safety critical contractors are used – e.g. aircraft, Riggers etc. Made in Manchester endeavour to use pre-vetted contractors who have been vetted for their safety competency by 1st Option Safety Services. The database of pre-vetted contractors is accessed through the 1st Option Website www.1stoptionsafety.com and is maintained and updated by 1st Option.

3.1.4 Training

Where necessary, health and safety training is given to all persons whose training is not current in accordance with the Made in Manchester health & safety training matrix (this can be found in Appendix 1 of this Policy)

Where training has lapsed, staff will be provided with the training they need to perform their job safely.

Upon recruitment all employees are provided with appropriate safety induction and training which is updated as required.

A record of staff training will be kept.

3.1.5 Recce

When necessary, location recces will be undertaken by relevant departmental heads, 'one off' contractors (or other specialists) to ensure significant hazards are identified.

3.1.6 Risk Assessment

A risk assessment is completed for every production, detailing all significant risks and the precautions taken to eliminate or reduce them to an acceptable level.

When necessary, Heads of Departments and contractors will complete individual risk assessments for the specific activities under their control and give to the Producer to supplement the main document.

This process will take into account the hazards identified on location, the equipment to be used and the competency of personnel engaged to perform the tasks;

Where a recce has not been undertaken the assessment will be carried out by the crew at the location.

Risk assessments will be signed by the Producer and retained for the minimum of 3 years.

3.2 DURING PRODUCTION

3.2.1 Communication

The significant findings of the risk assessment together with details of any controls or remedial actions to be undertaken is communicated to staff and others involved or affected. Communication is provided by, but not limited to:

- pre production meetings
- safety briefings
- safety information written on call sheets
- a copy of the risk assessment being available at all times

3.2.2 Monitoring

Monitoring is an essential aspect of maintaining and improving health and safety performance. Throughout the Production, safety is monitored by:

- carrying out safety inspections
- reviewing risk assessments as required
- examining accident /incident data
- examining ill health data

Inspections are carried out according to the inspection schedule and records are retained by the Production. An example of the inspection checklist is given in Health & Safety Tools.

3.2.3 Review

Safety arrangements are reviewed and recorded if any changes occur.

3.2.4 Fire and Emergency Evacuation Procedures

Every workplace, including locations, will have arrangements in place to cover fire, accidents, bomb threat or other emergency to ensure a prompt response and safe evacuation. The specific arrangements will be determined by risk assessment.

All personnel will be made aware of these emergency evacuation procedures especially if working on location or in unfamiliar buildings.

All means of escape will be clearly sign posted and procedures set in place, which ensure that the alarm is raised promptly in the case of emergency.

Productions will be made aware of the evacuation and fire procedures in Studios, and Post Production Houses.

3.2.5 First Aid

The minimum first-aid provision on any work site will be a suitably stocked first-aid box and clear detail on the call sheet of nearest medical aid.

The level of first aid required will be determined by the risk assessment.

3.2.6 Accidents

All accidents and near misses will be recorded using an accident report form. An accident investigation will be undertaken and appropriate follow up action taken. All accidents will be reported to the Producer. **3.2.7 ACCIDENTS, FIRST AID AND EMERGENCY PROCEDURES**

The first aid boxes are kept on location and in premises.

The nominated person(s) first aider(s) will depend on the production.

All accidents and cases of work related ill health are to be sent to:

- Email: dave.milligan@1stoptionsafety.com and ashley@madeinmanchester.tv (MIM MD and Creative Director)
- HR: for the staff record
- Made in Manchester insurers: (on request)
- Made in Manchester legal department: (on request)

NB Copies should not be released to third party insurers/lawyers without consultation with Made in Manchester lawyers/insurers.

Notification of serious accidents/incidents should be made by telephone to:

Dave Milligan 07703 672412

1st Option safety Group will be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority after notification of the accident by the production.

The Head of Production and the 1st Option Safety Group are responsible for investigating accidents

The Head of Production is responsible for investigating work related ill health

CEO's and the Head of Production are responsible for acting on investigation findings to prevent a reoccurrence

3.3 POST PRODUCTION

3.3.1 Edit

When Made in Manchester use post production facilities the facilities will comply with the Display Screen Equipment Regulations and have suitable measures in place for noise control. A risk assessment highlighting significant hazards associated with the post production activities will be requested and made available for all production staff working in the post production facility.

3.3.2 Review

Where necessary a safety wash-up/review meeting will be held at the end of the production to discuss safety performance and compliance.

3.3.3 Broadcast / Transmission

If transmitted material may offend potentially violent individuals and or groups that may cause harassment, a threat assessment will be undertaken and appropriate measures put in place to ensure the safety of the members of the production and others at risk.

4.0 GUIDANCE ON SPECIFIC MANAGEMENT ISSUES

4.1 RISK ASSESSMENT AND RISK CONTROL

Production risk assessment is a careful examination of what could cause harm to people, to check whether preventative or control measures are adequate or need to be increased to prevent harm and meet legal requirements. The resulting record will determine what needs to be in place and will be retained by production for 3 years.

The risk assessment record will determine whether there are any significant hazards involved with the production activity and whether sufficient precautions have been taken to reduce the risk.

A record of the risk assessment will be produced and retained by the Production.

Risk assessments are undertaken by competent persons using five basic different steps

- Step 1: Look for Hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risk
- Step 4: Record the significant findings
- Step 5: Review and revise your risk assessment

A production risk assessment template and guidance is given in Health & Safety Management Tools.

Some regulations require a specific risk assessment to be carried out. Examples include:

- The Manual Handling Regulations
- Display Screen Equipment Regulations
- Control of Substances Hazardous to Health Regulations
- Noise at Work Regulations

Where a specific risk assessment is required, this will be undertaken by a competent person.

RISK CONTROL

After assessing the risks, the Production will implement control measures using the hierarchy of controls:

1. Elimination - controlling the hazard at source.
2. Substitution - e.g. replacing one substance or activity with a less hazardous one.
3. Engineering - e.g. installing guards on machinery
4. Administration - policies and procedures for safe work practices
5. Personal Protective Equipment - e.g. respirators, ear plugs

4.2 ACCIDENT INVESTIGATION AND REPORTING

An accident is an unplanned event that causes injury to people, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage, but could do so.

When incidents occur, an accident report form will be completed and an investigation will be carried out to identify any underlying causes.

All near misses are reported as soon as possible so that action can be taken to investigate the causes and to prevent reoccurrence.

If accidents need to be reported to the Health & Safety Executive (HSE), the Production will inform the company Health and Safety adviser who will inform the HSE via the internet, post or telephone and submit the necessary information required on the an F2508 form in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

The duty to notify the HSE under these regulations rests with the 'responsible person'. The following summarises who is the responsible person in the workplace:

Reportable Incidents

Death, Major Injury, over-7-day injury, or case of disease

- **Of an employee at work: That person's employer**
- **Of a self-employed person at work in premises under the control of someone else: The person in control of the premises: at the time of the event in connection with their carrying on any trade, business or undertaking.**

Major injury, over-7-day injury, or case of disease

- **Of a self-employed person at work in premises under their control: The self-employed person or someone acting on their behalf.**

Absence through work related injury

Producers and Personnel Departments must identify any absence which occurred as a result of work related injury or illness. Work related injury resulting in more than 7 days off work is reportable to the HSE, within 10 days.

Producers must notify both 1st Option Safety Group and HR as soon as it is clear the injured party will be incapacitated for more than 7 consecutive days. **NB** the period of incapacity includes weekends and rest days and also where a person is put on light duties because they are unfit to carry out their normal duties.

Death, or injury requiring removal to a hospital for treatment (or major injury occurring at a hospital)

- **Of a person who is not at work but is affected by the work of someone else, e.g. a member of the public: The person in control of the premises where, or in connection with the work going on at which, the accident causing the injury happened: at the time of the event ; and in connection with their carrying on any trade, business, or undertaking**

Dangerous Occurrences

- **The majority of dangerous occurrences are reportable by the person in control of the premises where, or in connection with the work going on at which the dangerous occurrences happened.**
- **The requirements to report do differ in mines, quarries, offshore installations, wells and diving operations differ. Full details are available in the regulations.**

Accident/Incident - Immediate Actions

Immediately following an accident or incident, the Manager in charge of the work activity or area must ensure that;

- **The area is made safe to prevent further injury first aid/emergency treatment is provided. the situation is brought under control**
- **So far as possible, the scene should be left undisturbed until any investigation is complete - this is important for serious accidents where the Police or Health and Safety Executive may investigate;**
- **An appropriate level of investigation is carried out to ensure any lessons are learnt.**

Records

All documentation which relate to an accident/incident must be kept e.g. accident form, investigation report, statements, risk assessment forms, design drawings, minutes of meetings, contractor documentation, picture material - stills or video etc. This information may be required to withstand legal challenge.

Contact details of the HSE are:

Website: <http://www.riddor.gov.uk/>
 Telephone: 0845 3009923
 Post: Incident Contact Centre
 Caerphilly Business Park
 Caerphilly
 CF83 3GG

Staff and contractors are told to report all accidents and incidents to the Producer.

Accident records are retained by production.

4.3 DEALING WITH ENFORCING AUTHORITIES

Health and Safety law is enforced by inspectors from the Health and Safety Executive (HSE) or by inspectors from the local authority

Inspectors have the right to enter any workplace without giving notice, though notice may be given where the inspector thinks it is appropriate. On a normal inspection visit an inspector will look at the workplace, the work activities, the management of health and safety, and check that the production is complying with health and safety law. The Inspector may also talk to crew, take photographs and samples.

If a breach of health and safety law is found, the inspector will decide what action to take. This will depend on the nature and seriousness of the offence. The inspector will provide the production with information regarding any action pending or being enforced.

Inspectors may take enforcement action in the following ways to deal with a breach of the law.

- Informal
- Improvement
- Prohibition
- Prosecution

The Producer will provide whatever support is required to assist the Enforcement Authorities during visits or investigation.

4.4 OCCUPIERS LIABILITY

Occupiers Liability provides the scope for the occupier to be sued by someone for injury or damage resulting from the state of the land, or from something done (or not done) on the land. It is regulated by the Occupiers' Liability Acts of 1957 and 1984. Persons cannot be prosecuted under these Acts, but you can be charged in the civil courts. For Scotland this is The Occupiers Liability (Scotland) Act 1960.

The risk assessment and controls will take into account the risks to uninvited visitors or intruders.

4.5 WORKING OVERSEAS

Health & Safety criminal legislation does not extend to Productions working outside of the UK. This means the Production, or any member of the Production, cannot be prosecuted under UK criminal law for accidents that occur overseas. However, the Production will remain liable for any accidents/ incidents under civil law and compensation can be sought by the injured party.

Each country will enforce its own health & safety standards; the Production will abide by British law as far as possible when working overseas. The Production will apply company policy and standards when working abroad and also ensure compliance with local laws standards that apply.

If the Production works in parts of the world where civil disorder or war zones exist, specialist advice will be sought.

4.6 WORKING TIME

Those who manage or schedule the work of others and also those who self-schedule will be made be aware of the risks of long working hours and fatigue.

Staff are not obliged to work excessive hours. Staff who may have to work long hours without direct supervision are trained to recognise the signs of fatigue and take appropriate measures to reduce the risks.

Where appropriate working hours and fatigue will be considered within the risk assessment process.

4.7 WORKING WITH CHILDREN

Productions who work with children will ensure risk assessments takes into account the child's psychological and physical vulnerabilities. Children will be prohibited from certain work in accordance with regulations and where the risk assessment identifies significant risk which cannot be eliminated. No child will participate in stunts.

A copy of the risk assessment will be given to the parent or guardian.

Where possible, children will be supervised by a licensed chaperone. However, if a member of the production is directly involved with caring for the children, suitable checks will be made. No member of the production will be in the company of a child in isolation.

5.0 USEFUL LINKS

RIG	www.radioindies.org
PACT	www.pact.co.uk
Health & Safety Executive	www.hse.gov.uk
1 st Option Safety Group (Production Safety Services)	www.1stoptionsafety.com
BECTU	www.bectu.org.uk
Equity	www.equity.org.uk

HEALTH & SAFETY TOOLS

RISK ASSESSMENT GUIDANCE

Risk assessment is a fundamental and essential element of safe working practice as well as being a legal requirement for employers. To be effective it needs to be suitable for the activity its addressing and sufficient to cover all significant risks anticipated. Good ones are fairly obvious by their clear identification of potential hazards, who is effected, and practical ways of controlling (or eliminating) them. Often it's plain common sense, but faced with a number of activities all with different interacting elements, getting started on a blank sheet of paper can prove daunting.

The following guidance is designed to provide a logical process by which a planned activity can be analysed and a structured method employed to 'build' the final assessment. No risk assessment is set in stone. Reviewing and updating even at a late stage is all part of safe working. However, an accurate risk assessment is useless unless communicated to those concerned, so it's important to also consider how this will be achieved.

Procedure & Method recommended

1. Identify significant hazards
2. Identify who is at risk
3. Evaluate what controls required
4. Record findings on risk assessment
5. Review and update as appropriate.

Using the memorable 'PETE' method below will help to evaluate and focus on relevant risk areas.

People

Consider all those people directly involved in the activity intended, the risks to which they will be subjected and how those risks can be eliminated or controlled to an acceptable level. Equally consider those (e.g. the public) who are not involved but may be affected by the activity (e.g. use of effects smoke, access routes etc). Special arrangements may be required for children, animals, the elderly or the disabled whether or not they are part of the production. Risk assessment of any action/activity relies on the competence and experience of those individuals evaluating and supervising it. If such people are not already part of the core team then they will need to be contracted in (e.g. stunts, sfx, rigging etc) and supply their own supplementary risk assessment. For all crew, contractors and freelancers ensure they are fit for purpose, ie are they competent, and have the mental and physical capability to deal with the risks arising.

Equipment

All equipment used for an activity should be known to be fit for purpose by coming from a reputable source and accompanied by any maintenance certification and operational/safety instructions as required. Use of such equipment will directly link with the competency of those people both operating it and evaluating the environment in which it can be used safely. Equipment should only be used for the tasks for which it was designed. Consider also other equipment that may be on site – operating or not - controlled by a third party that may present added hazards. Where necessary ensure the equipment is properly inspected, tested and maintained.

Task

The risk assessment of the intended Task will be a combination of People, Equipment and Environment evaluation. The resulting identification of significant risks thereby providing a record of suitable/sufficient precautions to control them. It should demonstrate a clear responsibility chain allocating individuals and their expertise to each element of the activity with no assumptions or grey areas. The main assessment together with any supplementary ones should be communicated to all parties involved.

Environment

Record environmental elements that will significantly affect the activity risk. Suitability

for equipment, access, heat, cold, water, weather, heights, traffic, security, derelict buildings, asbestos, chemical/biological/radiation, hostile environments, available lighting, terrain, confined spaces etc are all considerations that may need to be included when combined with an intended activity. Recording on a yacht at sea or in a busy supermarket being obvious examples of an environment being the highest residual risk.

PRODUCTION RISK ASSESSMENT

Production:	Producer:
Location address:	Contact Numbers:
Date or period risk assessment covers:	

Procedure & Method recommended

1. Identify significant hazards
 2. Identify who is at risk
 3. Evaluate what controls required
 4. Record findings on risk assessment
 5. Review and update as required
- Using the 'PETE' method detailed in the 1st Option Risk Assessment Guidance will help to evaluate and focus on relevant risk areas.

Brief description of what is intended: <i>For clarity this may include supplementary sketches/diagrams/storyboard/checklists</i>	
List experts engaged – including all from the pre-vetted list ie: Aircraft, Armourers, Catering, Diving, Lasers, Flying Ballet, Hoists/Hydraulic Platforms, Location Lighting, Scaffolding/Riggers, Stunts, SFX.	
Detail your fire, first aid, emergency and welfare arrangements:	
Detail how this risk assessment will be communicated to all relevant parties:	
Hazards Identified and Risks Arising <i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u></i>	Risk Assessment & Precautions Required <i>Evaluate the risks and decide if existing</i>

<i>who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i>	<i>precautions/controls are sufficient or more needs to be done. Take into account information from all available sources (e.g. contractors, premises management, resource providers etc.)</i>

Producer Sign Off

Print Name _____ Signature _____
Date _____

If person with designated responsibility for safety co-ordination in Producer's absence please state job title:

RISK ASSESSMENT FOR OFFICES

This risk assessment has been written to address all the risks associated with an office. It will be reviewed and amended accordingly at least once a year, or following an accident/ near miss report. The risk assessment has been written identifying the following people who could be harmed:

- Production staff
- Freelancers
- Contractors
- Visitors
- Cleaners

HAZARD	CONTROL
<p>Manual handling Deliveries: paper (regular); office equipment; water, prizes; promotional material (infrequent).</p>	<p>Trolley used to transport boxes of paper and other heavy loads etc. Top shelves used for storage of light boxes only. Kick Steps are available to store light boxes on top shelves Need for manual handling training of named staff is kept under review. Managers to remind staff that heavy equipment to be moved by trained staff only. Boxes are left open to avoid heavy lifts and are stored at waist height Water bottles are loaded only by trained staff. Written manual handling instructions are issued to staff Pregnant women require a separate risk assessments which examines their specific manual handling tasks. People with pre existing back conditions do not lift heavy items.</p>
HAZARD	CONTROL
<p>Display screen equipment work station and surrounding area.</p>	<p>Adjustable equipment e.g. desks, workstations seats is provided Foot rests are provided. Free eye test available if requested. Blinds provided to control ambient light. Facilities are also able to reduce or increase the ambient light by increasing/ decreasing the wattage or by using different light filters or dimmers. All staff have been trained on the hazards of DSE use and how to control them. Staff have been trained in the symptoms of Work Related Upper Limb Disorders</p>

	<p>Staff are reminded when to take breaks.</p> <p>Alternative equipment is offered e.g 'pen and tablet' if other equipment is not suitable for the person.</p> <p>DSE users can be referred to Occupational Health for advice and further assessment if required.</p> <p>Radiation Emissions – very low level and no risk to health or pregnancy.</p> <p>Risk assessment undertaken via DSE on-line</p>
HAZARD	CONTROL
<p>Electrical Office equipment, portable heaters, tea/coffee making equipment, fridge.</p>	<p>Sufficient sockets provided to eradicate or minimise trailing cables.</p> <p>Staff trained to report defective plugs or cables to manager.</p> <p>Where possible loose leads are removed, ramped or enclosed in special purpose floor conduit</p> <p>Private equipment is prohibited to be taken into the office unless it has been PAT tested.</p> <p>Repair of electrical equipment is carried out by qualified staff only. Equipment is always isolated from electrical supply.</p> <p>Equipment is PAT tested as required, frequency is based on the risk assessment.</p> <p>A portable electrical equipment register has been compiled and is held by the department.</p>
HAZARD	CONTROL
<p>Fire</p>	<p>Fire evacuation procedures displayed at each fire alarm point.</p> <p>Fire drills are carried out twice a year.</p> <p>Exits and fire exits are clearly marked.</p> <p>Access to exits and extinguishers to be kept clear at all times.</p> <p>Fire alarms maintained and tested by manufacturer.</p> <p>Waste bins emptied daily by cleaners.</p> <p>Smoking is prohibited inside all buildings.</p> <p>Fire doors are kept closed at all times. If the volume of traffic requires them to be open, doors are retained in an open position by automatic device releases when fire alarm activated.</p> <p>Fire extinguishers are correct type for possible type of fires. Extinguishers are regularly inspected and maintained.</p> <p>Extinguishers mounted from the floor level.</p> <p>Fire exit doors are kept unlocked at all times.</p> <p>Prohibition on the use of candles and</p>

	similar in offices.
HAZARD	CONTROL
<p>Slips, trips and falls Floors, staircases and entrances.</p>	<p>Good house- keeping standards maintained. Office safety inspections undertaken at least every 6 months. Records kept in safety file. Cabinet drawers and doors kept closed when not in use. Trailing cables from electrical machinery managed. Floors, staircases and doors cleaned on a regular basis by the cleaners. Repairs and maintenance carried out when necessary. Stairs well lit and handrail provided. Entrance well lit. Spillages are cleaned in a reasonable time.</p>
HAZARD	CONTROL
<p>Photocopier Ozone</p>	<p>Photocopier located in large well-ventilated storeroom/ area. Volume of photocopying carried out is not large. When clearing jams manufacturers instructions are followed. Paper boxes stored away from sources of heat, stacked at low level and in small quantities to reduce the manual handling risk.</p>
HAZARD	CONTROL
<p>Hygiene and welfare</p>	<p>Toilets supplied with hot and cold water and soap/towels. Wash-up area provided with drinking water. Fridge is cleaned on a regular basis. Crocery washed at least daily Facilities provided for storing outside clothes</p>
HAZARD	CONTROL
<p>Falling objects Items stored in high places.</p>	<p>Light materials stored on the upper shelves. Step-ladders used to access upper shelves in storage areas.</p>
HAZARD	CONTROL
<p>Inadequate ventilation</p>	<p>Natural ventilation can be achieved with opened windows. Air conditioning/ re- circulation is provided. Maintenance schedules available on request.</p>

HAZARD	CONTROL
Inadequate lighting	A properly designed artificial lighting system is provided. Glare on DSE is eliminated through flat screens. Natural light is provided. If there is glare form sunlight, blinds are provided.

ACCIDENT REPORT FORM

Personal details of injured party:

Name of Injured Party:

Job title (or indicate if the person is a member of the public):

Address:

Telephone number:

Does the Injured Party allow their personal details to be disclosed?

Yes:

No:

The Accident

When did the accident occur:

Date:

Time:

Address of where the
accident occurred:

Exact location of accident:

Describe what happened:

Details of the injury

If injury/ ill health occurred please give details:

Give details of any first aid given to the injured party:

--

Corrective Action

What corrective action was taken?

--

Witness Details

Name:	Address:
Contact Number:	
Does the Witness allow their personal details to be disclosed?	
Yes:	No:

Name:	Address:
Contact Number:	
Does the Witness allow their personal details to be disclosed:	
Yes:	No:

Person completing the accident report form

Name:

Job Title:

Is the accident reportable to the HSE Yes: No:

Has the accident been reported to the HSE Yes: No:

HSE Website: <http://www.riddor.gov.uk/>

HSE Phone number: 0845 3009923

Signature.....Date:.....

OFFICE SAFETY INSPECTION CHECKLIST

Office Room
Number/Address: _____

Department: _____

Completed by: _____

Date: _____

Question	Yes	No	N/A
1. Environment			
1.1 Is the office overcrowded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the office layout safe & sensible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is there clear access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Are windows & ledges clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is there a safe means of access to shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Is lighting adequate for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Is the temperature comfortable to work in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is the ventilation/air circulation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Are noise levels satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Housekeeping			
2.1 Is the office tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Are carpets in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are there adequate waste disposal facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are all stairs, handrails, floors in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is furniture adequate for the purpose and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are there adequate storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are shelves overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are floors free from obstructions – eg trailing cables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Portable Electrical Equipment			
3.1 Is there an up to date register of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Has the equipment been electrically safety inspected and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Are there any obvious visible defects (eg frayed leads, damaged cases)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Are all guards, covers, interlocks in place and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are there up to date maintenance records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire Prevention			
4.1 Are suitable extinguishers/hoses/blankets available and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Are all fire exits & routes clear of obstructions and clearly signposted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Do staff understand local fire procedures, how to raise the alarm etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Are regular fire drills carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Are there trained fire wardens appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are No Smoking signs displayed and complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Are all fire doors kept closed and not held or propped open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Are there any staff or visitors who have Special Needs for assistance for evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question	Yes	No	N/A

5 Display Screen Equipment (DSE)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 5.1 Have all DSE workstations been assessed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 Have all identified risk been addressed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 Are staff trained in the use of DSE? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6 Hazardous Substances

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 6.1 Have COSHH assessments been carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2 Have storage requirements been met? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3 Are any required warning signs displayed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.4 Is ventilation adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.5 Are disposal requirements met? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.6 Have staff been trained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.7 Is PPE available and used where required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7 First Aid

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 7.1 Are first aid kits provided? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.2 Are the contents of First Aid kits maintained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.3 Is there an adequate number of trained first aiders? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.4 Is there access to a first aid room? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.5 Do staff understand first aid procedures – eg is the emergency telephone known? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8 Accidents

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 8.1 Are accident report forms available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.2 Are records kept of any reported accidents? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.3 Do staff understand the accident reporting procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9 Welfare Facilities

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 9.1 Are toilet/washing facilities available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2 Is clean drinking water available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3 Are there adequate facilities for hanging clothing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.4 Are barrier creams, hand cleansers available if required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10 Manual Handling

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 10.1 Have all manual handling tasks been risk assessed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2 Have all identified risks been addressed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.3 Have appropriate staff been trained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.4 Are there written work procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11. Documentation

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 11.1 Is there a generic risk assessment detailing all office activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.2 Are specific risk assessments such as COSHH or manual handling available if necessary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.3 Are staff training records available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.4 Are appropriate insurance certificates available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.5 Are all statutory notices on display – eg HSAWA Poster | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Question**Yes No N/A****12. Communications**

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 12.1 Is a safety notice board provided? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.2 Is the board regularly updated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12.3 Have all risk assessment findings been communicated to all through briefings, exchange of information etc?

13 Other (Please use the following space to identify & address any problems specific to your area not already addressed in the earlier sections)

LOCATION SAFETY INSPECTION CHECKLIST

Location: _____

Programme: _____

Completed by: _____

Date: _____

Question	Yes	No	N/A
1. Housekeeping			
1.1 Is the location clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Are mats/rugs securely fixed with no curling edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Are there adequate waste disposal facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Are floors in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Are cables minimised as much as possible, and ramped or flown where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are there adequate storage facilities for any chemicals, gas bottles, tools, equipment etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Are all walkways, thoroughfares and staircases free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Are secure handrails provided on all staircases, slopes, ramps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Are non-slip tread nosing/strips provided on steps if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Is there a spillage procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Are suitable warning signs/barriers in place to alert people to wet surfaces and if necessary point out alternative bypass routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Are there warnings on call sheets and have briefings been given on any poor or uneven surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 If recording in a public area, is the area cordoned off using barriers, cones, hazard tape, is adequate signage being used and marshals in place if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire Precautions			
2.1 Are there adequate fire detection systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is a suitable fire alarm system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are suitable extinguishers/hoses/blankets available and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are all fire exits & routes clear of obstructions and clearly signposted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Are people aware of the evacuation procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are there fire assembly points in place and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are there trained fire wardens at location if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are No Smoking signs displayed and complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Are all fire doors kept closed and not held or propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Are there adequate evacuation arrangements in place for anyone with special needs – eg wheelchair users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Are sources of ignition controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Has scenery, drapes, costumes etc been fire proofed as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Have all gas & electrical installations been installed, checked & maintained by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Has all electrical equipment being used been safety tested and certified by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question	Yes	No	N/A

3. First Aid Arrangements

- 3.1 Is first aid available at location?
 3.2 Are first aid kits adequately maintained?
 3.3 Does everyone know who to go to if they require first aid?
 3.4 Are the location details of the nearest A&E Hospital included on call sheets?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Welfare Facilities

- 4.1 Are adequate toilet facilities available?
 4.2 Are adequate washing facilities available?
 4.3 Are adequate resting, eating & dining facilities available?
 4.4 Is clean drinking water available?
 4.5 Are there adequate facilities for hanging clothing?
 4.6 Are barrier creams, hand cleansers available if required?
 4.7 Is adequate working lighting provided in all areas?
 4.8 Is there a comfortable working temperature?
 4.9 Is there good ventilation?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Manual Handling

- 5.1 Have all manual handling tasks been risk assessed?
 5.2 Is equipment in light manageable loads to carry?
 5.3 Have appropriate staff been trained in manual handling procedures?
 5.4 Have manual handling aids been provided where necessary?
 5.5 Appropriate PPE is provided and worn where necessary – eg gloves, steel cap shoes etc?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Noise

- 6.1 Has noise been controlled to an adequate level?
 6.2 Is appropriate PPE – eg ear protection, available and being worn if necessary?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Facility Vehicles/Equipment Trucks

- 7.1 Are all vehicles parked in safe positions – ie on even ground etc?
 7.2 Are steps to vehicles in good condition, straight & secure, handrail provided if 3 steps or more?
 7.3 Are tail lifts being used safely – ie in upright positions when not in use, no ladders set up on tail lifts etc?
 7.4 Are vehicles segregated where required?
 7.5 Are adequate arrangements in place to dispose of waste discharge from catering vehicles etc – eg use of fowl drains or bowsers, not discharging into rivers or pedestrian routes?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Weather

- 8.1 Has the weather forecast been checked, advice given on call sheets and appropriate arrangements – ie wet weather cover, been put in place?
 8.2 Are people wearing the appropriate clothing for the weather conditions – eg warm/waterproof clothing, suitable footwear?
 8.3 Are adequate arrangements in place for hot weather conditions – eg sun protection creams available, shaded areas available?
 8.4 Are key access routes clear of snow, ice, rain, wet leaves, algae? Is grit being used if necessary?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question

Yes No N/A

9. Working at Heights

- 9.1 Safe methods of work are employed when working at height – eg guard

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Question	Yes	No	N/A
12. Communication			
12.1 Have all risk assessment findings been communicated to all through briefings, exchange of information etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Have police, local authorities, local residents etc been informed of production activities if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Is there a safety notice board area at location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13 Other (Please use the following space to identify & address any problems specific to the location, not already addressed in the earlier sections)

CONTRACTOR SELECTION CHECKLIST

If contractors answer no to any question, ask for further explanation on separate sheet.

Name of contractor: _____

Date: _____

Assessor: _____

Safety question	Yes	No
Has the contractor a health and safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor complete risk assessments/ method statements for work activities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor communicate the findings of the risk assessment to all affected persons?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have a competent source of safety advice?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor ensure the competency and qualification of those who work for them including sub-contractors, freelance and temporary staff?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor provide training and supervision to their employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor monitor the safety performance and implementation of controls?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have arrangements for investigating, recording, reporting accidents and incidents?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have emergency arrangements in place, including the provision for first aid?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor had any enforcement action brought against them by the Health and Safety Executive or any other enforcing body?	<input type="checkbox"/>	<input type="checkbox"/>

Made in Manchester Induction Guide

OFFICE INFORMATION



MANAGER –



SITE FIRST AIDER -



FIRE MUSTER POINT -

Accident Reporting & Investigation Arrangements:

If you are injured at work, or are involved in an incident even where nobody was hurt, you must tell your manager or supervisor, immediately.

If you are hurt in the course of your work and have to take time off, or cannot do your normal work for a while, make sure your manager knows. Manager will complete and sign off accident report form.

Any incident involving injury to a member of the public must be reported immediately to your supervisor or manager. You have no authority to accept liability for injuries on behalf of the company, and nothing must be said to an injured person that might be held to be an acceptance of responsibility for their injury or for the incident that caused it.

Fire Procedures

Explain the fire alarm system - what it sounds like and whether it is a staged or immediate evacuation.

Explain what to do on discovering a fire - either use a break glass call point or call emergency number (either 999 or an internal emergency number if applicable), then leave the building by the nearest fire exit. Physically show where the nearest fire exits and assembly points are.

The spread of fire can be rapid, therefore it is important to keep fire doors closed and not wedge them open. Ensuring fire routes and exits are free of obstructions is essential in order to safeguard egress in an emergency.

Employee responsibilities

Outline general and job specific responsibilities.

Employees need to take reasonable care of themselves and anyone else who may be affected by their work; they need to co-operate in health & safety matters, should not take risks or endanger themselves and others.

Employees need to get manager's permission before you use equipment not provided through the company; purchase or hire equipment; use equipment other than for its designated purpose.

Display Screen Equipment

- Workstations and equipment are designed to suit the user and the task
- Workstations can be adjusted to suit individual users
- All workstations are assessed for risks to health and safety and where appropriate, for compliance with the DSE Regulations.
- Users of DSE have been identified.
- Eyesight screening is offered to heavy users.
- Arrangements in place for on-going review and re-assessment of workstations.
- Appropriate breaks may be taken

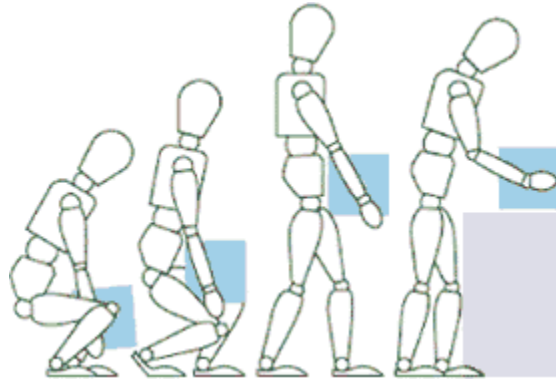
If you have any DSE related injuries you should inform your manager who will ensure a DSE assessment is completed.

Manual Handling

Manual handling operations include the lifting, putting down, pushing, pulling, carrying or moving of any load by hand or bodily force. The manual handling of loads is a major cause of injury in the workplace.

Where possible the need to handle heavy or awkward loads should be avoided. Large boxes for example can be broken down into smaller units of storage. Where it is not possible to avoid a manual handling activity, then practical measures to reduce the risk should be adopted, for example placing heavier items on shelves at waist height.

- Think first
- Assess the load
- Position yourself correctly
- Lift with your Leg Muscles
- Raise the load close to your body
- Walk with the load close to your body
- Place the load, lowering with the legs
- Do not over stretch, move yourself to the load



PPE

Personal Protective Equipment - PPE

Always use safety equipment when instructed to do so or where it is required in your risk assessment.

If in doubt the company safety adviser will be available to advise what PPE is necessary to wear.

Ensure that all safety equipment you are provided is appropriate for the activity you are undertaking and that it is in good condition and well maintained.

Your employer is responsible for providing the PPE, the production is responsible for ensuring you use it.

Electricity at Work

Personal electrical equipment should not be used at work without permission from your line manager.

All personal electrical equipment used at work must be fit for purpose and inspected by a competent electrician before use, do not use faulty equipment and never tamper with electrical equipment without qualified knowledge, please report any faults.

Pregnancy

Staff should be encouraged to inform their managers in good time when they become pregnant so that the assessment for their work can be reviewed and any necessary changes made in good time. Staff should be encouraged to inform managers if they have been through labour in the last six months and if they are breast feeding, particularly if they work with hazardous substances. It is obviously a time when sensitivity is needed and each case will be dealt with discretion.

Safe lifting

Lifting and carrying is a common cause of injury at work. Good manual handling techniques can significantly reduce the risk of injury.

Almost all staff and students at some time get involved in manual handling in College: whether it's carrying a pile of books, shifting a computer or moving equipment in an office or laboratory.

This guidance describes the basic techniques of good lifting practice to help you avoid unnecessary injury

Principles of safe lifting practice

Before you start

Think about the job

- Does it need carrying, or can a trolley or other equipment be used instead

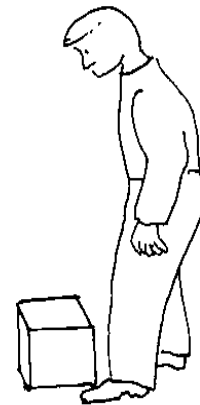
Think about what you are going to do before you do it:

- Where is the load going?
- Does it need more than one person to lift it safely?
- Is there enough room?
- How can you avoid having to twist when lifting or putting the load down?

- Think about you

- Are you dressed for the job? Tight clothing can restrict movement. High heels are never suitable.
- Do you have a health problem that might make you vulnerable to injury

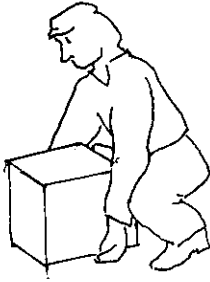
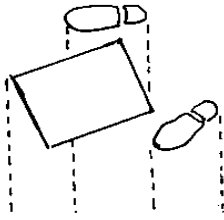
- If you are not sure of how heavy a load is, test it out before you try to lift it. Gently rock the load to test the weight and its distribution
- If you have not been trained, you should not lift >15Kg without advice from a Manual Handling Assessor
- Remove any obstructions/tripping hazards from the route
- Work out where and how to take a rest if moving a heavy load over a long distance
- Are there any sharp edges? If so, then you may need to wear gloves to protect yourself
- If load is too bulky, look at ways in which to break it down



Lifting technique

- Place your feet apart to make a stable base for lifting
- Placing one leg forward in front of the other will help improve balance and control
- If you have to reach out to the load, try sliding it towards you before attempting to lift

it



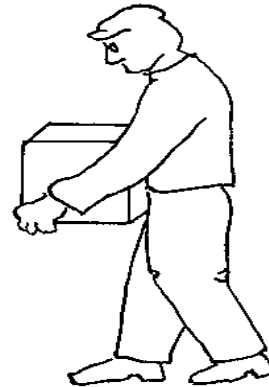
If lifting from a low height, bend your knees, NOT your back

- Stand correctly, keeping your back straight and your chin tucked in
- Keep your shoulders level and facing the same direction as your hips
- Lift smoothly, avoiding jerking movements
- Lift your head first – your back then straightens automatically
- Grip the load with your palms, rather than just your fingers – If you need to change your grip, rest the load first.
- Keep your arms close to your body to help support the load

Do not allow the load to obstruct your view – seek assistance if it is too large.

Moving the load

- When carrying, keep the load as close to the body as possible
- Keep the heaviest side of the load closest to your body
- When pulling or pushing, use your body weight to move the load – if possible, let the momentum of the load do some of the work e.g. when pushing trolleys
- When pulling, keep your back straight and your arms as close to your body centre line as possible
- Avoid twisting your body when turning



APPENDIX 1: RECOMMENDED HEALTH & SAFETY TRAINING MATRIX

	Safety Induction	Senior Manager / Executive Training	Safe Management of Productions	Safe Working with Cameras and Lights	Safe Design & Build of Sets	First Aid at Work (4 day)
Non Production Staff						
Creative Director, Managing Director, Senior Managers	X	X				
Managers	X	x				
Staff	X					
Production Staff						
Production Executive	X	x	X			
Producer	X	x	X			
Delegated Persons for Health & Safety e.g 1 st AD, Production Manager, Floor Manager	X		X			
Director for drama and comedy productions	X		X			
Heads of Department	X	x	X			
Director of Photography	X			X		
Designer	X				X	
Location Manager	X		X			

Production/ Line Manager	X	x	X			
Contractors	X					
Other Staff	X					
Appointed First Aider	X					X