

HEALTH & SAFETY GENERAL POLICY STATEMENT

Responsibilities and Arrangements of

LA Productions
The Action Building
Old St Lawrence School
Westminster Road
Liverpool
L4 3TQ

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1.0 GENERAL POLICY STATEMENT

LA Productions (the Company) recognises its health and safety duties under the Health and Safety at Work etc. Act 1974 and all related health and safety legislation. To this end the Company has appointed and nominated the Founder/ Director, to be responsible for health and safety. The Producer assigned to the production has day-to-day responsibility for effectively implementing the company policy for the production.

The Founder / Director and the Producer are the LA Productions health and safety champions who play a key role in the implementation of policy and will periodically review at least annually, arrangements for managing for health and safety in light of any significant, organisational changes and liaise with the appointed Health and Safety Advisor wherever necessary. This will ensure LA Productions is updated on any new relevant legislation and will ensure complete compliance with our legal obligations and relevant sector specific guidance e.g. published by the PACT, British Film Commission etc

Specifically, compliance with all health and safety legislation and the HSE guideline Managing for Health and Safety (HSG 65), means that the Company will:

- Provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment to support mental wellbeing.
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Provide clear instructions, information including any subsequent amendments, and adequate training, to ensure employees and contractors are competent to do their work and informed
- Ensure safety and the absence of health risks in conjunction with the use, handling, storage and transportation of articles and substances.
- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace through the progressive identification and assessment of risks, and their elimination or control
- Provide employees with health surveillance where necessary.
- Acknowledge that undue pressure at work is a recognised concern that may manifest itself in an unacceptable health condition such as stress and mental health problems. LA Productions will give due consideration to the workload and given timescales in which to achieve, offer support and a commitment to manage stress and mental health effectively as part of the general risk assessment process to promote good working relations
- Appoint competent personnel to ensure compliance with statutory duties.
- Engage and consult with employees on day-to-day health and safety conditions
- Prominently display the Certificate of Employer's liability that covers employees for any death, injury or disease arising from their employment with the Company.

All workers employed by the Company and where necessary other employers with whom premises are shared, are required to comply with and co-operate with the Company in its statutory duties. Failure to comply with health and safety duties, regulations, work rules and procedures may lead to employee dismissal from employment.

We expect all our employees, crew, contractors, freelancers, visitors and others affected by our undertakings to respect and adhere to this policy document.

Signed:



Colin McKeown Founder/Director

Date 27th June 2023

2.0 ROLES & RESPONSIBILITIES

The responsibilities for all people at work that perform health and safety duties are defined below. Every person performing a task is responsible for ensuring that it is carried out in accordance with the documented safe practices and procedures.

It is the responsibility of every member of management to ensure that the safety management system is being implemented in their work area.

2.1 FOUNDER / DIRECTOR

The Founder / Director has been appointed Health and Safety Champion who has overall responsibility including development oversight and implementation of the safety management system and works in partnership with The Safety Business Ltd (the Safety Advisors). Day to day responsibility for effectively implementing this policy on production has been delegated to the Line Producer with the support of the Production Manager

1	To initiate the Company Safety Policy for the prevention of injury and damage, to decide what the priorities are and identify the biggest risks to address to reduce accidents and work related ill health.
2	To know the requirements of the relevant legislation, and sector specific guidelines and ensure they are observed whilst carrying out Company activities.
3	To ensure that all employees and others as it applies (crew contractors) receive adequate and appropriate training to enable them to carry out their work safely e.g. induction, emergency arrangements, special training (PPE) etc as it applies to the production
4	To initiate proper reporting procedures in event of injury, damage and loss. Promote action to preclude re-occurrences.
5	Where, reasonably practicable, to analyse accident / incident trends.
6	To discipline any employee (including operatives (direct labour) and sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
7	To encourage the distribution of relevant safety information to all persons concerned and promote communication of issues throughout the company.
8	To ensure that sufficient funds and facilities are made available to meet requirements of Company Safety Policy.
9	To promote and maintain the Company's on-going determination to improve its safety performance in Health, Safety and Welfare and to challenge unsafe behaviour in a timely way.
10	To ensure Health and Safety is discussed and points actioned at executive level.
11	To ensure that sufficient funds and facilities are made available to meet requirements of the Health and Safety Policy and emergency situations
12	To initiate regular audits to ensure compliance

2.2 HEAD OF PRODUCTION

The Head of Production is responsible for implementing and enforcing the Health and Safety Policy and associated arrangements at production level and works in partnership with The Safety Business Ltd (the Safety Advisors)..

1	To Implement this Policy as it relate to Productions
2	Give routine and on- going feedback on production related health and safety to the Founder / Director and bringing to their immediate attention notified shortfalls that have a corporate interest.
3	Act as a point of contact for and monitor Producers, Production Managers on production safety related issues.
4	Ensure that Producers and Production Managers have a complete health and safety induction and understand their health and safety contractual responsibilities.
5	Carry out visits to production sites to check and monitor health and safety performance as necessary and appropriate.
6	<p>Ensure that Producers and Production Managers etc.</p> <ul style="list-style-type: none"> • Prepare and maintain a health and safety file (online record) relevant to their production that includes risk assessments and other records as necessary so they can be easily retrieved • Have access to health and safety guidelines where available to the Company • Have access to PACT pre-vetted contractor list • Have an arrangement in place to contact their teams in event of emergency • Notified of the contact details of the appointed Health and Safety Advisor
7	To know the requirements of the relevant legislation, and sector specific guidelines and ensure they are observed whilst carrying out Company activities.
8	Maintain contact and dialogue with the Health and Safety Advisor.
9	<p>Identify production crew capability and training skill and knowledge as part of contractor management arrangements and by using a variety of sources including the Safety Advisor and professional trade body organisations for example</p> <ul style="list-style-type: none"> • The Joint Industry Grading Scheme www.jigs.org.uk (Riggers, SFX Technicians, Grips, Crane Technicians) • Screen Skills Health and Safety Passport Scheme www.screenskills.com • The British Stunt Register www.thebritishstuntregister.com • The Gas Safe Engineer https://www.gassaferegister.co.uk/find-an-engineer/ • British Psychological Society
10	Investigate accidents incidents and damage to property plant and equipment in conjunction with the Producer and with assistance from the Safety Advisor as appropriate to production related accident and incidents
11	To request additional funds and resources from the Founder / Director as necessary e.g. in an emergency situation.
12	To arrange a debrief post-production review meeting with Producers to identify ways to make improvements.

2.3 COMPANY MANAGER

The Company Manager is responsible for administrating office related Health and Safety policy and enforcing the policies at office and induction level.

1	To Implement this Policy as it relates to the Office
2	To know the broad requirements of relevant Safety Regulations and Codes of Practice and seek advice from the appointed Health and Safety Advisor where necessary
3	To arrange the storage of materials to avoid any possible hazards
4	To check all office equipment is in good condition and a portable appliance test are carried out and a register is maintained
5	To make sure protective clothing is available and is worn properly
6	To ensure first aid cover and emergency equipment is available in the office and make routine check of the content of the First Aid Kit
7	To liaise with company management and employees in order to maintain office related safe working methods
8	To ensure that the office workplace is well organised and tidy and routine inspections are carried out
9	To report and investigate office related accidents and incidents in line with the company procedures and legal requirements as they relate to the office and to the Health and Safety Advisor as appropriate
10	Identify office contractor capability and training skill and knowledge as part of contractor management arrangements and by using a variety of sources including the Safety Advisor and professional trade body organisations e.g. Gas Safe Register,
11	To monitor office sub-contractors adhere to their health and safety obligations when working in the office and provide risk related information in advance of work e.g. Asbestos Register, Fire Evacuation etc
12	To inform their immediate supervisor if for any reason they are unable to fulfil the above responsibilities
13	Ensure each new starter is thoroughly inducted and issued with and understands the company's policy manual, safe systems of work and site rules as appropriate
14	Ensure display screen assessments are completed and actions implemented for office display screen users
15	Maintain contact and dialogue with the Health and Safety Advisor.
16	To organise arrange deliver training (induction / other) as necessary for office based personnel.
17	To make routine inspections of the office and take action to rectify shortfalls
18	To oversee PAT testing for office equipment and retain the register.

2.4 COMPANY SAFETY ADVISOR

The Safety Business Ltd has been appointed by the Company as the retained service to provide the competent advice guidance and support.

The Safety Business Ltd Suite 5, 46 Crawford Street Marylebone London W1H 1JU
Tel 0207 724 4038 Email Bettina@safetybusiness.co.uk

1	To assist company management tasked with the implementation of the safety management system with the updating and identification of relevant Health and Safety regulations and best practice.
2	To discuss with the Company Management methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that may affect health, safety and welfare.
3	To comply with the terms of the Contract in the provision of Health and Safety Services.
4	To recommend and supply, as required, appropriate training.

5	To act as competent person in accordance with The Management of Health and Safety at Work Regulations 1999 offering competent advice, support and guidance.
6	To investigate, as required, accidents, incidents and near misses where appointed to do so.
7	To advise, as required, on health and safety management matters regarding Production and office related risk including contractor management, H&S Policy documents, risk assessment, emergency plans
8	Represent special interests of the Company in dealing with the enforcement authorities and other agencies including accompany Health and Safety Executive (HSE) / Enforcement Inspectors, as required, on any visits and arrange compliance with all recommendations made by them.
9	To assist with monitoring the safety management system in the office and at production level.
10	To advise on the selection of competent contractors
11	To advise on requirements and specifications of safety equipment and PPE
12	Audit health and safety system and practices (checking on existing arrangements)

2.5 PRODUCER

The Producer has day to day responsibility for effectively implementing this policy, for the safe operation of the production and takes any Executive decisions required. On a day-to-day basis tasks may be delegated to the Line Producer (where appointed) and / or Production Manager, and help obtained from the Safety Advisor. However, the Producer will always have overall day to day responsibility for the health and safety of the production as a whole.

The Producer must ensure that the LA Productions H&S Policy and the Production Health and Safety Plan (See Health and Safety Production Plan Checklist – Annex 1) are properly implemented and monitored. Ensure that people given delegated responsibilities are competent to carry them out. The holding of relevant qualifications or attendance at relevant training courses may determine competence.

1	Ensure that health and safety requirements are incorporated into the budget and that sufficient resources are supplied for its management.
2	Implement the Production Health and Safety Plan Checklist and monitor this.
3	Ensure that health and safety is a key subject discussed at all relevant production meetings (particularly during pre-production planning) and remain aware of health and safety related feedback from all production-appointed Heads of Department.
4	Take advice from specialists in order that properly informed decisions may be made about the safe operation of the whole production.
5	Ensure organisations or individuals selected to work on the production competent, take part in training, cooperate with contractor vetting and monitoring arrangements.
6	Ensure that health and safety experience is taken fully into account when the production is crewed.
7	To know the broad requirements of relevant Safety Regulations and Codes of Practice and ensure they are personally competent in risk assessment techniques
8	Ensure the following <ul style="list-style-type: none"> • The preparation and maintenance of a health and safety file (online record) relevant to their production that includes risk assessments and other records as necessary so they can be easily retrieved by the company and the Safety Advisor upon request • Refer and implement health and safety guidelines where made available to the production by the Company • Have an arrangement in place to contact their teams in event of emergency

9	Ensure that the production is operated under safe and healthy working conditions by completing risk and counter sign risk assessments for all aspects of the production and are sent to the Safety Advisor for approval by the fastest practicable means prior to the activities taking place.
10	Identify production crew capability and training skill and knowledge as part of contractor management arrangements and by using a variety of sources including the Safety Advisor and professional trade body organisations for example <ul style="list-style-type: none"> • The Joint Industry Grading Scheme www.jigs.org.uk (Riggers, SFX Technicians, Grips, Crane Technicians) • Screen Skills Health and Safety Passport Scheme www.screenskills.com • The British Stunt Register www.thebritishstuntregister.com • The Gas Safe Engineer https://www.gassaferegister.co.uk/find-an-engineer/ • British Psychological Society
11	Ensure as far as reasonably practicable that all persons under his/her control have received adequate instruction to enable them to work safely, protecting themselves, their colleagues, property and plant. This involves circulating copies of risk assessments to all crew members via the call sheet, studio script, circulating health and safety action plans and retaining risk management records. Where appropriate, health and safety inductions may be held for all crew at the outset of production
12	Clearly identify who has responsibility for health and safety at the venue, studio or location and temporary electrical supply.
13	Ensure adequate arrangements are in place to effectively deal with ill health, first aid and fire emergency.
14	Have the authority to stop the work and take remedial action where a hazard or defect presents a risk to health and safety, particularly where there is danger to life or limb and bring this to the notification of the Founder/ Director by the fastest practicable means.
15	Carry out routine monitoring.
16	Investigate accidents incidents and damage to property plant and equipment in conjunction with the Founder/ Director and with assistance from the Safety Advisor as appropriate.
17	Attend a post-production review meeting to debrief the Founder/ Director and make recommendations for improvement.
18	Ensure effective communication and co-ordination with the person(s) responsible for health and safety at the venue, studio or location throughout the production
19	Ensure proper instructions and information has been given to any persons likely to work with potentially harmful substances or be affected by them, particularly when any substance is used for special effects.
20	Immediately bring to the attention of the Head of Production, the Safety Advisor and the Founder/ Director any concerns regarding the health and safety performance of any individual working on the production
21	Liaise with the relevant Heads of Department to ensure that safeguards and safe methods of operation are properly used and maintained.
22	Have the authority to stop the work and take remedial action where a hazard or defect presents a risk to health and safety, particularly where there is danger to life or limb.
23	Report all accidents and near misses to the Safety Advisor, irrespective of how minor, and bring serious accidents or incidents to their immediate attention and to the attention of the Founder/Director.
24	Investigate accidents and near misses in order to take proper preventative action and ensure as far as possible that circumstances are not repeated.
25	Ensure that adequate supervision is available at all times, particularly where young (under 18 years of age) or inexperienced workers are concerned, and that all persons are encouraged to act safely and have

	general awareness of health and safety matters.
26	Carry out routine monitoring.
27	Ensure that he/she is personally competent in risk assessment techniques.

2.6 LINE PRODUCER & PRODUCTION MANAGER

The Line Producer and the Production Manager supports the Producer to implement their responsibilities and work tasks on a day-to-day basis as they have more local control of the production and may be present on set more frequently.

The Production Manager has delegated responsibility to implement the relevant parts this policy as it applies to the production office temporary or otherwise.

1	To Implement this Policy as it relates to the Production as assigned
2	Give routine and on- going feedback on production related health and safety to the Founding/ Director and bringing to their immediate attention notified shortfalls that have a corporate interest.
3	Act as a point of contact for and monitor Producers, HODs on production safety related issues.
4	Ensure that crew have a complete health and safety induction and understand their health and safety contractual responsibilities.
5	Carry out visits to production sites to check and monitor health and safety performance as necessary and appropriate.
6	To know the broad requirements of relevant Safety Regulations and Codes of Practice and ensure they are personally competent in risk assessment techniques
7	Maintain contact and dialogue with the Health and Safety Advisor.
8	Identify production crew capability and training skill and knowledge as part of contractor management arrangements and by using a variety of sources including the Safety Advisor and professional trade body organisations for example <ul style="list-style-type: none"> • The Joint Industry Grading Scheme www.jigs.org.uk (Riggers, SFX Technicians, Grips, Crane Technicians) • Screen Skills Health and Safety Passport Scheme www.screenskills.com • The British Stunt Register www.thebritishstuntregister.com • The Gas Safe Engineer https://www.gassaferegister.co.uk/find-an-engineer/ • British Psychological Society
9	Investigate accidents incidents and damage to property plant and equipment in conjunction with the Producer and with assistance from the Safety Advisor as appropriate.
10	To arrange a debrief post-production review meeting with Producers to identify ways to make improvements.
11	To Implement this Policy as it applies to the office (temporary serviced or permanent) and <ul style="list-style-type: none"> • Report and investigate all accidents and incidents in line with the company procedures and legal requirements as they relate to the office • Ensure first aid cover and emergency equipment is available and routinely check content • Ensure each new starter is thoroughly inducted and issued with and understands the company's policy manual, safe systems of work and site rules as appropriate • Organise training for office based personnel.

	<ul style="list-style-type: none"> • Ensure all sub-contractors adhere to their health and safety obligations when working in the office • Ensure that the office workplace is well organised and tidy and routine inspections are carried out • Ensure display screen assessments are completed and actions implemented for office display screen users • Check all office equipment is in good condition and a portable appliance test are carried out and a register is maintained
12	Ensure that he/she is personally competent in risk assessment techniques.

2.7 PRODUCTION COORDINATOR

The Production Coordinator acts as a health and safety administrator to the Production Manager and/or Line Producer. The role is also to oversee the adherence to the H&S Production Plan and the distribution of health and safety documentation for the production. If there is not a Coordinator allocated to a production, these responsibilities revert to the Production Manager.

1	Coordinate contractor-vetting arrangements to ensure that all relevant documentation is requested from and received from contractors, and subsequently approved by the Safety Advisor.
2	Maintain H&S Production records online to ensure that they are completed and up to date.
3	Ensure that all appropriate risk assessments are requested, completed and approved by the Safety Advisor, then distributed to all necessary persons and retained electronically on the Company server.
4	Read, implement and distribute as necessary information sheets / risk control procedures that are presented.
5	Implement and monitor action points as identified in the Health and Safety Plan.
6	Assist the Production Manager and/or Line Producer in the induction process carried out for all new production employees.
7	Ensure that all the production personnel who will be 'resident' to some extent in the office receive an office induction.
8	Ensure that the cast and crew are given any relevant information at it relates to health and safety that affects them.

2.8 LOCATION MANAGER

1	Ensure that he/she is personally competent in risk assessment techniques.
2	Ensure that when selecting and determining the suitability of locations for the activities all potential hazards are considered and a location risk assessment completed and approved by the Safety Advisor or other authorised person and sent to the Producer.
3	Ensure that all communication procedures, rules and arrangements are in place when filming in public places. This may involve liaison with e.g. the Highways Department of the Local Council, Police and other emergency services, local Authority Film Offices, Venue Management etc.
4	Act as Safety Coordinator on set, in conjunction with the First Assistant Director, and take responsibility for filming conditions on location.
6	Read and implement information sheets / risk assessment control procedures that are presented by the Safety Advisor.

7	Keep relevant members of the public fully informed of all filming activities. In particular, neighbours and residents where location vehicles are to be parked in close proximity to their houses, garages etc.
8	Ensure that safe working practices are adhered to and all crew and artistes are fully aware of the risks associated with the location.
9	Report to the Producer or Production Manager and/or Line Producer any accidents or near misses, and take part in any investigation with a view to taking preventative measures.
10	Carry out regular monitoring inspections of the location in order to identify any hazardous situations, and take action as required.
11	Monitor the working practices of contractors to ensure that they are working in line with the content of their risk assessments and method statements.
12	Ensure that the appropriate safety equipment and PPE (personal protective equipment) such as hard hats and high visibility jackets are available and in good order, and monitor that they are used at all relevant times as identified during risk assessment or in method statements.
13	Maintain security on locations and notify the Producer / Line Producer of security breaches or where additional security is required.
14	Ensure that he/she is personally competent in risk assessment techniques.

2.9 DIRECTOR (PRODUCTION)

The Director (Production) has a general responsibility to give health and safety full consideration. In consultation with all other key personnel concerned with the production, the Director will take advice on health and safety matters and give them the same amount of consideration as any other issues.

1	Throughout the production the Director will, as far as is reasonably practicable, remain aware of the health and safety aspects of the production and ensure that no persons are instructed to work in a manner that incurs an unacceptable risk to health and safety.
2	Be fully aware of the Health and Safety Policy and the Production Health and Safety Plan.
3	Read and implement information sheets / risk control procedures that are presented by the Safety Advisor.
4	Remain aware of the systems and codes of practice that are put into place for the purposes of managing health and safety.
5	Consult with the Company Safety Advisor in conjunction with the Production Manager or Line Producer in relation to the production risk assessments that have been prepared in order to contribute his/her personal professional expertise, experience and knowledge, or in relation to last minute good ideas / script changes before a shot is taken.
6	Ensure that health and safety is not compromised in the interests of visual shots or continuity.
7	Ensure that adequate rehearsal and/or planning time are built into any schedule dependent on the degree of risk, numbers of artistes / crew involved, location constraints etc.
8	Ensure that he/she is personally competent in risk assessment techniques.

2.10 FIRST ASSISTANT DIRECTOR

The First AD has the day-to-day task of controlling the set. He/she is delegated the tasks as set by the Director and will, in the main, have responsibility for the filming conditions and act as Safety Coordinator on set.

1	Liaise closely with the Location Manager to ensure the chosen locations are safe for the purpose of work.
2	Give full consideration to health and safety when deciding how each shot is to be set up and recorded.
3	Be fully aware of the Health and Safety Production Policy, the content of the Production Health and Safety Plan and production related risk assessments.
4	Read and implement information sheets / risk control procedures that are presented by the Company Safety Advisor and contractors.
5	Consult with the Company Safety Advisor in conjunction with the Production Manager and/or Line Producer about the production risk assessments that have been prepared in order to contribute his/her personal professional expertise, experience and knowledge.
6	Consider advice and information given by the Special Effects Supervisor and any other competent individuals (including stunt personnel etc) and ensure that the set is controlled in a manner that adheres to the Health and Safety Policy and risk assessments.
7	Not knowingly instruct any person to work in a manner that incurs unacceptable danger and, if in any doubt, report the matter to the Producer/ Production Manager and/or Line Producer.
8	Ensure adequate health and safety briefings have taken place including audiences, general public, crew at location and studio venues, artistes, extras etc. as applicable.
9	Ensure that the shooting schedule has addressed all relevant health and safety issues, and that planning and rehearsal time to meet the degree of risk involved has been given full consideration.
10	Liaise with the Producer/Production Manager and/or Line Producer to ensure all contractors are approved as competent, and that the necessary contractor health and safety documentation and risk assessments have been completed and approved, and that they are familiar with the content of the risk assessments before any activity commences on set.
11	Monitor health and safety during filming.
12	Ensure that he/she is personally competent in risk assessment techniques.

2.11 PRODUCTION DESIGNER

The primary safety role of the Production Designer (Principle Designer / Designer) is to ensure the set design and props meet with current Health and Safety Legislation (including Construction & Design Management Regulations), British Safety Standards and Fire Prevention guidelines.

The Principal Designer's duties apply regardless of the contractual arrangements for the appointment of other designers and whether or not the project is notifiable to the Health and Safety Executive (HSE). If the principal designer appoints other designers, the principal designer is responsible for ensuring that they have the relevant skills, knowledge and experience to deliver their work.

1	The Principal Designer's role is to plan, manage and monitor the pre-construction phase, to co-ordinate health and safety. The pre-construction phase is defined as any period during which design or preparatory work is carried out for a project, which may continue during construction.
2	The Principal Designer must: <ul style="list-style-type: none"> • assist the client in identifying, obtaining and collating the pre-construction information • provide pre-construction information to designers, the principal contractor and contractors • ensure that designers comply with their duties and co-operate with each other • liaise with the principal contractor for the duration of the appointment • prepare the health and safety file

3	<p>The Principle Designer / Designer must</p> <ul style="list-style-type: none"> • understand and be aware of significant risks that workers and users can be exposed to, and how these can arise from their design decisions • have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design • check that clients are aware of their duties • co-operate with others who have responsibilities, in particular the principal designer • take into account the general principles of prevention when carrying out their design work • provide information about the risks arising from their design • co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled
4	Complete a suitable and sufficient design risk assessment that is approved by the Safety Advisor and forwarded to the appropriate persons and risk assessments are in place for work activities
5	Ensure the Art Director is in compliance with Safety Legislation and understands his/her safety role and responsibilities and is able to implement their delegated tasks to the required standard
6	Give particular emphasis to any “period” set dressing, furniture, upholstery, carpets etc. in terms of the fire-retardant properties and toxic smoke effect. Where appropriate, communication is to take place with the Safety Advisor.
7	Ensure that all chemicals, props, set dressing, special effect etc. which has a requirement under the Control of Substances Hazardous to Health Regulations are compliant, and that risk information is supplied.
8	Ensure the relevant personnel at the studio/venue have effective communication with the Safety Advisor and the Producer.
9	Ensure that he/she is personally competent in risk assessment techniques.

2.12 FLOOR MANAGER

The Floor Manager will, in the main, have responsibility for studio recording conditions and act as Safety Coordinator on the studio floor, including carrying out an audience safety briefing. He/she must report any concerns immediately to the Producer or Production Manager and/or Line Producer. It is vital that he/she has a good knowledge of the studio emergency procedures and means of escape and can brief the crew accordingly.

1	Ensure they have effective communication with the Safety Advisor and other relevant persons
2	Ensure that designated escape routes are kept clear at all times.
3	Ensure that fire exits and fire points remain accessible at all times.
4	Ensure that fire exit signs are visible and illuminated.
5	Ensure that nothing obstructs the operation of fire shutters.
6	Ensure that all threshold doors are closed.
7	Ensure that no cables are placed on the floor directly in front of audience access doors.
8	Ensure that studio stipulations regarding the drinking of water from cups or bottles on the studio floor are respected and adhered to.

9	Ensure that the audience receives a health and safety briefing prior to recording.
10	Ensure that he/she is personally competent in risk assessment techniques.

2.13 AUDIENCE COORDINATOR

There are a number of important areas to identify, in terms of health and safety responsibilities, for the Audience Coordinator. The points below relate to company employed Audience Coordinators only. Any 3rd party Audience Support Services that are engaged for a production must be approved in line with competent contractor assessment procedures.

1	Ensure that all audiences have been given a full and informative health and safety briefing by either the Floor Manager or Artiste. This briefing will include emergency evacuation, medical assistance, overhead cranes, cables, smoking etc.
2	Ensure that there has been full communication with the venue to ensure the health, safety and welfare of the audience. This communication should begin as early as is practicable through a studio visit and attendance at production meetings, and should be followed up by correspondence confirming all arrangements.
3	Ensure that there is adequate medical back up whenever audiences are required in the studio.
4	Ensure that all Audience Stewards (Ushers) are conspicuously dressed so that they can be easily recognised by members of the audience e.g. wearing a tabard, coloured armband etc. (Although most venues now supply stewards as part of the hire charge, this does not delegate our health and safety responsibilities for audience safety).
5	Ensure that there is an adequate ratio of Audience Stewards (ushers) to meet with the demands of the audience (see risk assessment). Consideration must be given to the requirements of the elderly, persons with special needs, children etc. This should be discussed at the production-planning meeting and should form part of the generic production risk assessment.
6	Ensure that full consideration has been given to emergency procedures in respect of fire evacuation exits, assembly points, clearance of fire lanes, audience seating, welfare and wellbeing including provision for disabled persons etc.
7	Regularly monitor the audience during the production to ensure that all rules regarding eating, drinking, no smoking rule, leaving of coats etc. are being adhered to.

2.14 PRODUCTION ELECTRICIAN (GAFFER)

In health and safety terms the Production Gaffer is a vital Head of Department within the production crew. Gaffers must be up to date with their responsibilities and knowledge, and have sufficient experience in either location and/or studio environments as appropriate. This will require evidence of competence, knowledge and experience.

1	Ensure the safe installation of all electrical wiring including lighting circuits.
2	Ensure the inspection and testing of all portable equipment brought onto the production by contractors, hire companies and crew has been carried out.
3	Supervise the installation and use of all Residual Current Devices (RCD) used within the production, and in particular to ensure that these devices are operating within their designed parameters e.g. 30-millisecond cut out.
4	Ensure contractors, e.g. Special Effects Supervisors, Stunt Co-ordinators, lighting, sound are utilising safe systems of work (isolation of supply and insulation of equipment, tools etc.)

5	Ensure where applicable that the most up to date edition of the Institute of Engineering and Technology Electrical Regulations, relevant Current British Standards e.g. BS 7909 and Guidelines is being referred to for safe installation and working practices.
6	Ensure when working in a public place that the safety of the public is paramount. All cables must be 'safe by position' so that no equipment is left exposed in such a manner that it can be tampered with. Particular care must be taken when working in the vicinity of children or those with special needs.
7	Ensure that all stages, towers and rostra that require electrical feeds are earth bonded to protect all persons using electrical equipment from shocks.
8	Liaise with venues/studio management/owners of domestic premises used as locations to ensure that the correct supply of electricity is available and to establish the maximum load capacity. This will reduce the risk of sudden power failure. The load bearing capacity of lighting grids should also be verified.
9	Ensure all portable and vehicle generators are being used in the appropriate manner, have all safety devices, RCD, ECB in place and are working to the required standard of efficiency.
10	Supply lighting risk assessments for approval by the Safety Advisor.
11	If any lighting equipment is supplied by the Gaffer, CO2, fire extinguishers must also be supplied and AVD extinguisher for battery operated equipment.
12	Monitor lighting systems to ensure safety bonds are in use, lighting equipment has been PAT tested and the load bearing capacity of the lighting grids are not exceeded.

2.15 ALL EMPLOYEES

Everyone at work must take reasonable care for their own health and safety and that of others affected by what they do or do not do.

1	Co-operate with instruction to ensure that safe and healthy working practices and workplace are maintained.
2	Report promptly to their direct supervisor and the Safety Advisor, as appropriate, any hazardous situation, defect, accident or near miss.
3	Make full and proper use of any protective equipment or any other equipment with a health and safety function, keep such equipment in good order and use it safely
4	Make proper use of the washing facilities and eating and drinking facilities provided so as to ensure high standards of personal hygiene where hazardous substances put personnel at risk.
5	Act responsibly at all times and follow safety procedures
6	Co-operate with Company efforts with the implementation and observation of all statutory requirements placed upon it.
7	Observe the duty not to misuse or interfere with anything provided in the interests of health and safety.
8	Co-operating with management to meet the requirements of these arrangements and swiftly bringing to their immediate manager's attention any weaknesses in these arrangements so that additional control action can be implemented.

2.16 ALL SELF – EMPLOYED PERSONS

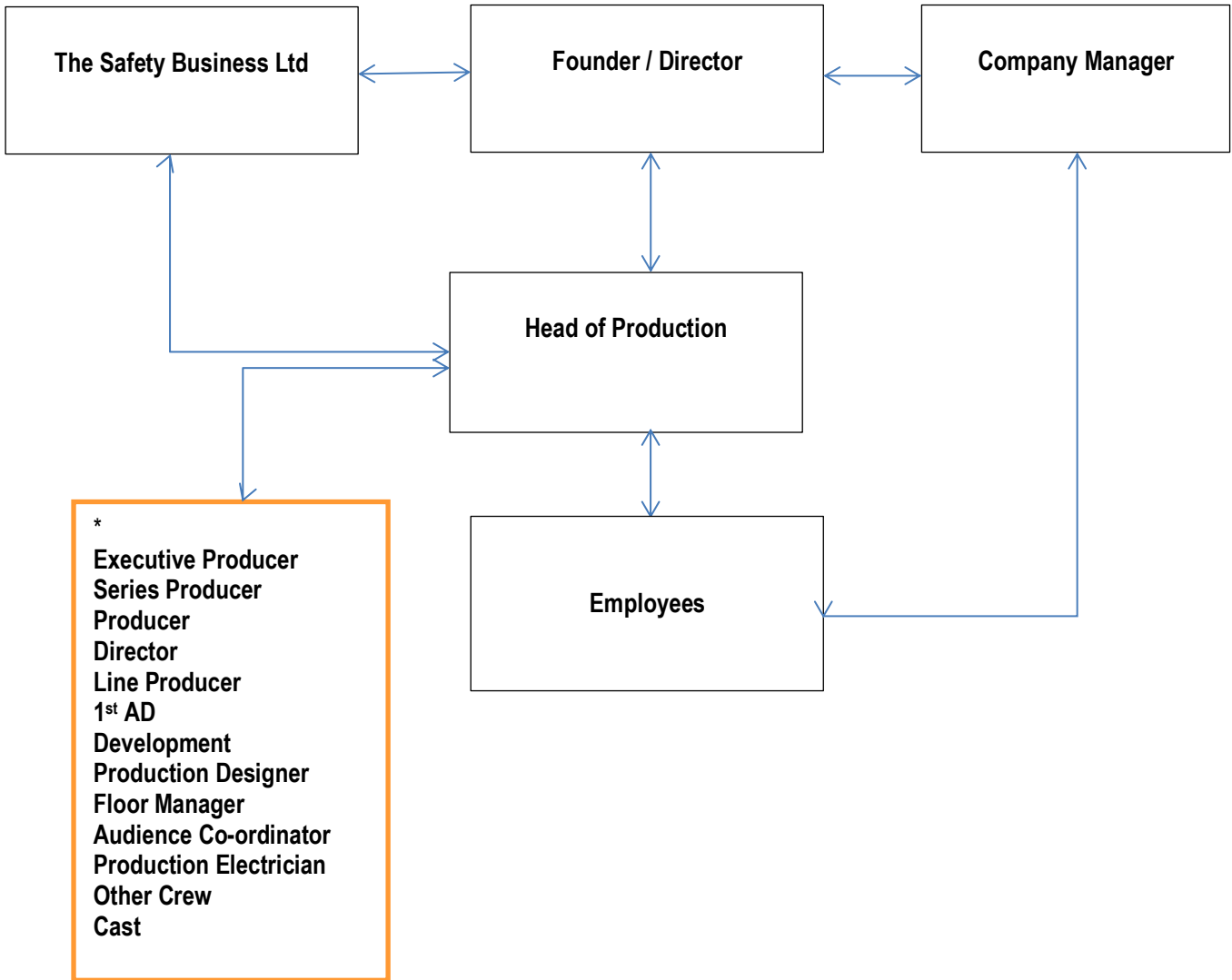
1	To take all reasonably practicable steps to ensure that they themselves are not put at risk, and that others who may be affected by their actions are likewise not put at risk by organising and managing their own work and carrying out risk assessments for their own activity
2	With respect to the legal regulations that require employers to protect their employees from risk, the same types of regulations apply to the self-employed, requiring them to protect themselves and others. These legal duties apply whether or not people accept and choose to comply with this policy.
3	To make proper consideration of health and safety before embarking upon any work, and will take reasonable care for their own health and safety and that of others at all times.
4	Not to intentionally or recklessly interfere with anything provided in the interests of health and safety.
5	Adhere to specific legal requirements, such as assessing and adequately controlling risks to health before work commences.
6	To cooperate, coordinate and to give information about the health and safety aspects of their work to any person who might be affected by that work.

2.17 CONTRACTORS

1	Have their own health and safety policy. However, for those companies who employ fewer than 5 it is acknowledged that this policy does not have to be written or recorded. Contractors however must, as Employers, keep to the “spirit and intention” of a policy and still have a legal duty to comply with all Health and Safety legislation as set out in the policy statement of this document.
2	To assess and control any risks they create by their activities, and to communicate significant findings and the necessary controls measures who might be affected and ensure they are adopted
3	To inform their employees and sub contractors about risks to which they might be exposed when sharing the work place with them before work activities commence.
4	Ensure employees and any sub contractors are competent to carry out the work activity
5	Ensure site rules or production safety procedures are followed
6	Ensure their own tools machinery and equipment they use and supply is properly maintained appropriate for the intended purpose and used in a safe manner by operators who are competent
7	To assess the competency of and manage sub-contractors under their control and put in place a system of communication and coordination between any subcontractors
8	To monitor so far as is reasonably practicable the work activities of both their own employees and those sub- contractors under their control and remain generally aware of their health and safety performance.
9	To report accidents incidents and near misses to the Company promptly and in writing on an Accident Report Form.
10	Nominate a contact person for H&S issued and they communicate with production and other contractors on H&S matters
11	Ensure H&S concerns are raised at the earliest possible occasion with production
12	Attend recces as required
13	They cooperate and coordinate with the production crew and any other people who may be affected by their activities

14	To put into place supervision and monitoring arrangements for work carried out by employees and sub contractors.
15	<p>Principle Contractor Responsibilities</p> <p>Principle Contractors plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • liaising with the client and principal designer • preparing the construction phase plan - A form is available free from the CITB www.citb.co.uk • organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • suitable site inductions are provided; • reasonable steps are taken to prevent unauthorised access; • workers are consulted and engaged in securing their health and safety; and • welfare facilities are provided

3.0 H & S STRUCTURE CHART



* Note, the number and variety of roles will vary from production to production

4.0 HEALTH & SAFETY MANAGEMENT ARRANGEMENTS

The arrangements below are supported by guidelines

4.1 ACCIDENT, NEAR MISS INVESTIGATION & RIDDOR REPORTING

An accident is an unplanned event leading to ill health or injury.

All reports are confidential and the LA Productions GDPR and the Privacy Policy apply. This includes injuries received by members of the public, visitors and employees.

All otherwise unrecognised hazards, sometimes illustrated by “near misses” and damage, will be similarly reported to the office.

Accidents or incidents no matter how minor are to be reported as soon as possible in writing to the Head of Production and Producer (production) or the Company Manager (for office related accidents and incidents), by phone or by email and then recorded in writing on an Accident Report Form (HSE Accident Book BI 510 2018 GDPR compliant Edition) and the Form removed and sent to the office. The Producer, Head of Production, Company Manager as appropriate will notify the Founder/Director and the Safety Advisor as appropriate.

It is not a mandatory requirement for the injured party to sign the accident book and would be impractical if the injured party was hospitalised and in a coma.

Following report accidents incidents and damage to property plant and equipment and investigation will be made to by the Producer, Head of Production, Company Manager, who obtain assistance from the Safety Advisor as appropriate and who must be notified. The objective of accident investigation is to establish the underlying root causes and to identify actions that should prevent or significantly reduce the risk of a recurrence. The Founder/Director, Head of Production, Producer, Company Manager as applicable will become actively involved in the investigation of serious or high-profile accidents.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

RIDDOR places a requirement on the ‘Responsible Person’ to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences to the Enforcement Authority.

Producers, managers, supervisors, heads of departments or senior crew members must be notified of the RIDDOR reporting arrangements

Responsible Person

Employee at Work – Employer to make the report

Contractor at Work – Employer to make the report

Self Employed Working in Premises Other than own Home – Person in Control of Premises

Self Employed Working at Home – Self- Employed Person

Self Employed Agency Worker – Host Employer

Agency Worker – Agency Worker Employer

Gas Related Incidents – Gas Safe Registered Engineer

School Pupil Work Experience – School

RIDDOR Reporting

Fatal and Specified injuries only are to be reported by phone by the Safety Advisor by calling the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

- **Fatal injuries** - (Call police and ambulance first on 999)
- **Specified Injuries** - as listed below:
 - Fractures of any bones except those in the fingers toes or thumbs.
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Loss of sight (permanent / reduction)
 - Crush injuries leading to internal organ damage
 - Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
 - Scalping's (separation of skin from the head) which require hospital treatment (laceration is not reportable)
 - Loss of consciousness due to lack of oxygen or head injury
 - Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

- **Over 7 Day Injuries**

Over-seven-day injuries to workers This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

- **Injuries to Non-Workers (Public)**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'

- **Reportable Occupational Diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Tendonitis or tenosynovitis of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Any occupational cancer
- Any disease attributed to occupational exposure to a biological agent

- **Dangerous Occurrence** - including:

- Collapse, overturning or failure of a load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Explosion of a closed vessel.
- Electrical fire or explosion.
- Fire or explosion resulting in stopping work for more than 24 hours.
- Collapse of scaffolding
- Unintentional ignition or explosion of explosive.
- Exposure to asbestos when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person.

- **Exemptions – Road Traffic Accidents**

Road traffic accidents unless the accident involved death or injuries that result from

- The loading or unloading of a vehicle
- Work alongside the road
- Escape of a substance conveyed by road

Under the RIDDOR Regulations the company is required to keep a record of incidents, dangerous occurrence, disease, 7+ day injury for inspection by visiting officers. The record made on the Accident Form (book) will be sufficient.

4.2 ARRANGEMENTS FOR PLANNING & IMPLEMENTING POLICY

4.2.1 STRATEGIC PLANNING

It is the delegated responsibility of the Head of Production and the Company Manager on behalf of the Founder / Director to develop and install the safety management system, using the Safety Advisor as the company's source of health and safety advice support guidance and assistance.

The H&S requirements come from a number of main areas:

- instruction and information from the Head of Production
- information guidance and instruction received from the Safety Advisor.
- commissioners
- sector specific trade organisations e.g. PACT, BFC etc
- strategic objectives that need to be implemented as they relate to health and safety
- regulatory and other external requirements
- sector and industry associations and periodicals
- health and safety hazards within company control/identified by others as affecting work activity

The H&S requirements are identified by:

- regular H&S inspections monitoring and audits
- risk assessments
- legislation
- information and instruction received internally/externally

4.2.2 PRODUCTION PLANNING

It is the responsibility of the Producer to develop install and monitor a Production Plan with the assistance of the Production Manager. The Production Plan Checklist (See Annex 1) has been developed to assist with this.

The H&S Production planning and resource requirements are identified by:

- The Production Plan Checklist (See Annex 1)
- Information for Commissioners
- The script / treatments and feedback from the Safety Advisor
- Tech recces
- Competency of crew and people involved in the production
- Specialist input
- Risk Assessments
- Emergency response requirements
- Legislation and best practice sector guidelines
- Monitoring inspections and site visits

4.3 COMMUNICATION

Supervisory managers are responsible for the provision of adequate information to employees. If employees are concerned that the information they receive is inadequate to maintain their own and others safety, it is their duty to inform their supervisory manager accordingly. Similarly, employees are expected to take reasonable steps to familiarise themselves with published information and to take notice of it.

Confidential information to be communication is managed and retained through the LA Productions GDPR and Privacy Policy.

Information relating to health, safety and the environment is conveyed to employees and others who may be affected, in one or more of the following ways:

- Information within call sheets
- risk assessments
- email to individuals
- safety briefings
- notices on notice boards
- signage
- access to guidelines
- distribution of newsletters and reports

Emergency Communication

The company recognises the need to communicate with its fluctuating workforce 24/7 in event of emergency. In an emergency situation the following methods will be utilised by the company to keep people informed.

- Setting up WhatsApp groups by supervisory managers for their teams
- Setting up of Emergency Info Line – default message played giving updates and authorised employee recording new message

4.4 COMPETENCE

Competence is generally accepted as the ability to apply practically a mix of knowledge, skills, experience or other qualities to a particular task. An individual should be sufficiently competent to not only carry out the routine task, but to be able to cope with unexpected changes and/or situations that may arise.

It is not appropriate just to rely on the assumption that someone is capable of carrying out a task because it is perceived to be just 'common sense'.

The company recognises that it is duty bound to determine the levels of competence held by making reasonable enquiries of individuals.

This may take the form of :

- questioning - not only to obtain information on previous work and experience, but also to give examples of situations that may arise during a contract, and establish how individuals would deal with it in a safe manner
- proof of experience of similar work, e.g. references/testimonials
- sight of certificates of technical qualification and possibly checking with the issuing body
- checking membership of relevant professional organisations and associations
- personal knowledge of the person's ability.

Competent Health and Safety Advisor

The Company recognises its obligation under The Management of Health and Safety at Work Regulations to offer access to competent health and safety assistance to help with compliance of relevant statutory provisions. A professional company has been appointed and the Health and Safety Practitioners hold full Chartered membership of the Institution of Occupational Safety and Health (CMIOSH).

4.4.1 CAPABILITIES & TRAINING

To comply with the law, the workforce including senior executives, crew, contractors etc. need to have the skills, knowledge and experience to carry out their duties safely.

Capabilities, of people are taken into account and assessed by the Founder/ Director, the Producer and the Production Manager as necessary and where necessary updated to ensure the demands of the job do not exceed their ability of individuals to do the work without risk to themselves or others.

Everyone requires' adequate health and safety training. Training helps people gain the skills and knowledge, and ultimately the competence, to carry out their work safely and without risk to their health.

The company recognises training isn't just about formal 'classroom' courses – and is delivered in a number of ways:

- Informal 'on the job' training
- Written instructions
- Online information
- Simply telling someone what to do

All employees will receive induction training upon recruitment. Where appropriate and as it applies to the job role employees, will receive training and instruction in some or all of the following categories:

- This Health and Safety Policy (specific arrangements as they apply to the job role)
- Fire and Emergency Evacuation Arrangements
- Risk Assessment Control Methods
- Accident and Investigation Reporting Procedures
- First Aid

The Head of Production, Producer and the Production Manager will identify production crew capability and training skill and knowledge as part of contractor management arrangements and by using a variety of sources and professional trade body organisations for example:

- The Joint Industry Grading Scheme www.jigs.org.uk (Riggers, SFX Technicians, Grips, Crane Technicians)
- Screen Skills Health and Safety Passport Scheme www.screenskills.com
- The British Stunt Register www.thebritishstuntregister.com
- The Gas Safe Engineer <https://www.gassaferegister.co.uk/find-an-engineer/>
- British Psychological Society

*Passport training is valid for 5 years

Information on all training courses attended and job training must be given to the Production Manager or the Production Coordinator who will keep and retain records and certificates digitally on the server in the Health and Safety file.

Information on all training courses attended and job training must be given to the Head of Production and / or Producers who will keep and retain records and certificates digitally on the server in the Health and Safety file.

4.5 CO-OPERATION AND CONSULTATION

Cooperation

Topics of general concern wherever a workplace is shared e.g. company office premises, studio, location etc. that would require cooperation and cooperation with other employers and self-employed people would include:

- The risks other employers and self-employed people might face where occupancy is shared
- The risks to company workforce from those who share the workplace
- The need for various risk-control methods
- statutory maintenance and service checks
- fire and emergency arrangements
- security

- recycling and waste disposal
- accidents/incidents/near misses in communal areas
- shared welfare facilities
- fire drills – debriefing to help people take back lessons

Consultation

At present and due to the current size of the company, consultation with employees is achieved by inclusion in management and team meetings and on a one-to-one basis.

In the anticipation of growth and expansion of the company and where the need arises a more formalised committee will be established.

4.6 DISCIPLINARY PROCEDURE

Employees who refuse to co-operate with safety management may become subject to the escalating process of verbal and written warnings. Such action might be triggered by, for instance, refusal to follow safe operating procedures, refusal to wear personal protective equipment, refusal to conduct risk assessments, etc.

Similar action may be taken against employees and crew who act with a significant lack of care for the safety of others or themselves.

Extreme cases, such as dangerous behaviour, transparently inadequate risk assessment, ordering others to act in a dangerous fashion, etc, may even lead to dismissal.

4.7 DOCUMENT & DATA MANAGEMENT

The LA Productions GDPR Policy and the Privacy Policy identifies the arrangements in place for document and data management and communicated to employees as part of Induction.

LA Productions use the HSE BI 501 2018 Edition GDPR compliant version to record accidents. RIDDOR reports are made through the HSE website and comply with a formal document request under the Health and Safety at Work Act.

Accident investigation reports are likely to include personal data and consideration is given if data can be removed before any report is circulated or provided to the insurer. The reports are disseminated with care and recipients should be reminded to treat it appropriately and destroy it when no longer required.

4.7.1 HEALTH & SAFETY DOCUMENTATION STORAGE LIMITATION

The table below is a non-exhaustive list of suggested retention periods for common types of personal data held as it relates to occupational health and safety. Although personal data may be held for longer periods, sufficient justification for doing so (such as an ongoing criminal prosecution) is required.

Record Type	Suggested Retention Period	Exceptions
Sickness records	Longer term or recurring absences relating to a specific condition: Four years from end of employment	
Annual appraisal, assessment or training records	Three years from date of appraisal / assessment / training or one year from end of employment	This is assuming that appraisals/assessments do not contain any details of training/skills requirements that are mandatory and/or need to be kept longer.
Records relating to disciplinary matters	One year from end of employment	
Records relating to accidents or injury at work	Four years from end of employment	
Death benefit nomination	During employment or up to seven years after	

and revocation forms	payment of benefit	
Emails	Appropriate retention policy for emails to be discussed with input from IT, Information Security, Risk/Compliance as well as HR	This will involve commercial as well as legal considerations, depending on the nature of your business. We would recommend that specific advice be sought in relation to email retention
Accident books	Three years from the last date of entry	
Records relating to medical information, including mental health, weight or allergies	Appropriate retention period will depend on the information required to ensure the health and safety of employees. Health Information that is excessive, irrelevant or out of date should not be retained	Medical records compiled by a doctor or nurse are confidential and should not be disclosed without consent of the individual, information on fitness to work may be disclosed
Health records	40 years from the date of last entry	

4.8 HEALTH SURVEILLANCE & PROMOTION

Health Surveillance is carried where it is required by specific health and safety regulations. Where assessment identifies it should be introduced or where there is reasonable likelihood that the disease or condition may occur under the particular conditions of the work activity.

This type of health surveillance is different from

- Health assessments requested by people employed to work at night
- Fitness to work examinations or Temperature checking to detect a fever

The level of health surveillance will depend on the risks and may range from the completion of an annual health questionnaire independently checked by a qualified responsible person for low risks or referral for health surveillance assessment in the event of a confirmed case by an HSE registered doctor for high risks (see* in the table below).

Health surveillance records (personal medical data) are to be retained for at least 40 years and in compliance with GDPR.

The need for health surveillance applies if the work involves

Using vibrating hand tools plant and equipment when carrying out grounds maintenance with the potential to cause hand arm vibration syndrome	The Control of Vibration at Work Regulations 2005
Exposure to loud noise when using machinery plant and equipment	Noise at Work Regulations 2005
Exposure to hard and soft wood dust, welding fumes and solder, solvents, varnish, paints, cleaning agents with the potential to cause asthma or dermatitis	Control of Substances to Health Regulations 2002 (as amended)*
Possible exposure to asbestos fibre when monitoring its condition or involved with its removal or encapsulation or unlikely disturbance	Control of Asbestos Regulations 2012*
Exposure to lead	Control of Lead at Work Regulations 2002*
Exposure to ionising radiations	Ionising Radiations Regulations 2017*
Compressed air	Work in Compressed Air Regulations 1996

Medial health surveillance making high level statutory medical surveillance referrals which must be carried out by a competent occupational therapist doctor appointed for these purposes by the HSE

Link

<https://www.hse.gov.uk/doctors/about.htm>

4.9 INSURANCE

Employer Liability Insurance certificates are to be displayed in the LA Productions office and the temporary (serviced) production office where these have been set up and will be retained for 40 years. Copies will also be retained on the company server.

The Producer will ensure that insurance policies have been set in place to provide the required cover for Employer's liability, Occupier's liability, Motor Vehicles, Fire and Theft and Travel for productions.

Commercial protection (i.e. Producer's indemnity, film footage insurance etc.) should also be considered.

4.10 MONITORING

Regular checks are made to ensure the company is managing risks and identify ways to make improvements and give early warning of difficulties.

The various active monitoring activities include:

- Routine inspection of premises e.g. office, location, sets, plant, equipment
- Health surveillance to prevent harm to health
- Checking risk assessment compliance

The various reactive monitoring activities include:

- Investigating accidents and incidents
- Monitoring cases of ill-health and sickness absence

4.11 REVIEW

Safety arrangements are reviewed to confirm this health and safety policy is current and valid and the arrangements for managing safety and risk assessments are effective, in event of change or if new information comes to light. This achieved through written notification to and/or meetings e.g. Production de-briefing and/or conversations held between any of the following as necessary:

- Founder / Director
- The Head of Production
- Producer
- Line Producers / Production Managers
- Company Manager
- The Safety Advisor

4.12 RISK ASSESSMENT

Risk Assessments will be carried out by the Producer using the Risk Assessment Guideline (Annex 2), the Safety Advisor, or by other competent person/s.

Risk Assessments will be carried out by the Producer and / or the Production Manager or the 1st AD using the Risk Assessment Guideline and Form (Annex 2), the Safety Advisor, or by other competent person/s and HODs as they apply.

4.13 SUPERVISION

Anyone who is not competent (to undertake whatever task) will be adequately supervised until such time as they become competent.

The following individuals, tasks and or situations have been identified as requiring a higher level of supervision than normal:

- New workers / those who are learning (an old hand may be new to a task or situation).
- As determined by a relevant risk assessment.
- Lone Workers.
- Pregnant Workers and Nursing Mothers.
- Children
- Young Persons.
- Individuals who have been involved in an accident / incident.
- Disabled workers.
- Individuals returning from a long sickness absence

5.0 A - Z OF HAZARDS & RISK CONTROL MEASURES

Risk control measures are supplemented with guidelines where relevant and sourced from e.g.

- Trade and Professional Organisations
- Local Authorities
- The Safety Advisor
- Regulatory Bodies

5.1 ALCOHOL

Whilst there is not a ban on alcohol being brought onto the premises, the Company maintains the right to ensure that no employee or crew member may be allowed to work, or remain at work, if they appear to be under the influence of any alcohol. No person required to be operating any work equipment may do so if they have consumed alcohol 10 hours or less prior to commencement of work.

Those driving on company business must not drive after having consumed any alcohol.

Employees with specific alcohol related problems are encouraged to notify the Founder / Director in confidence to access counselling and support.

5.2 ANIMALS

Producer will seek advice and instruction on the arrangements and controls necessary from the Health and Safety Advisor and align to the current standards guidelines such as:

- Guidelines for the Welfare of Performing Animals – RSPCA (who also provide an animal welfare advisory service tailored to specific productions, including script review, animal welfare risk assessments and ongoing on-set attendance T 0300 123 8787)
- PAWSI Code Guidelines
- Local Authority Animal Welfare Charters and Guidelines for Animals at Events – Check with the Relevant Film Office and Relevant Devolved Screen Body Film Code of Practice

Licences Registration and Certificates

England

- Registration Certificates for Performing Animals - As from October 2018 all animals working in the audio visual industries for commercial purposes must be licensed under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (Licence granted for 1, 2 or 3 years and must be current).

Link

<https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities/keeping-or-training-animals-for-exhibition-licensing-statutory-guidance-for-local-authorities>

Wales

- The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021 came into force on 21st September 2021 and apply to selling animals as pets

Link

[The Animal Welfare \(Licensing of Activities Involving Animals\) \(Wales\) Regulations 2021 \(legislation.gov.uk\)](https://legislation.gov.uk)

Other

- CITES Article 10 Certificates for Birds (Safety Advisor will advise) - CITES, which stands for the 'Convention on International Trade in Endangered Species of Wild Fauna and Flora' is a treaty that prevents wildlife from exploitation, and many exotic and domestic animals are listed here.

<https://www.cites.org/eng/disc/species.php> The Producer needs to confirm that the supplier of animals has found out whether the species is on the CITES treaty and if they are that the relevant paper work has been

completed. – i.e. CITES appendix 1 animals are micro-chipped and have article 10 licences, which permits them to be used for commercial purposes

- Licensed under the Dangerous Wild Animal Act 1976
- Exotic animal kept in cage – Expert Handler e.g. Pet Shop Licence
- Special licences are required for Animal Gatherings for cloven footed livestock transportation and movement
- Balai approval to import and export animals under Council Directive 92/65/EEC (Balai Directive).

Licence Conditions

Prescribed conditions must be attached to each licence, including general conditions and relevant specific conditions. The general conditions cover:

- Licence display
- Records
- Use number and type of animal
- Staffing
- Suitable environment
- Suitable diet
- Monitoring of behaviour and training of animals
- Animal handling and interactions
- Protection from pain suffering injury and disease
- Emergencies

The relevant specific conditions vary from activity to activity, and further detail such things as the particular records to be kept and the welfare requirements for different types of animals.

Competency and Sourcing Animals

The Producer will ensure:

- A safety briefing takes place
- Hygiene levels maintained
- The animal is trained to meet the production requirements
- The animal is accompanied and supplied by a competent handler / known industry supplier or owner unless the risk is negligible after discussion with the Safety Advisor.
- Appropriate first aid provision
- Personal protective equipment is supplied
- Animal welfare

The Producer must ensure the animal is trained to meet the production requirements and take hazards into account such as:

- Attack by animal - bite, scratch, sting
- Infection / allergic reaction - through bite, contact, or ingestion / inhalation of animal material
- Stress / anxiety of persons – caused by phobias, threat of bite / sting
- Stress to animal – unfamiliar location, inadequate welfare provision, poorly handled, unusual stimuli.

Risk Assessment and Insurance

In all cases the handler / supplier/ trainer is required to provide a risk assessment for the Producer to supplement the production risk assessment and have appropriate professional indemnity insurance/ public liability insurance in case the animal were to cause harm to anyone.

It is vital that all the correct documentation is accounted for, as some suppliers might only have one and not the other.

5.3 ASBESTOS

Buildings in the UK of a certain age may contain some Asbestos Containing Material (ACM) in the fabric of the building as a reinforcing fibre in many plastics, and as an engineering product in applications such as boiler gaskets and brake linings.

When Asbestos is mixed into concrete, bitumen, plastic the fibre and the materials are in good condition, the risk is low risk because it is enclosed unless it is cut, broken, damaged, sanded, exposed to extreme heat or explosion.

If Asbestos, fibre is released, become airborne and inhaled as dust it can cause Asbestosis, Lung Cancer and Mesothelioma.

Consequently, there are strict legal controls over work with asbestos and in the UK the manager of a building must survey the building and have an asbestos register identifying type condition and whereabouts and a plan for managing and monitoring its condition. Asbestos can be removed, enclosed and signs used to indicate its whereabouts.

Although the legal duty does not apply to domestic premises such as private houses, it does apply to the 'common parts' of multi-occupancy domestic premises, such as purpose-built flats or houses that are converted into flats. However legal duty would also apply if filming takes place in a domestic dwelling.

Strict controls apply to its removal and only licenced contractors are permitted to carry out this task under carefully controlled conditions.

Any suspected exposure to asbestos will be reported as an accident/incident and investigated by the Safety Advisor. Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail.

Office

The Premises Manager responsible for the LA office and serviced office buildings occupied by production is responsible for the management of asbestos and will ensure that, as appropriate, contractors who are appointed are provided with suitable information about the location and condition of asbestos before they start work.

People working in the office will be advised of the whereabouts of asbestos wherever known to be present, and what to do to avoid disturbing it. No employee or crew may work with asbestos.

Production

Before taking on a location, it should be ascertained that the buildings to be occupied by the production was constructed after 2000 or if not has an Asbestos Management Register. However, buildings constructed after 2000 may have older buildings attached and it must be ascertained that those areas must have had a survey carried out and are included on the Register.

It is assumed that all buildings pre 1980 has asbestos content. The general condition of the building would be a guide to the risk.

The following rules apply:

- Obtain information about the presence of asbestos from the building manager / owner
- Obtain a copy of Asbestos Register
- Identify work activity where disturbance of asbestos is likely – routing cables, entering into roof voids, drilling into walls, accessing plant rooms, removing fire doors
- Plan communicate coordinate and agree with the team work activity so disturbance of asbestos is avoided – kicking, picking up turning over, removing asbestos tiles, demolition, drilling into, leaning against ACM, or causing damage by vehicle movement
- If there is asbestos on the location, there must be an Assessment of the risk it presents to people occupying the premises prior to occupancy and whereabouts clearly signed and communicated. Consult the Health and Safety Adviser for advice.

- If the Assessment concludes the risks are too high, the location is not to be used unless the Asbestos is dealt with (expensive and time consuming) or the work is re-designed to reduce the risks.
- Where the risks are manageable, suitable and sufficient information and instruction (written and verbal) must be given to everyone who needs to know. This will include labelling, plans, diagrams, photographs, etc.
- Should an assessment identify the presence of asbestos in the building(s) then no cable running or other 'penetrative work may be undertaken in those areas where asbestos is present.

Emergency Arrangements

Action Asbestos Discovered or Disturbed

1. Stop
2. Producer H&S Advisor Locations Notified
3. HSE Em1 Asbestos Essentials followed

Link

<https://www.hse.gov.uk/pubns/guidance/em1.pdf>

- If there is an asbestos accident, the area must be closed off and evacuated as soon as possible and an investigation carried out by the Safety Advisor
- Any member of a production team accidentally exposed to asbestos should be offered medical advice / reassurance from a Health Professional

5.4 AUDIENCES & PUBLIC

Adequate arrangements are made for the welfare and health and safety of audiences and any member of the public who may be affected by a production. These arrangements include supervision, communication systems, emergency procedures and protection from effects.

The Floor Manager will give a health and safety information briefing to the audience as per the roles and responsibilities section in this policy.

5.5 CATERING & FOOD HYGIENE

All catering contractors or home economists, other than those only providing low risk light refreshments (tea, coffee, wine, biscuits, crisps etc.) supplying the company will be safety-vetted.

Any person involved with a production with a food allergy is to be made known to the Producer and the Safety Advisor notified for advice.

Where food is prepared as part of production for consumption the Food Safety & Hygiene Regulations will apply and the production risk assessment will identify the risk controls. Registration with the Local Authority as a Food Operator may be necessary and advice to be sought by the Producer from the Safety Advisor at the pre-production planning stage.

Art department crew responsible for heating serve prop food for display use or consumption must be trained to a minimum of Level 2 Food Hygiene. On line courses that are City and Guilds approved with CDP points are acceptable.

5.6 CHILDREN

The LA Productions Ltd Child Protection Policy (aligned to PACT Child Protection Policy and the Production align child performance standards to 'Examples of Best Practice – Child Performance and Activities Licensing by Local Authorities in England – February 2015') must be referred to and implemented in all cases in addition to the rules below

Behaviour - Whilst it is important to reassure a child who may be nervous anxious stressed tired and is reliant on guidance. The following is to be avoided and not permitted

- Over familiarity
 - Horseplay
 - Antisocial behaviour and swearing (which may cause embarrassment or fear)
 - Smoking in the presence of a child
 - Any activity that involves the risk of psychological or physical harm
 - Working beyond recommended timeframes
 - Unaccompanied by an adult
 - Wandering into areas that are unauthorised
 - Modesty must not be compromised
 - Technical terminology or jargon that can't be understood
 - Exposed to substances hazardous to health
 - Use or have access to dangerous props and equipment
 - Working with and operating dangerous machines and catering equipment.
 - Lifting excessive weights
 - Handling devices containing explosives – (including fireworks).
 - Cleaning machinery in motion.
 - Working with fierce or poisonous animals.
- **Disclosure** – Those placed immediately in charge of or have access to the child must have a current disclosure and barring check carried out. A check from another employer is not acceptable
- Occasionally young people may disclose confidential information to an employee / crew that gives rise to concern for their physical or emotional safety. In such situations this must be notified to the Producer / Managing Directors in confidence.
- Disqualification** - Employers are required by law to protect children from harm and that any of their employees are required, under by law, to declare that they are disqualified from working with children.
- **Environment** - Where possible adults should avoid being on their own in an isolated or closed environment with a child
- **First Aid and Fire** – Emergency fire and first aid arrangements and emergency response must accommodate the needs of children
- **Licence** – A child performer's licence to be obtained in advance within the specified timeframe
- **Mentor** - Those placed immediately in charge of children should be competent in their work-role, mature in their attitudes, and yet, at the same time, be at ease with them.
- **Social Media** - Children may be the subject of unwanted social media attention – cyber bullying, internet grooming, bullying by peers and uncontrolled circulation of images or personal data and this is to be controlled
- **Touch** - There may be occasions when there is a need to touch a young person (e.g. When guiding them in carrying out a technical operation or action) but these should be kept to a minimum.
- **Travel** - Ensure that there is a known destination and check-in times with a third party in situations where a child will be travelling alone with an adult during the production. It is a good idea to make available a mobile phone (or equivalent) in such situations.
- **Welfare** - Children must have separate green room, changing, toilet facilities and access to a supervised play area. Welfare arrangements must extend to food allergies catering weather wardrobe and a lost child

5.7 COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

This does not cover fire or explosive hazards.

The Office Landlord has appointed and manages the cleaning contractors for the office and low risk household products are used. The chemical storage cupboards are to be kept locked. Where strong chemical is used with a warning label it an assessment is carried out and records retained by the Office Landlord.

Before any activity involving significant exposure to a substance hazardous to health begins (office or production), there must be a specific Assessment of the risks and, where chemicals and exposure to substances are involved, a trained assessor must undertake the assessment and levels of exposure will be minimised.

Corrosive	Bad for Environment	Extremely Flammable	Highly Flammable	Gas Under Pressure	Very Toxic	Toxic	Irritant

Oxidizing	Explosive	Biohazard	Harmful

A Substance Hazardous to Health may be a chemical in a container with a warning label, or it may be:

- Dust (wood, brick, etc)
- many types of wood – especially hardwoods
- plant sap or pollen – many cause irritation or allergy
- animal fur, feathers, skin or excreta
- viruses or bacteria
- moulds
- even 'natural' 'normal' substances such as flour (if you inhale it) or rubber
- ordinary building materials such as wet cement (it is strongly corrosive and burns the skin), gap filling foam (usually produces allergy-causing isocyanates), MDF (produces formaldehyde), etc.
- smoke or special effect

If personal protective equipment is required, the assessment must include a PPE assessment.

Any exposed person who develops symptoms that could be due to the substance will withdraw from exposure and seek medical advice. In the case of serious symptoms (breathing difficulty, narcosis, etc) such advice will be sought without delay and appropriate medical advice is sought.

5.8 CONFINED SPACES

A confined space is any enclosed area that is restricted in terms of access and may be underground, dark or subject to collapse, entrapment or oxygen deficiencies will be treated as a confined space.

A Permit to Work will be secured before work commences.

When working in confined spaces the Producer is required to ensure a pre-entry risk assessment and testing for adequate oxygen is carried out. In addition to a suitable rescue plan, training for the persons working in the confined space and a safe system of working for the activity should be implemented prior to entry.

5.9 CONSTRUCTION DESIGN AND MANAGEMENT

The Construction Design and Management Regulations require ALL construction projects including installation, build, dismantling, demolition to be planned and executed by competent persons and with due regard for the health, safety and welfare of everyone involved. The Safety Advisor will be called upon to give advice and guidance as necessary e.g. make notification to the HSE, monitor the project on behalf of the company etc.

Health and Safety Executive Notifiable Projects

Projects that are “Notifiable” to the Health and Safety Executive (HSE) under the Construction (Design Management) (CDM) Regulations 2015 are projects that require more than 30 days and 20+ people employed simultaneously at any point in the project, or 500-person days of construction work.

Non Notifiable Projects

Where the project is not “Notifiable” to the HSE, the work including works undertaken in domestic dwelling such as the installation of a kitchen, is still subject to the requirements of the CDM Regulations.

The following rules apply to all projects whether notifiable or not.

Step 1

- Workers with the right skills, knowledge, training and experience,
- Contractors providing appropriate supervision, instruction and information,
- A written construction phase plan in accordance with HSE guidelines for the Film and TV sector (if this is not prepared by the Construction Manager the Line Producer is responsible. Support can be sourced from the company Health and Safety Advisor)

HSE CPP Film TV

Link

<https://www.hse.gov.uk/entertainment/cdm-2015/cdm-role-allocation/tv-film-broadcasting.htm>

Fire Safety in Construction – July 2022

Link

<https://www.hse.gov.uk/pubns/books/hsg168.htm>

Step 2

Projects involving more than one contractor (domestic or non-domestic):

- Must follow Step 1 plus:
- A principal designer and principal contractor must be appointed
- A health and safety file*

* The health and safety file is a record of information which is required to inform persons who may be involved in the future maintenance, repair, alteration or demolition / removal of the structure of the key health and safety risks that will have to be managed. Any alterations to the building / structure and its support systems will be recorded in the file.

Step 3

If work is scheduled to:

- last longer than **30** working days **and**,
- have more than **20** workers working simultaneously at any point in the project,
- **OR** exceeds **500** person days
- HSE is notified using the special F10 form online by the Client (this can be delegated to the Safety Advisor)

Client Responsibilities

Make suitable arrangements for managing a project.

This includes making sure:

- other duty holders are appointed (Designers and contractors)
- sufficient time and resources are allocated for all stages
- HSE is notified using the special F10 Form online.

Make sure:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties

- welfare facilities are provided from start to finish.

Project Designer Responsibilities

The Principal Designer's role is to plan, manage and monitor the pre-construction phase, to co-ordinate health and safety. The pre-construction phase is defined as any period during which design or preparatory work is carried out for a project, which may continue during construction

The Principal Designer must:

- assist the client (the company) in identifying, obtaining and collating the pre-construction information
- provide pre-construction information to designers, the principal contractor and contractors
- ensure that designers comply with their duties and co-operate with each other
- liaise with the principal contractor for the duration of the appointment
- prepare the health and safety file*

The Principle Designer / Designer must:

- understand and be aware of significant risks that workers and users can be exposed to, and how these can arise from their design decisions
- have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design
- check that clients are aware of their duties
- co-operate with others who have responsibilities, in particular the principal designer
- take into account the general principles of prevention when carrying out their design work
- provide information about the risks arising from their design
- co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled

Principle Contractor Responsibilities

Principle Contractors plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan - A form is available free from the CITB www.citb.co.uk
- organising cooperation between contractors and coordinating their work.

Ensure:

- suitable site inductions are provided;
- reasonable steps are taken to prevent unauthorised access;
- workers are consulted and engaged in securing their health and safety; and
- welfare facilities are provided

5.10 CONTRACTOR MANAGEMENT

Building managers, the Head of Production, the Producer, Company Manager (depending on who is responsible for the appointment) ensure that only competent approved contractors carry out all works on behalf of the company and in company occupied areas.

The following rules apply to all contracted works:

- Being clear about the work the contractor is expected to do and the standards of competence required
- Clear communication lines
- Pre start communication, progress meetings supervision and monitoring arrangements
- Areas to discuss and agree prior to contractor works to include:
 - whereabouts of asbestos or other hazardous materials/situations prior to work being carried out where it exists

- fire and other emergency procedures
- accident reporting and first aid arrangements
- parking, access, security storage arrangements (even temporary)
- toilet and welfare facilities
- Allocation of sufficient time and resources
- Stopping work if there are serious safety concerns report accidents and incidents and investigate
- All works are subject to risk assessment
- Checking people understand the risks if English is not the 1st language or in event of disability
- The communication of specific risks
- Equipment and machinery is isolated

The Company Manager appoints, evaluates and monitors office related contractor competency and performance with the Safety Advisor giving assistance and input.

The Head of Production, Producers will identify production crew capability and training skill and knowledge as part of contractor management arrangements and by using a variety of sources including the Safety Advisor and professional trade body organisations

For Example:

- The Joint Industry Grading Scheme www.jigs.org.uk (Riggers, SFX Technicians, Grips, Crane Technicians)
- Screen Skills Health and Safety Passport Scheme www.screenskills.com
- The British Stunt Register www.thebritishstuntregister.com
- The Gas Safe Engineer <https://www.gassaferegister.co.uk/find-an-engineer/>
- British Psychological Society

Including training reasonable enquires would include

- 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 and control measures adopted
- Proof of equipment certification and / or maintenance records
- Insurance information

It may be appropriate to ask some job specific questions for example

1. Have you worked on this type of production before?
2. How would you find out which safety procedures were relevant?
3. What do you think your health and safety limitations are in relation to this work?
4. How would you rate your health and safety competence for this work?

5.11 COVID-19

As part of the British Government 'Living with COVID Strategy' workplace guidelines has been replaced with public health message.

The symptoms of COVID-19 and other respiratory infections are very similar so it is not possible to tell if a person has COVID-19, flu or another infection based on symptoms alone. Most people with COVID-19 will have a relatively mild illness, especially if they have been vaccinated.

Link

<https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>

The company is committed to ensuring the health and well-being of people working in the office and on production and complying with British government, devolved administrations, sector specific and commissioner guidelines where it exists.

GB Government

Link

<https://www.gov.uk/coronavirus>

NHS

Link

<https://www.nhs.uk/conditions/covid-19/>

Devolved Administrations

Scotland

Link

<https://www.gov.scot/coronavirus-covid-19/>

Wales

Link

<https://gov.wales/coronavirus>

Northern Ireland

Link

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Sector Specific

PACT

Link

[Industry Wide - Production Guidance Living with COVID Final.pdf | PACT](#)

BFC

Link

[Coronavirus COVID-19 Guidance - British Film Commission](#)

International Travel

Where employees are assigned to work internationally the appropriate COVID guidelines must be checked in advance planned provided for and followed

Before overseas travel, booking checks will be made in advance to determine vaccination status and an assessment made of the destination to be made on a case- by- case basis

Link

<https://www.gov.uk/foreign-travel-advice>

Travel and Quarantine Restrictions

Link

<https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19>

COVID Secure Workplace Risk Assessment

The requirement for Employers to carry out a specific COVID Secure Risk Assessment for the workplace was withdrawn by the British Government on 1st April 2022. HSE no longer requires every business to consider COVID-19 in their risk assessment or to have specific measures in place (exceptions include patient care and working with the virus).

The company has chosen to continue to take the risk and potential of COVID-19 to stop a production and because employers must, as always, comply with the Workplace (Health, Safety and Welfare) Regulations 1992 for welfare facilities and there is specific guidance on providing sufficient general ventilation in workplaces.

COVID Protocols

COVID Protocols will be developed by the H&S Advisor to support this policy upon the request of commissioners.

COVID Supervisor

The appointment of COVID Supervisor will be assessed on a production-to-production basis to oversee large scale production testing regime and protocol compliance for high end productions as prompted by BFC guidelines.

Ventilation

Bringing in fresh air to occupied spaces by supplementing the A/C by opening windows and doors to help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.

Cleaning

The company recognises keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce. It's especially important to clean surfaces that people touch a lot.

Employees and crew are supported to maintain a clean working environment by providing them with access to cleaning products, soap and hot water, and/or sanitiser.

Higher Risk Employees

Employees people taking part in the production who consider themselves to be within the higher risk category to make themselves known in confidence to their Manager / HOD so an assessment can be made with the H&S Advisor.

The company will follow the government guidance for people whose immune system makes them higher risk

Link

<https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk>

Pregnancy

Link

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>

Testing

The company recognises that there is no requirement by the government to routinely test people at work or test if a person has symptoms. The company is committed to maintaining a healthy workplace and keeping covid out.

There is no mandatory obligation for a person to disclose to the company their high-risk status and therefore it is assumed that high risk people working or visiting may attend the workplace at any time.

Testing – Symptoms

Taking into account high risk people attending the workplace LFT Testing will apply if a person has symptoms, tests positive and will be permitted to return to their workplace after 5 days upon a negative LFT test result and they feel well enough to return. If testing positive the company will require the employee to continue to test until they are negative up until day 10 after which they can return on day 11.

Testing – Production

Testing regime will be identified on a production-to-production basis through COVID Risk Assessment, sector specific guidelines as the apply to the type of production e.g. high end (see links above) and the relevant Commissioner guidelines.

Where testing has been prompted the company will align with BFC / GB government guidelines for England i.e. LFT testing 2 days per week

Link

[Coronavirus \(COVID-19\) workplace testing: guidance for private-sector employers and third-party healthcare providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-workplace-testing-guidance-for-private-sector-employers-and-third-party-healthcare-providers)

Mask Wearing

Mask wearing in the workplace is optional but production may require the wearing of face masks in these circumstances

- A person is at higher risk of becoming seriously ill from COVID who they will be in proximity to
- When Covid rates are high and people will be in close proximity in crowded and enclosed spaces.
- When e.g. in winter there are a lot of respiratory illnesses circulating and people will be in a crowded and enclosed space.
- Working in close contact of cast (breathing zone e.g. prolonged wardrobe contact, make up)

Suspected COVID Infection

If a person is unwell with symptoms of a respiratory infection, which are:

- Continuous cough
- High temperature, fever or chills
- Loss of, or change in, your normal sense of taste or smell
- Shortness of breath
- Unexplained tiredness, lack of energy
- Muscle aches or pains that are not due to exercise
- Not wanting to eat or not feeling hungry
- Headache that is unusual or longer lasting than usual
- Sore throat, stuffy or runny nose
- Diarrhoea, feeling sick or being sick

The symptomatic individual will be asked to stay at home or if at work to leave the workplace and advised to follow guidance for people with symptoms of a respiratory infection such as COVID-19.

Link

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)

Refer to testing above with regard to return to work

Health Declaration

There is no requirement for daily health declarations but people are prompted not to attend the workplace and notify production or their manager HOD immediately if the following circumstances apply

- They or a member of their household is unwell with a respiratory infection symptoms listed above
- If they or a member of their household has tested positive with a LFT test
- If they have been advised they have been in close contact with a positive case within the last 10 days
- If they are a within the higher risk category

5.12 DANGEROUS MACHINERY

Machinery will be safe when it is used. Dangerous parts of machinery and danger zones will be identified and the risks associated with its use assessed.

Dangerous machinery will not be used by any young person or anyone not trained in its use.

A machine is *dangerous* if in the ordinary course of human affairs, danger may reasonably be anticipated from its unfenced use.

A *dangerous part* is any part that could potentially cause injury to somebody acting in a way in which a human being may be reasonably expected to act in circumstances that may be reasonably expected to occur.

A *danger zone* is a volume of space around a dangerous part in which it is likely that contact would be made with the dangerous part.

In all cases any moving part of machinery will be properly guarded so as to prevent 'access' by fingers or clothing. No guard is to be removed unless the machinery has been isolated i.e. disconnected from the electrical supply.

All operators using machinery must be fully trained in its use, the guards, the emergency stop buttons and any personal protective clothing and equipment that should be used.

5.13 DISABILITIES

The company is committed to not discriminating against visually, aurally, mentally or physically impaired persons if they are capable of doing the job.

All areas of work including locations, studios, offices etc. will have reasonable provision made for mobility-impaired persons (employee, visitors, audiences etc.) to enjoy adequate access. 'Reasonable adjustments' will be made to premises and systems to allow persons with disabilities to work and visit with undue discrimination under the Equalities Act 2010.

The Safety Advisor will provide guidance on hazards risks adjustments and control measures to accommodate people with disabilities for production and the workplace.

5.14 DISPLAY SCREEN EQUIPMENT

The company will carry out Display Screen Risk Assessments and keep them under review in event of change for people who use display screens as part of their work activity and when authorised to work from home. Workstation set up and eye test entitlement will be included in the induction training session.

The Safety Advisor will be contacted to carry out an assessment for complex problems and where special input is required e.g. people with health conditions, disability, pregnancy etc.

The Safety Advisor will investigate and make an assessment any reports of discomfort where required. If the event of diagnosis attributed to the work for the following conditions a RIDDOR report will be made by the Safety Advisor upon notification to the Incident Contact Centre:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Tendonitis or tenosynovitis of the hand or forearm

5.15 DRIVING

Driving of company vehicles on and off premises constitutes a work activity and is subject to all relevant driving and health and safety legislation. The production risk assessment will include an assessment of driving vehicle and road related production and filming activity where applicable and align with police guidelines.

Vehicles will be maintained to the appropriate requirements of motoring legislation. Special consideration will be given to ensure employees using their own vehicles are fit for the purpose and have adequate business insurance.

- Must be over 21
- Abide by the Highway Code at all times including on use of mobile phones, i.e. under no circumstances should drivers use hand held mobile phones while in control of their vehicle (this came into force from 25th March 2022)
- Carry a full driver's license appropriate to the vehicle
- Hold appropriate business insurance
- Only drive vehicles that are fit for purpose
- Not use a mobile phone while driving
- Wear a seat belt and instruct passengers to do so
- Not eat smoke or drink whilst driving
- Secure items that may pose a risk of injury in event of collision
- Drive whilst under the influence of alcohol or illegal drugs

Drivers must inform the company in the event of them being banned from driving and must not continue to drive company vehicles. Drivers who have been banned and do not inform the company and continue to drive company vehicles will be subject to disciplinary action - possibly leading to dismissal - once the company has been informed.

Link

Highway Code Rules <https://www.highwaycodeuk.co.uk/>

5.16 DRONES

The Producer must notify the Safety Advisor of any production activity where a drone is to be used in the UK or abroad as legal and safety obligations apply Civil Aviation Authority (CAA), Police, Local Authority, Landowner permissions.

A drone i.e. small unmanned aircraft is defined as any unmanned remote controlled fixed wing aircraft / helicopters (UAV (unmanned aerial vehicle) / UAS (unmanned aircraft system) / drone), other than a balloon a kite, hand launched glider with no remote control link, thrown toys, having a mass of not more than 7 kg without its fuel but including any articles or equipment installed in or attached to the aircraft at the commencement of its flight.

From 31st December 2021 rules for flying drones are the same in the UK and all European member states. There is no longer a distinction between flying commercially and flying for pleasure and recreation. This means that an approval to operate commercially is no longer required.

Crash Damage Injury Near Miss

Drones can crash and cause injury or damage such as:

- Low flying aircraft seen or heard
- Electronic / mechanical failure
- Flying a drone out of sight
- Drone running low on power or fuel
- Unsuitable weather
- Pilot error
- Vehicle flying away if control is lost (e.g flight distance, fault) – pilot ground control transmitter receiver
- Flying into other aircraft or into people (injury to head, nose, black eye, cuts to face, bumps, bruises, mild concussion); structures (buildings, pylons, lights, walls, roof, windows), anything hanging (sever ropes, cables electrocution) and natural features (cliffs and trees); vehicles
- Flying debris during landing, take off, hovering
- Inadvertently trespass or infringe privacy during its operation
- Crash due to unsuitable weather conditions
- Police jamming frequencies e.g. big events so the drone may drop out of the sky
- Using illegally if the operator does not comply with aviation operating limitations, CAA and The Air Navigation (Amendment) Order 2020

- Pilot operating in an area where they can be pushed or jostled
- Precipitation endangering the drone electronics and get on the camera lens and spoil the shoot
- Complaints
- Trespassing to retrieve a drone or to fly
- Group of people or animals turn up in the area where flying
- Suspicious activity miss use

Personal Drones

The use of personal drones is not permitted for production work only those owned or hired for work purposes are permitted.

Children

Special minimum age restrictions apply in CAS CAP722 which must be observed and complied with if children take part as part of observational filming activity.

Commercial Drone Operator Guidelines

If a drone operator is flying commercially as part of a business they are required to strictly follow CAA Unmanned Aircraft System Operations in UK Airspace Guidance CAS CAP722 on how UAS operations may be conducted in accordance with the Regulations.

Link

www.caa.co.uk/cap722

The legal requirements of the National Airspace Authorities must be complied with if operating outside the UK

Link

<https://www.drone-made.com/drone-laws>

Drone Operator Competency Training

Drone operators appointed must be suitably competent for the type of drone and filming activity. Drone operators must confirm in writing the drone will be operated in accordance with the UK CAA requirements and guidelines CAS CAP722 and National Airspace Authorities if operating outside the UK

Pilot operators are not permitted to perform flight operations

- While under the influence of psychoactive substances or alcohol
- When they are unfit to perform their tasks due to injury fatigue medication sickness or other causes

Drone Operator Categories

The new rules are divided into three categories Open Specific and Certified

Open Category

The open category is split into A1, A2 and A3 subcategories and based upon risks from size of drone proximity and location. Other than a very basic online CAA course and test there are no other checks on competency.

A1 (drones less than 250g) Pilot operator may fly over people for a short time as long as it's not a crowd*

- Sporting cultural religious or political events
- Beaches or parks on a sunny day
- Commercial streets during the opening hours of the shops
- Ski resorts/ tracks / lanes
- Music festivals and concerts
- Marches and rallies

- Parties' carnivals fetes

A2 Operator pilot must keep some distance from people normally 30m but this depends on

- Drone weight or class

NOTE: Apart from a very basic online CAA flyer course, a test and a self-declaration the pilot operator has gained some practical knowledge there is no other check on competency

A3 Operator pilot must stay at least 50m horizontally away from people and 150m horizontally away from parks, industrial and built-up areas.

Specific Category

This is for higher risk flights such as flying a drone over an urban area. To fly in this category the operator will require an operational authorisation from the CAA. The drone generally cannot be flown within 50m of structures vehicles people that are not involved and not under the control

Certified Category

This category is for large, unmanned aircraft e.g. transporting parcels above the city that are subject to higher levels of approval and regulation.

Link

<https://www.caa.co.uk/consumers/remotely-piloted-aircraft/drones-flying-in-the-open-category/>

Operational Authorisation (OA)

The Permission for Commercial Operation (PfCO Drone Training course) issued by the CAA has been replaced with the new equivalent Operational Authorisation (OA). The OA offers assurance the operator has undergone formal training passed a competency test and flies in accordance with a CAA approved Operations Manual

CAA Drone Code

Pilot operators are required to follow the CAA Drone Code

Link

<https://register-drones.caa.co.uk/drone-code/flying-safely-and-responsibly>

Drone Standards

From 1st January 2023 new drones will have to meet a set of Class mark standards. These will be labelled from C0 to C4 based on the weight and capability of the drone and will determine who and where a drone can fly.

Class marks must not be removed

Legacy Drones

A Legacy Drone is a drone that was on the marketplace in the EU and the UK before 1st January 2023 and does not have a Class marking on it (C0, C1, C2, C3 or C4).

Maximum Take Off Mass (MTOM)

If the operator plans to carry any equipment on the drone, they must not go over the maximum take-off mass (MTOM). This is the maximum safe weight the drone can take-off and fly with. It includes fuel and any items or equipment attached to it e.g. camera sound mic. Any attachment must be secure

The maximum take-off mass can be found in the drone instructions.

Open Category Drone Flight

See also Knowledge and Software below

Aircraft Class Maximum Take-off Mass (MTOM) or Flying Weight (FW)	Explanation
A1 Operator Category C0 Drone Class Marking – Under 250 MTOM Legacy Drones - <250g FW Privately built <250g FW	Read the drone manufacturer manual Register for Operator ID (renewed annually in compliance with Drone Code) if it has a camera and isn't a toy Write the operator ID on the drone (this is strongly recommended and free) Don't fly over crowds Speed limit 19 m/s in this category
A1 Operator Category C1 Drone Class Marking – 250g < 900g MTOM	Completed the online CAA test for a Flyer ID Registered for Operator ID (renewed annually in compliance with Drone Code) write it on the drone Don't fly intentionally over uninvolved people
A2 Operator Category C2 Done Class Marking – 900g <4kg MTOM	Completed online CAA test for a Flyer ID Registered for Operator ID (renewed annually in compliance with Drone Code) write it on the drone Complete A2 Certificate of Competence from CAA authorised training provider and self-declare practical skills (because of the additional risks involved within congested areas ie residential commercial industrial areas and closer proximity to uninvolved people) Keep at least 30m horizontally from uninvolved people unless has 'low speed mode' in which case can reduce to 5m
A3 Operatory Category C3 / C4 Drone Class Marking 4kg <25kg MTOM Legacy <25kg FW Privately built <25kg FW	Read the drone manufacturer manual Must register and do online CAA test for a Flyer ID Registered for an Operator ID write it on the drone Stay at least 150m horizontally from residential, commercial, industrial, and recreational areas Make sure no uninvolved people are within about 50m horizontally

Knowledge Software

The pilot operator must make sure they have read any instructions before they fly.

Key points to know are:

- how far the drone can fly from you before it loses signal
- how long the drone can fly before running low on power or fuel

If the drone has any of the following functions, they should know how to set and update them:

- Maximum flying height.
- A lost connection or 'return-to-home' function, which means the drone can fly back to the pilot operator if there's a problem.
- Geo-awareness software to help you avoid flying in certain restricted areas. Do not alter or disable this software if the done has it built in

The built-in software (called firmware) controls important navigation and flying controls. Depending on the type of drone, this could include:

- how the drone uses its power
- how the drone knows its position
- how the drone lands if there's a problem

- in some cases, the latest information on flight restriction zones and other airspace restrictions

Keeping this software up to date will also help to protect against cyber-attacks.

The pilot operator must follow the instructions to update the built-in software (firmware) and always check that the software has updated correctly before going flying.

Insurance

Drone operators must have EC785/2004 commercial liability insurance that specifically covers the flying of drones for filming work, 3rd party insurance and name the production company as additionally insured.

The pilot when flying takes on a significant responsibility and as the pilot in charge will always be personally liable for any criminal noncompliance with either the CAA or other applicable National aviation rules if flying overseas.

Flight Planning Risk Assessment

A location specific risk assessment/survey to be completed by the pilot operator before starting any flying operations and plans agreed in advance with the Producer and the CAA

Animals Wildlife

Don't fly in areas where animals or wildlife will be endangered or disturbed

Weather

Some of the things to look out for:

- strong winds could blow the drone off course or make it difficult to fly safely
- wind on the ground is often very different to the wind at height
- rain or other water, snow and cold weather could stop parts of the drone from working
- fog could mean the pilot operator could lose sight of the drone
- glare from the sun could mean the pilot operator could lose sight of the drone
- cold or wet weather could affect the pilot operator's ability to control the drone safely
- standing out in the sun could affect the pilot operator's ability to concentrate

Follow the manufacturer's guidance on the safe temperatures to fly at.

Some types of battery do not hold their charge as long in cold weather and this may reduce the amount of time you can fly.

Privacy

Pilot operators are required to follow the CAA Drone Code

- Respect other people and their privacy
- Pilot operator to know what the camera can and can't do
 - what quality you can record
 - how close your camera can zoom in
 - if you can start and stop recording when you are flying
- The pilot operator must be clearly seen when flying
- No flying over groups / crowds of people who are not involved
- Notify people before starting to record
- No sharing data or on social media
- Keep photos and videos secure

Link

<https://register-drones.caa.co.uk/drone-code/protecting-peoples-privacy>

Flight Data

The pilot operator is a data controller. After the flight the drone operator is required to supply the flight data file for all the flights conducted on behalf of the production company. This flight data must be stored together with the raw drone footage. This may be called upon in event of complaints to the way the drone was flown or infringement of privacy.

Dangerous Incidents Near Misses or Suspicious Activity

Serious incidents involving a drone or witnessed must be reported to the CAA online

Link

<https://e2.aviationreporting.eu/reporting>

A serious incident includes anything that did, or could have, put any of the following in danger

- people
- property, buildings, or equipment
- aircraft

If the pilot operator makes a forced landing or crash on private property, they must get the property owner's permission before retrieving the drone

Filming in Towns and Cities

Authorisation is required from the Civil Aviation Authority if the intention is to fly at different heights or distances to the ones in the Drone Code

- closer than 150m to a residential, recreational, commercial or industrial area
- over crowds or groups of people
- If you want to fly at or near an airport, you need permission from the airport.

Link

<https://register-drones.caa.co.uk/drone-code/where-you-can-fly>

Heights Distance

Height

The National Aviation rules impose limitations on flights. Within the UK this is generally a maximum altitude of 400ft (120m) and will reduce the risk of coming across other aircraft which normally fly higher than this.

The pilot operator should always look and listen out for other aircraft that may be flying below 120m (400ft), such as air ambulances, police helicopters, and low-flying military aircraft.

Hills Mountains Cliffs

The drone must never be more than 120m (400ft) from the closest point of the earth's surface.

If the drone is flown where the ground falls or rises, such as over hills, mountains or cliffs, the pilot operator may need to adjust the flight path so that the drone is never more than 120m (400ft) from the closest point of the earth's surface.

Distance

The drone generally cannot be flown within 50m of structures vehicles people that are not involved and not under the control

Summary

- Drone must be flown in line of sight of the operator
- The maximum altitude is 400 feet (120 meters)

- Permission must be obtained from the owner of the take-off point
- Keep right distance away from people and property
 - 150m (500ft) away from residential recreational commercial industrial areas
 - 50m away from people (this distance may need to be increased height x minimum distance and if very windy)

Prep

Before filming the Producer needs to ensure:

- Permission from the Civil Aviation Authority (CAA)
- Permission from the owner, manager or authority for the land from which the drone will be taking off and landing, land overflowed and if infringement of privacy could be a concern
- Control over the area you intend to use and fly the drone, including any persons, vessels, vehicles, animals in the area over which you intend to operate the drone.

Producers will ensure in all cases where a drone is flown

- A drone risk assessment is carried out and flight plans agreed
- Pilot Operator has current Operator ID registration (dated within last 12 months)
- The registration is displayed clearly on the drone
- Pilot Operator is competent and has attended relevant training and knowledge (software, manufacturer handbook)
- EC785/2004 commercial liability insurance that specifically covers the flying of drones for filming work, 3rd party insurance and name the production company as additionally insured
- The Pilot Operator has valid registration for the flight
- Written confirmation the pilot operator complies with CAA Unmanned Aircraft System Operations in UK Airspace Guidance CAS CAP722 and CAA Drone Code

If the Pilot Operator is operating without the relevant registration and levels of competency they are not used

Roads

A full closure of the road or area to be used will usually need to be in place before the drone can be used.

Indoor Use

Flights inside buildings have nothing to do with air navigation because they can have no effect on flights by aircraft in the open air. As a result, flights within buildings or within areas where there is no possibility for the unmanned aircraft to 'escape' into the open air (such as a 'closed' netted structure) are not subject to air navigation legislation.

The Producer intending to operate drones indoors should refer to the Safety Advisor for advice and incorporate this into the production risk assessment.

5.17 DRUGS

Prohibited substances are not permitted on company premises or workplaces. Any person deemed to be under the influence of any such substance especially if their or any other person's health and safety could be adversely affected, will be immediately suspended from work and instructed to leave the workplace.

Employees with specific drug related problems are encouraged to notify the Head of Production in confidence to access counselling and support.

Fixed Electrical Wiring Installations – Production Office

All fixed electrical installations is subject to inspection and testing at least every five years in accordance with the IET Wiring Regulations and associated British Standards BS7671 or more often if things change and arranged by the Office Landlord who retains the tests and inspection certification records.

Damaged sockets, switches and floor mounted boxes are to be reported for action.

Portable Electrical Appliances

All portable appliances must be inspected prior to use. Any hired equipment will need to be tested and inspected by the hire company prior to issue, and the on location Gaffer or other designated person will double check that equipment displays the appropriate identification/test sticker.

All portable appliances must be tested regularly by a competent person and records retained. The regularity of testing will be decided by Risk Assessment.

All electrical equipment should be visually inspected before use.

The Company Manager oversees PAT testing for the offices occupied by LA Productions Ltd and retains the register.

Fixed Electrical Wiring Installation – Locations

All equipment and circuits will be protected from short circuit or current overload. All electrical equipment and circuit(s) on location will be suitably tested and inspected as well as protected from adverse weather conditions. The risk assessment will consider abnormal conditions and the control measures to be taken.

Copies of BS7671 Electrical Installation Certificate for any fixed host power installation being used are to be held. The temporary system should comply with BS 7909. Facilities such as contractors' OB trucks, make-up vehicle, catering, toilet blocks, porta-cabins etc. with installed electrical systems must have a valid periodic testing and inspection certificate issued by a competent electrician every two years and retained for inspection. There must also be evidence of a regular routine electrical check undertaken by a competent person every 12 months. The person responsible for the facilities – e.g. supervisor, chef/driver, make-up artist etc., must have a basic knowledge and understanding of the electrical system

New systems will not be made live until all enclosures are complete. Any circuits not in use should be locked off, the keys kept by a responsible person and not energised until authorised by an appointed competent person.

Only a qualified electrical engineer may repair, alter, maintain or adjust the fixed wiring.

Temporary Installations

All temporary site distributions systems, new permanent installations and extensions or alterations to an existing system – no matter how small - should be inspected and tested on completion in line with BS7909* - Code of practice for temporary electrical systems for entertainment and related purposes) and BS7671 -Requirements for Electrical Installations. IET Wiring Regulations by competent persons.

*BS 7909 deals specifically with the setting-up and use of temporary electrical systems in the entertainment industry. The creation and removal of temporary electrical systems is required to happen safely and rapidly.

Responsible Person

The Producer will appoint a 'Person Responsible' who will manage and take responsibility for the safe use of electricity on the production. This 'person responsible' should have the knowledge, experience and competence to carry out this duty for the temporary electrical systems of the complexity that will be involved and attended a BS7909 training course and be up to date with current IET edition of the Wiring Regulations (currently 18th Edition).

As part of the requirements under BS7909 all temporary electrical systems over 6 kVA must be certified by a competent person, confirming that the temporary system is safely set up for use.

As a minimum, there should be a completion certificate for temporary systems connected to each source of supply. This will need to be completed and handed over to the producer by the person deemed responsible and placed into the production safety file or similar.

5.19 EMERGENCY PROCEDURES

Arrangements will be put in place to deal with instances of serious and imminent danger (fire, gas leaks, explosion) disclosed by risk assessment. Where such a procedure is the responsibility of someone other than the manager responsible for the building or location, that person will liaise with the building/location manager so that the impact on other occupants, and the arrangements with the emergency services are fully considered.

Information for employees crew and others as necessary about emergency procedures, including PEEPs where appropriate, will be particularly clear and simple. Appropriate training or briefing will be given, and this will usually involve a rehearsal of the procedure.

5.20 FATIGUE

The Producer or the Line Producer will make a assessment of the risks of fatigue for the production and self-shooting Directors and will ensure that every departmental head/ manager in control of activities involving a significant risk of fatigue understands, assesses and controls those risks.

Fatigue depends upon the work being done. As well as sheer physical effects – increased muscle pain, reduced immune function, simple tiredness – fatigue affects mental resilience (increasing the risk of stress) and in particular affects concentration. People who are tired will make silly arithmetical mistakes, silly wiring errors, forget what they have just done, not see mistakes etc., which is one thing in an office but quite another when fixing explosives, lighting a set, checking continuity or allocating cues. People who are fatigued also become restricted in the range of their thinking, making poor quality one-dimensional decisions. This is bad for business and dangerous in risk assessment.

Travelling time to and from work will be also taken into consideration.

5.21 FIRE

5.21.1 FIRE - OFFICE PREMISES

The Regulatory (Fire Safety) Order places a duty on the 'Responsible Person' to carry out a Fire Risk Assessment.

The Production Manager will check in advance of occupation if the 'Responsible Person' for the temporary serviced production office will ensure:

- A Fire Risk Assessment for the office premises is prepared and kept under review
- A Fire Emergency Plan has been prepared and will distribute it
- Set up arrangements for the annual maintenance test of all fire extinguishers and the planned servicing of fire protection systems – where supplied by the company or ensure these are in date where supplied by the serviced office
- Regular fire drills are arranged and everyone participates
- Records are retained in the Fire File.

Fire information notices have been posted respect of the:

- fire alarm for the site (e.g. a ringing bell, siren, air horn, verbal shouts of "Fire Fire" etc.)
- location of the assembly point
- fire exit route signage
- procedure for calling the emergency services

- names of the fire wardens.

All employees must be trained in fire awareness and the Emergency Plan as part of induction training. Routine monitoring and inspection by Fire Wardens takes place and action taken in the event of a shortfall.

5.21.2 FIRE – PRODUCTION

Fire risk is assessed on a production by production basis. Fire evacuation procedures will be established as part of pre-production planning where there is a shared responsibility for fire prevention e.g. studios, multiple occupancy buildings.

5.21.3 FIRE – LITHIUM BATTERIES

Lithium batteries are used extensively and found in drones, mobile phones, notebooks, cameras, tools, hybrid electric vehicles, large generators, electric cars etc.

Electric vehicle collision, dangerous use, overcharging and rapid charging e.g., camera batteries in hotel rooms or overnight causing thermal runaway (a cell rapidly releases its stored energy) are the main cause of fire and electric shock. A fire involving Lithium is very difficult to extinguish and the smoke generated is toxic isocyanate.

Lithium batteries must be assessed as part of Fire Risk Assessment for the workplace and the production risk assessment.

The following rules apply:

- Overcharging and rapid charging is not permitted
- Mandatory signage displayed in re-charging and storage areas
- Camera batteries where in use including charging and storage areas must have an AVD or Firexo extinguisher (see links)
- Batteries are to be sourced from approved suppliers not from the internet where standards are unknown
- Fire action and emergency to include battery fire
- Fire Marshals training to include lithium batteries and this type of fire

Link

[Lithium-Ion Battery Fire Solutions - AVD Fire](#)

Link

[Fire Extinguishers for Domestic and Commercial Use | Firexo](#)

5.21.4 FIRE WARDENS

The number of Fire Wardens (Marshals) for a premises occupied by the company or production can be calculated using the link below

Link

St Johns Ambulance – Fire Warden Calculator

<https://www.sja.org.uk/course-information/guidance-and-help/working-out-what-you-need/fire-marshal-requirements-page>

Fire Wardens have responsibilities both to prevent fire and in the event of a fire starting and will.

- attend training arranged by the company where appointed
- become familiar with fire zones, escape routes, fire point etc.
- ensure that fire escapes free from obstruction and clearly identified
- monitor the placement of fire extinguishers, carry out routine fire inspections and take action as necessary
- check their allocated zone and encourage all people to evacuate
- participate in fire drill debriefings
- to ensure that nobody re-enters the building for any reason where this duty has been assigned

5.22 FIRST AID

The company provides or ensures first aid provision of equipment, facilities and personnel following an assessment of first aid needs appropriate to the circumstances (hazards and risks) of each workplace, remoteness of the location and response, communication arrangement to raise the alarm and production support for enabling first-aid to be rendered to if they a person is injured or become ill at work.

The first aid needs assessment will take into account young people, trainees, pregnant women, people with disabilities or particular health problems, where known (e.g., asthma, diabetes, peanut allergy, epilepsy or a history of heart disease). Non-employees into account and provision made as necessary depending on the activity and circumstances e.g., visitors, an event attended by the public etc

First aid incidents are to be reported to the First Aider / Medic and treatments recorded on the Accident Report Form

Heights

The Working at Height Regulations require a written emergency response plan to be to be put in place and communicated to those likely to be affected

Office

A fully stocked first aid kit is supplied in the office and the names of the first aiders displayed in a prominent place.

Training and Levels of Provision

The first aid provision and emergency response arrangement in place in the office and for production must form part of the induction training and information communicated e.g., call sheet, production risk assessment.

Only people nominated who are suitably qualified are permitted to administer first aid / emergency response.

Production Office

The number of First Aiders for a production office can be calculated using the link below

Link

St Johns Ambulance First Aid Calculator <https://www.sja.org.uk/course-information/guidance-and-help/working-out-what-you-need/>

On Production

The required medical provision for a production is more complex will be indicated from the production, the SFX or Stunt Coordinators risk assessments, with the addition of Ambulance cover being selected taking into account local authority response times, remote locations and being a burden on local NHS resource. Currently Emergency First Aid at Work is a workplace qualification and as such doesn't encompass the treatment of minors e.g., paediatric first aid if operating in a school or when working with children.

First Aid and Health Care Professionals are to be suitably competent, registered where necessary and trained. The Safety Advisor will give advice to the Producer on competency levels as aligned to the Production Safety Group guidelines for the following:

- Community First Responder
- ACA / PTS (Ambulance Care Assistant)
- FPOS (First Person On Scene)
- FREC (First Response Emergency Care 1-5)
- ECA (Emergency Care Assistant)
- Registered Nurse:
- IHCD Ambulance Technician
- HCPC Registered Paramedic

- Firefighter Medic / Trauma carer
- HART (Hazardous Area Response Team) Paramedic or Technician
- Paramedic Practitioner

First Aid Kits

First aid kits must be readily accessible and stock fit for intended purpose within their best before date and the kit routinely inspected by a nominated employee crew or First Aider.

Kits must not include tablets or medication to treat illness with the exception of aspirin to treat a suspected heart attack. Aspirin should not be stored in the kit but in a separate container.

Plasters are routinely used and additional supply to supplement the first aid kit is recommended

First aid kit content may be supplemented with sterile disposable tweezers, scissors, mouth guard, burn blot, foil blankets following first aid needs assessment.

Epi Pen

A special emergency response must be agreed and communicated for individuals who require an emergency response. A spare Epi pen (within date) must be supplied e.g to the medic and readily available to always administer on location by a trained medic

Automated External Defibrillators (AEDs)

The Provision and Use of Workplace Equipment Regulations (PUWER) apply to AEDs (maintenance inspection test battery fully charged etc.) where in use in the workplace and supplied by the company following first aid needs assessment. Special pads for children to be supplied where a child has been identified to be at risk. Information and written instruction from the manufacturer of the AED, on how to use it must be given to First Aiders.

A weekly check to be completed using a checklist by an authorised First Aider or Responder. This must be retained with the AED.

Production trained medic will have oversight and responsibility for AEDs they provide as part of their emergency response kit

Mental Health First Aiders

The company recognise Mental Health is a health and safety risk and will appoint Mental Health First Aiders in the following circumstances to ensure employee mental health and wellbeing is supported.

- Where identified as part of the first aid risk assessment
- Incidents associated with mental health have occurred
- There is a degree of sick leave/absenteeism that is associated with mental health issues

Mental Health First Aid Responders following appointment will receive First Aid England First Aid Training either through an in-person course or on-line.

Link

<https://mhfaengland.org/>

5.23 FLYING

Filming and carrying passengers (crew, presenter etc) in an aircraft is considered to be commercial passenger flight and activity by the CAA in all cases including travelling on a flight (scheduled / non-scheduled) flown by a Private Pilot. In all cases the Safety Advisor must be contacted for advice

The Producer must check the following documentation is in place

- Air Operator Certificate (authorises Public Transport by the pilot / operator)
- Air Worthiness Certificate (aircraft)
- Pilot commercial licence (minimum 1500 hrs experience) and competency to undertake the task
- Public and Passenger Liability Insurance

Other factors taken into consideration as a minimum:

- Civil Air Aviation (CAA) Regulations
- Safety, both on the ground and in flight
- Ground to air communications
- Type of aircraft involved, type of activity and environmental conditions

Health Restrictions

Seek advice from the Safety Advisor

- No person should fly above 8,000 feet if they cannot clear their Eustachian tubes (part of the inner ears)
- Special restrictions apply for pregnant women
- Special restrictions apply following a dive

Long Haul Flights

When booking long-haul flights, the following must be taken into account

- Fatigue and time differences
- Deep Vein Thrombosis
- Transport to and from the airport (drivers)
- Manual handling
- Kit luggage – loss, damage
- Insurance

5.24 GAS SAFETY

Gas fittings and gas flues wherever fitted in any workplace occupied by the company are subject to annual gas safety checks on gas appliances and fittings are made once every 12 months by a Gas Safe Registered Engineer. Records for the last 2 years by the Company Manager who oversees the annual gas boiler test.

Work on gas appliances or fittings will only be carried out by a 'Gas Safety Registered Engineer'. The only exception is hot air ballooning, or the use - on locations – of portable gas heaters.

Gas Safe Registered Engineers will be sourced from the Gas Safe Register

<https://www.gassaferegister.co.uk/find-an-engineer/>

The Location Manager will make such checks in advance of filming for locations.

5.25 HEIGHTS

The risks of any person falling from height, or of objects falling onto people from height, will be eliminated or controlled. The assessment of outdoor work at height will include weather effects including windy conditions.

Where there is work at height the manager HOD responsible for the work will ensure arrangements are made to control the risk, and prevent any person, tools, equipment or materials from falling. Specific fall arrest, restraining devices and tool belts will be used.

When working on roofs, special consideration will be given to the material and weight-bearing capacity of the roof. The risk assessment should take into account advice from a competent person.

In the event of a fall from height the Working at Height Regulations require an emergency rescue plan to be prepared and actioned. This must be communicated in advance

5.26 HOME WORKING

Although the home working location is not under the direct control of an employer, the company remains responsible for ensuring that measures are taken to reduce the likelihood of an injury or ill health happening to a home worker (or even damage to their property).

The company must ensure that home-workers fulfil their health and safety duties while working from home. It is expected that most, if not all homework, is deemed to be 'low risk' and will involve using a computer.

- Computer work is subject to assessment
- Electrical equipment, where supplied, is subject to test and inspection to ensure it is safe

It is expected that most, if not all homework, is deemed to be 'low risk' and will involve using a computer.

- Computer work is subject to assessment.
- Electrical equipment, where supplied, is subject to test and inspection to ensure that it is safe.

Checks must also be made to ensure workers are routinely monitored and are not isolated

5.27 LIFTING OPERATIONS & LIFTING EQUIPMENT (LOLER)

Lifting operations will only be carried out subject to risk assessment.

Recesses will be carried out for all lifting operations and should take into account factors such as ground and weather conditions as well as the load, the way it is secured, the operator and rigging activity.

The operation and safety of camera cranes and jibs will be aligned to the Association of Studio and Production Equipment Companies (ASPEC) Guidance in the Provision and Safe Operation of Camera Cranes.

Link

<https://aspec.website/camera-crane-guidance>

Operators carrying out lifting operations are to be trained and competent to carry out their work tasks. Producers will ask to see relevant CITB ID cards, Grips and Crane Technicians Joint Industry Grading Scheme www.jigs.org.uk and check through examination inspection certificates for equipment.

A written scheme of thorough examination will be followed for every item of lifting equipment in compliance with the Lifting Equipment Operations Regulations (LOLER). Each item will be examined at least every 12 months and, if used for lifting persons, at least every 6 months. The Safety Advisor will give guidance.

5.28 LIGHTING GRIDS

Grids used for supporting lighting or flown scenery will be risk assessed and controlled when work takes place. The risk of items and people falling is controlled by

- Use and hire of studio technicians

- Use of harnesses affixed to anchorage points / lifting plant – subject to thorough LOLER* examination (6 months if person 12 months if lifting plant)
- Working without handrails and barriers prohibited
- Access to the grid controlled to authorised persons only training may apply with the requirements to wear hard hat with a chin strap
- By not taking loose items onto the grid
- Fitting safety bonds to lighting and flown scenery to prevent falls.
- Safe working limits marked on each part of the grid
- Weight of flown item known and communicated in advance
- Provision of test certificates for safety bonds

*LOLER - Lifting Equipment Operations Regulations

5.29 LOCATIONS

Working on location brings many more hazards than studio productions. These hazards will be identified and assessed during reces the production management e.g. Location and appropriate measures taken prior to activity commencing on the site.

The host site risk assessment and rules will be sourced from the site contact in advance of tech reces and visits by Locations and control measures planned for and actioned before attending.

Information about specific risks and hazards on the location will be communicated through call sheets, risk assessments and the placement of signage giving warning and mandatory instruction e.g. no hard hat no entry, no entry without a risk assessment etc

As a minimum Locations should be supplied with a tech recce kit to include but not limited to

Item	Hazard
Hard hat with chin strap	Injury to head low level ceiling confined space overhead hazards
Goggles	Injury to eyes sand dust
Strong beam torch – rechargeable	Illuminate poorly lit locations
First Aid Kit / eye wash	Able to deal with minor injuries Wash eyes
Disposable shoe covers	Protect floors
Nappy wipes and hand gel	Clean soiled hands and sanitise when lack of access to welfare
FFP2 disposable masks	Inhalation risk – fungus spores solvent dust COVID virus
High viz	Working roadside Vacating tech recce bus
Fresh drinking water	Legal requirement to supply Dehydration Hot weather
Snacks	Catering remote areas Maintain energy
Sunscreen – high factor	Hot weather
Foil blanket	Cold wet remote area
Fully charged mobile phone with multiple adaptors leads to accommodate different phone types	Communication maintained by people attending the tech recce

5.30 LONE WORKING

See also Self Shooting Operators

The Supervisor of any person who works alone will assess and, as necessary, control the risks involved in working alone. As a minimum, lone working control measures will include a check-in procedure.

Some work may never be carried out alone – e.g. work on live electrical systems, near water, at height, working with children etc. Some people may not work alone – for instance someone with moderate to severe epilepsy.

5.31 MANUAL HANDLING

Whenever possible, significant manual handling activities will be avoided. If this is not possible, tasks will be thoroughly assessed by a competent person, and actions taken to reduce the risk of injury as far as are reasonably practicable. This may be through making the load lighter, splitting the load up to make it more manageable, using trolleys or other handling aids, arranging extra assistance, arranging parking close to the drop off point etc.

5.32 NIGHT WORK

See also Health Surveillance

Working at night requires the Producer to carry out an additional assessment of all areas, with particular reference to darkness, cold and fatigue.

5.33 NOISE

Managers, in conjunction with the Company Safety Advisor, will identify places or activities in which people at work might be exposed above the Lower Exposure Action Values (a daily or weekly personal noise dose of at least 80 dB (A) but less than 85dB(A)) without taking any account of the use of hearing protection, and will then ensure the noise risks are assessed and controlled. Noise assessments require particular competence.

When exposed between the Lower and Upper Action Values, people will be told about the risks and offered suitable and efficient personal hearing protection, but they are not obliged to wear it.

When exposed above the Second Action Value (a daily or weekly personal noise dose of 85 dB (A)), steps will be taken to reduce exposures below this value, preferably by eliminating the activity, or reducing the noise level at source (e.g. turning down the volume), less preferably by, e.g. controlling the duration of exposure, least preferably by providing personal hearing protection.

When exposures remain above the Second Action Value because they cannot be reduced or because reduction will take time, people exposed will be provided with suitable and efficient personal hearing protection, and *they will wear it*. It will be noted that hearing protection only protects the user and then only while it is being used.

5.34 OFFICE

The company will ensure:

- Any such device will be safe for use in that environment and switched off when not in use
- The target temperature range is 19 to 23 degrees Celsius and no less than 16 – with a risk assessment carried out when exceed or fall below these temperatures to identify risk controls
- There is a sufficient supply of fresh air.
- The offices, desks and other equipment are cleaned at least once a week, and waste is removed every day.
- The general lighting is adequate and minimises glare.
- Toilet and washing facilities are maintained in a clean and fully equipped state.
- Drinking water is readily available.
- Sufficient working space to each individual is sufficient to work and move around safely.
- The background noise level is not so high as to interfere with concentration.
- There is safe storage of equipment and papers.
- There is a sufficient level of security
- Routine monitoring checks and inspections are carried out

5.35 OVERSEAS

People working and travelling abroad working on behalf of the company shall, so far as this is practicable, receive the same level of health and safety protection as though they were working in the UK.

A risk assessment will be made as part of the pre-production planning stage by the Producer.

The following factors to consider apply to all travel arrangements:

- Effective health and travel insurance
- Medical emergency and response – health problems increasing risk
- Fatigue
- Coordinated check in times
- Accommodation and transport
- Kit luggage and equipment
- Fixers who have a good understanding of written and spoken English
- Vaccination and disease prevention measures
- Any travel-induced health problems identified upon return
- Special instruction
- Weather

Travel to countries or areas where the FCO has advised that UK citizens should leave/not attempt to visit must not be made.

5.36 PERMIT-TO-WORK

In addition to risk assessment, some particularly hazardous activities require a Permit to Work (PTW). A PTW is a formalised procedure to ensure that essential steps have been implemented in the correct sequence and that vital information has been given to key people. A PTW does not in itself make work safe, but is a guide and spur to increased observance by the people involved.

Permits to Work will be required for, among other things:

- Hot work within a building or on a location.
- Work on live electrical systems/equipment.
- The disablement of fire detection or alarm systems.
- Working in a confined space, shaft, cave, underground drain tunnel where ventilation is poor
- Work near unprotected open void where safety harnesses are to be worn
- Access to dangerous areas identified through risk assessment

A PTW may only be issued on a shift-by-shift basis, and all PTW forms will be passed through the Safety Advisor in good time before the work will begin.

5.37 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where risks cannot be sufficiently reduced by other means, or where those other means cannot yet be implemented, employees (and others as necessary including casual workers, dailies, agency) will be supplied with personal protective equipment (PPE).

PPE where issued must

- Be fit for purpose
- Suitable and fit the person
- Subject to inspection maintenance and cleaning

- Be used and worn correctly by the person following instruction

5.38 PREGNANT WORKERS

When a woman declares that she is pregnant, or when it becomes obvious that she is pregnant, the company will assess the risks of her work with the assistance of the Safety Advisor. The assessment will be kept under review as the pregnancy progresses.

A similar assessment will be made when a woman who has recently given birth or is breast-feeding returns to work.

5.39 PRESSURE SYSTEMS

Special Effects teams may use such pneumatic / compressed air systems equipment for their effects and the Producer should ask to see the appropriate evidence for design safety inspection certification for contractors' pressure systems used either within the set design or production where air pressures exceed 0.5 bar.

Location Manager will make checks to ensure legal compliance for pressure boiler systems on location where fitted and likely to be in use for the production.

5.40 PROPS AND PRACTICALS

It is the duty of suppliers to ensure items supplied are safe and labelled as such. Items not delivered with evidence of a test become the responsibility of the Production to inspect and test prior to use.

5.41 RADIATION

Where an activity under the control of the company might involve a risk of exposure to ionising radiation there will be an assessment of the likelihood and potential scale of exposure. Such an assessment should be based on advice from a Radiation Protection Advisor – either commissioned by the company or employed by the organisation controlling the source of radiation.

Where any person receives a significant exposure a written record of that exposure will be placed on the individual's personal file (if an employee) and they will be given a copy of the record together with an explanation of its significance.

Exposure to the sun will be identified in risk assessments and appropriate measures taken to control the risks of excessive sun exposure.

Exposures to radio-frequency radiation will be kept below daily personal exposure levels and below short-term exposure levels. Exposures above the limit will be reported as 'accidents'.

The use of display lasers will be supervised by a competent person.

Communication lasers above Class I will be clearly labelled. Fibre-optic links will be so labelled and/or protected so that the risk of any person being exposed to the beam is insignificant.

If any person's unprotected eye is exposed – even briefly – to the beam of a laser of Class 3B or higher, or is exposed to a class 3A for more than a few seconds, that person will be examined by an ophthalmological consultant within 48 hours.

Any member of employee who regularly works with display lasers will be subjected to Health Surveillance.

5.42 REHABILITATION

Where an employee is injured or made ill by their work and as a result is unable to perform their normal duties for a period longer than one week, the Safety Advisor will be contacted to assess and determine what efforts the company can and should make to assist that person's return to full fitness for work in consultation with the person.

COVID

Anyone medically diagnosed with Long COVID will be subject to individual assessment upon return

5.43 ROAD SAFETY

Special consideration to Health and Safety will be given when filming on or near roads.

The Producer will need to go through relevant channels with local authorities to gain permission to shoot on a road. Full risk assessment and control procedures will be carried out well in advance, with an emphasis on crew visibility, good communication and signage.

The RIDDOR Regulations do not apply to road traffic accidents but other injuries sustained such as filming in the road, injury removing and placement of items into vehicles and sustaining injury is reportable. All traffic incidents are to be notified to the Safety Advisor.

5.44 SCAFFOLDING

Producers will satisfy themselves of the competence of scaffolders to design and erect / strike scaffolding by sourcing Riggers and Scaffold contractors from The Joint Industry Grading Scheme. Different grades apply for different types of scaffold e.g. stunt rigging

Link

www.jigs.org.uk

Scaffolding being used for a period of time will be inspected on a regular basis in accordance with HSE guidelines every 7 days by a competent person, who should produce a written record unless it is a 'temporary structure'. Inspections should also be carried out after serious weather or any incident that may affect the stability and strength of the scaffold.

Scaffold structures that are 'temporary structures' as part of a set build must be inspected and signed off by a qualified Structural Engineer and stated as such.

5.45 SECURITY

Unauthorised persons can threaten the physical and/or mental safety of our employees, cast crew contributors and guests; they can threaten our equipment, and they can jeopardise our productions. Secondly, trespassers can endanger themselves.

Effective arrangements are in place for the office (controlled entry, receptionist, visitors with host etc) and the production risk assessment will identify the location, studio security measures to control unauthorised access, and ensure everyone understands the key emergency procedures.

Arrangements for security will not significantly compromise safety – for instance, by requiring three hands to open a door, or by requiring excessive amounts of equipment to be carried at a single time.

Responding to Security Incident:

- Run Hide Tell
- Lock the doors

- Dial 999
- Move away from any glass and exterior walls
- Monitor news
- Keep teams up to date using WhatsApp, social media and emergency telephone message

5.46 SELF-OPERATING DIRECTORS

Self-Operating may involve a person working on their own (lone-op) or in a small team. If working on their own then guidance on lone working should be followed in addition to that for self-operated filming. The self-op shoot can be planned or unplanned and this guidance should support you for both eventualities. The Producer must always complete a risk assessment for lone working and self op shoots, taking current Director UK guidelines into account

Director UK Self Operating Directors Guidelines

This guidance is not appropriate for assignments in Hostile Environments.

What can go wrong?

- Inexperienced employees and crew are more vulnerable.
- Potential for excessively long working hours.
- Driving combined with long working hours.
- Vulnerable to crime and violence (depending on story/location/time).
- Not enough people to carry heavy or bulky kit.
- Camera operator being unaware of anything not in shot.
- Becoming emotionally involved in distressing stories or situations.

Responsibilities

- It is the commissioners' responsibility to make sure that whoever they commission is competent to undertake the assignment. Using this guidance, they should discuss with the production team how risks will be managed.
- It is the production team's responsibility to ensure there are suitable safety arrangements in place. This should involve:
 - checking that there are sufficient resources (including time and personnel) to enable the control measures described to be put in place
 - discussing concerns raised and taking appropriate action to alleviate the risks
- It is every individual's responsibility to ensure they are competent to undertake the work and to raise any concerns they have about the safety arrangements proposed, how well these are implemented, and how they will work in practice.

Is self-op or lone-op appropriate?

The decision whether to shoot traditionally or self-op should be largely influenced by editorial/creative factors. The decision to employ lone-op however, involves additional risks.

Lone-op will not normally be appropriate in the following circumstances

- remote locations and those without mobile phone reception, and
- high crime areas,
- risk of public disorder,
- covert filming,
- door - stepping.

Lone-op may not be appropriate in the following circumstances:

- sensitive stories,
- night filming,
- filming in private homes,
- investigative work,
- public demonstrations,
- situations requiring long drives during or at the end of the working day,

- hand-held coverage of actuality events where you will be unable to remain fully aware of your surroundings (e.g. because of a need to use both headphones; need to use optical viewfinder).

Operational controls

Once it is determined that self-op is appropriate the following operational controls (Do's and Don'ts) should be considered as part of your risk assessment.

Do

- **Locations** - Different locations have different hazards. Research the location before you set off if possible. If necessary do a recce. Decide what equipment and resources are needed, decide if shoot needs more than one person (see above).
- **Training** - Ensure training and experience is relevant to the production/shoot. Check/ Record details on Production Safety Passport.
- **Working Hours** - Schedule enough time for the job to avoid excessively long working days and to allow time for rest and meal breaks. A break of at least 11 hours should be scheduled between the end of one working day and the beginning of the next.
- **Driving** - Plan the journey. Park close to location preferably somewhere secure and well lit. Use a car suitable for the load and location preferably with a low lip to the boot.
- **Driving Hours** - Avoid driving after working for 12 hours or more or after 11 hours if your driving time exceeds 4 hours on that day. Take a 15 minute break after 2 hours. If journey time is more than 2 hours share the driving. Consider need for overnights especially if working lone-op. Be mindful of the need to manage working time (11hr break see above), driving to/from locations that aren't your normal place of work may be considered as working time for that purpose.
- **Public Transport** - Consider whether taking public transport with kit is appropriate in terms of carrying the weight, and risk of theft or damage. If on public transport make sure you can get back from the shoot in the event of a late finish.
- **Communication** – Ensure you have appropriate means of communication and raising the alarm, e.g. mobile phone, alert device, tracking device. Tell people where you are going, what you are doing and who you are seeing and arrange a call-in procedure for arrival and completion of the shoot. Make sure contacts will work in case of emergencies and "out-of-hours".
- **Security** - Consider security when planning the location – public places, such as cafes, may be safer than private homes. Consider the nature of the story, crime rate in area, time of filming, likelihood of public being present/absent, possible sources of trouble or disorder.
- **Equipment** - Reduce weight. Take only the equipment you need. For lone-op use a specialist multipurpose rucksack, pack equipment in wheeled cases or use trolleys.
- **Lighting** - Use natural or available light, if you can't then use battery rather than mains lighting, consider LED lighting. Use a UV filtering gel on any HMI lights. If outside then mains equipment must be suitable for external use.
- **Distressing Subject Material** - Ensure you have someone to talk to either during or after the shoot if you are covering distressing stories and agree arrangements for someone from production team to 'keep an eye on you'. Ensure arrangements include access to 'professional' back-up e.g. counselling services.
- **Contingency planning** – As part of the risk assessment, consider what could go wrong (what if) and ensure back up plans are in place with clear lines of communication. Ensure all key contact details are known and shared.

Don't

- Have a long drive home after long working hours.
- Track backwards when working alone.
- Film whilst walking across roads, cycle paths or busy footpaths unless accompanied and an on the spot assessment deems it safe.
- Use the optical viewfinder anywhere you can collide with people or moving objects.
- Put yourself in danger if someone tries to take your kit – put your safety first.
- Have valuables on display about your person or in your car.

5.47 SMOKING

All workplaces including vehicles used for company purposes are smoke free and no smoking signage on display.

England

The company recognise that are very few exemptions to the Smoke-free Regulations, however, Part 2 Section 6 of the Smoke-free (Exemptions and Vehicles) Regulations 2007 for England does refer specifically to actors/performers, stating:

“Performers

Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, that part of the premises in which that person performs is not smoke-free in relation to that person during his performance

In allowing actors/performers to smoke during a performance in an otherwise smoke-free workplace, the following procedures will be followed in addition to assessing and reviewing the fire precautions in place for the set:

1. When working in a location such as a domestic residence, or a workplace which is normally subjected to the Smoke-free Regulations, and there is a need for smoking “in-vision” to take place, the Location Manager explains the “Part 2 Section 6 Performer Exemption” to the homeowner or person in control of the part of the premises being used and a written consent is obtained from them to allow smoking within their property.
2. Only the designated performer(s) shall be permitted to smoke.
3. Consent should be obtained from the crew and any other persons who may be affected by the smoke.
4. Care shall be taken not to expose the crew, cast and others to second-hand smoke for extended periods of time. Location Managers are required to ensure that there is adequate, effective ventilation in place.
5. Areas of the premises where smoking will take place will be agreed in advance. It is only those areas which will be deemed a smoking area, and then only in relation to the designated performer during his or her performance.

No such performer exemption applies for Scotland Wales or Northern Ireland under devolved smoke free legislation

5.48 SPECIAL & VISUAL EFFECTS

When an explosive or pyrotechnic effect is needed the Producer will ensure that a competent special effect technician at with the appropriate grade is engaged to control the effect sourced from The Joint Industry Grading Scheme

Link

www.jigs.org.uk

A thorough Risk Assessment will be carried by the SFX technician taking into account ancillary risks and procedures in the event of the effect not occurring as planned.

All cast and crew will be fully briefed before participating in a rehearsal on risk controls.

5.49 STRESS & MENTAL HEALTH

Health and Safety includes not just physical but also mental health.

LA Productions has a commitment to

- Treat mental illness seriously
- Identify issues proactively and resolve them
- Support employees and safeguard vulnerable people who face mental health problems

- Seek advice from and align to The British Psychology Society best current practice; Psychology and Media Productions: Guidance for Commissioners and Producers communications@bps.org.uk; tel 0116 252 9500
- Ensure our insurance covers mental illness (treatment, counselling)
- Take mental health into account when assessing first aid

Wherever possible, work should be organised to promote the well-being of workers (and others involved in the production). When budgets are tight, the welfare of the crew should not be treated as a luxury.

Stress is the body's reaction to too much of the wrong sort of pressure. Stress can be caused by (amongst other things) shift work, task design, organisational factors as well as "home" factors. Both overload (too fast, too much, too difficult) and underload (boredom, no prospects) can be a cause.

Stress will be subject to risk assessment and as with other assessments, individuals or groups at particular risk will be identified – Producers and senior managers are not expected to be psychotherapists, but should take into account any disclosures about significant other pressures, or any known previous stress-related illness. As far as is reasonably practicable employees should be directly involved in the assessment process and have a positive input into devising control measures.

Employees should report to their direct supervisor:

- If they feel a colleague (in whatever position) seems to be suffering from stress anxiety mental depression, or is creating stress
- If they are under intense pressure in their personal or domestic life.

All reported incidences of stress are to be recorded on an Accident Report Form and sent to the Head of Production or notified to the Safety Advisor in confidence. Stress is not RIDDOR reportable but all reports will be investigated and action taken in line with the HSE stress standards

Mental Health

LA Productions takes mental health and well-being of its workforce very seriously and will work toward aligning to British Standard BS 45003:2021 as a strategic goal (addressing the risk of out of hours and remote working). As a commitment the company will

- Take action at an early stage after an employee who is experiencing mental health difficulties has made a report
- Ask an employee who makes a report to help their manager and HR identify their problems and needs
- Understand stress and mental health problems do not affect someone in the same way
- Make adjustments to ease problems reported but only if a better understanding is given of the employees situation
- Ask employees to take a positive solution focused approach to work out how problems can be resolved
- Agree a plan with the employee and their manager when the employee returns to work after illness
- Treat the employee with mental health problems in exactly the same way as any other employee, unless they ask for help or demonstrate clear signs that they need it

Managers Responsibilities

- Talk to employees who experience mental health difficulties at an early stage
- Use routine management tools to identify and tackle problems and needs – (using informal chats, meetings, appraisals, use open non-judgemental questions when working out problems and finding solutions, writing up personal support plans)
- Support an employee who is tearful and upset

Mental Health First Aiders

Refer to First Aid for detail

Film & TV Charity

The contact details for the Film and TV charity will be displayed in a prominent position in workplaces occupied by the company,

Link

<https://filmtvcharity.org.uk/>

Wellbeing Facilitators

The company will assess the need to appoint a 'Wellbeing Facilitator' through an independent company to provide confidential mental health and wellbeing support on set, in person and online to all crew and cast – as a neutral, third party on a production by production basis

The role of the WF includes dealing with any issues from bullying or harassment, personal or professional concerns or, just to provide management coaching if necessary to create a safe working environment for everyone. Contact is made available in person / by phone / email for the person who needs support.

Link

<https://6ftfrom.org/>

5.50 STUNTS

Competent stunt coordinators will be sourced by the Producer from:

The British Stunt Register

www.thebritishstuntregister.com

The stunt coordinator with the relevant health and safety grade will be engaged to assess the risks, provide the necessary training and oversee the stunt. Health and safety grading is not reflective of craft skill e.g. horse riding and competency skill which must be assessed and discussed.

Stunt artists are responsible for taking measures to ensure their own safety and that of others who may be affected by their activities while they are performing the specified stunt. This responsibility extends to the selection of equipment and materials used.

No member of the public or child may participate in a stunt or be put at serious risk of injury by the performance of one. When cast, contributors and crew are involved in stunts, an assessment of their fitness will be made.

Whenever stunts are undertaken no change will be made from the planned procedure without the knowledge of the appointed stunt coordinator.

5.51 STUDIOS

The Producer will discuss and agree with the studio building manager responsibilities for Health and Safety including but not limited to:

- Access
- COVID Rules where they apply
- Parking
- Fire Risk Assessment and Emergency Arrangements
- First Aid
- Fixed Electrical Installation Inspection
- Asbestos Register
- Security
- Waste Collection
- Welfare and Catering

5.52 VIOLENCE

Violence should be assessed, controlled and reported in the same way as other health and safety risks. The Producer will Risk Assess reasonably foreseeable situations for violence and put in place controls.

The risks include serious or persistent harassment (which may include racial or sexual harassment), extortion, intimidation, abuse, theft of equipment or money, threats and actual physical attack. As well as emotional/mental injury, people may be physically injured or even killed.

Children and young people should not be exposed to the risk of violence.

Direct Supervisors will assess, control and manage the risks of violence. In particular:

- Managers of reception and security personnel will assess the risks of verbal abuse.
- Managers of employees who handle significant quantities of cash or valuable goods will assess the risks of violent theft.
- Programme makers will consider violence in their risk assessments, particularly if working in a place which is politically unsettled, or has high levels of street crime or gang activity, or a significant threat from people under the influence of drugs or alcohol.

If a dangerous weapon (which might even include an aggressive dog) is produced unexpectedly, the individual will withdraw immediately.

Employees / crew who are subject to violence should complete an accident or incident report form, obtain appropriate medical assistance for physical injuries, and contact the company arranged counselling service if they require assistance with mental/emotional injury or require support during the incident investigation.

Intoxication, by whatever means, will not be accepted as an excuse for violent behaviour, and may provoke disciplinary action.

5.53 VISITORS

Every visitor will have a host who is responsible for:

- Establishing special need provision – access / exit in emergency / welfare.
- Supervising and escorting the visitor
- Giving instruction to the visitor e.g. emergency arrangements, rules and risks
- Ensuring personal protective equipment issued is worn and properly used.

5.54 WEAPONS

Weapons, including replicas and dummy firearms, can only be used with the authority of the Producer. Advice will be sought from the Safety Advisor on arrangements and procedures regarding the use of weapons.

An armourer or designated competent person will be present at any studio or location where weapons are used and will be responsible for the weapons' storage and handling at all times in line with Police and legislative guidelines. Weapons ammunition and gunpowder will not be left unattended by the Armourer at anytime. This means staying with the vehicle where their vehicle is used for storage

Adequate insurance and liability will also be arranged for any weapons.

5.55 WORK EQUIPMENT

The safe use of any machinery or equipment will be defined by the Direct Supervisor responsible for its use on the basis of a risk assessment.

New, second-hand or hired machinery or equipment will be checked for compliance with the Provision and Use of Work Equipment Regulations and a risk assessment carried out before it is brought into use.

Before any item of lifting equipment is brought into use for the first time it will be thoroughly examined by a competent person unless it has been supplied with physical evidence of examination or, if brand new and never used, has an CE mark and / or UKCA.

All guards will be in place when any machinery or equipment is used. For fixed items of equipment, the Direct Supervisor will, each day, check that all machinery safeguards are in position and secure. Interlocks will be in good condition and fully operational. Defects are to be remedied before the machinery is used.

Designated, competent, people may remove guards for the purposes of adjustment, lubrication etc., but this will not be carried out with dangerous parts of machinery in motion. Guards will be secured before the machine is run.

Any maintenance schedule will be planned on the basis of a competent risk assessment.

5.56 WATER MANAGEMENT – LEGIONELLA

Legionnaires disease is a form of pneumonia caused by the inhalation of airborne droplets (e.g. shower spray, cooling tower drift, sludge slime) containing Legionella pneumophila bacteria.

The bacteria can be found in the freshwater supply, mud and but once it enters the water system in a building the risk of proliferation increases due to

- Low water turnover - derelict empty buildings, disused pipework and taps, recycled air conditioning water
- Water temperatures maintained between 20-45 degrees
- Accumulation of sludge, slime, limescale - water outlets, tanks
- Lack of water treatment regime

The main risk is likely to be when travelling overseas where water systems will be less well maintained than in the UK. In the UK there are legal guidelines under COSHH on how to manage the risk from legionella. HSE technical guidance is given in HSG274 and the ACOP L8 "Legionnaires' disease. The control of legionella bacteria in water systems"

Temporary Serviced Production Office

The Premises Manager is the Responsible Person for the temporary office, responsible for ensuring that the office water system is properly maintained; that a Legionella risk assessment is carried out by a competent person; records are held and that the assessment is reviewed.

Legionella Risk Control Precautions

- Maintaining cold water systems (pipes and storage tanks) below 20°C - usually simply achieved by regular turnover of mains water
- Maintaining hot water storage systems (calorifiers and water heaters) at 60°C, to achieve 50°C on its return in recirculation systems, and at least 50°C at outlets within 1 minute of flushing - check water temperatures and adjust thermostat accordingly. Beware risk of scalds
- Making sure that low use systems (hot or cold) are flushed through regularly, for example, by running taps routinely - there should not be any 'dead legs' or 'blind ends' in the system which result in water stagnation
- Keeping the system clean to avoid the build-up of sediments which may provide nutrients and/or provide refuge for the bacteria from treatment chemicals e.g., keep lids on tanks, de-sludge large tanks/calorifiers
- Paying particular attention to the condition of water sources which create droplets which can be dispersed and inhaled, particularly if these people may also be immuno-compromised
- Complex water systems (wet cooling towers, large premises systems, etc.) should be routinely managed by a specialist building maintenance company, who can test, clean and disinfect the system according to an appropriate written scheme
- Water systems that have remained unused for an extended period should be cleaned and chlorinated by a specialist water treatment company prior to being put back into use.

Production

The person responsible for hiring or renting the premises or location e.g., Producer and Locations Manager should check the following is in place

- A Legionella Risk Assessment
- Written control measures (written scheme)
- Records of precautions and tests
- Someone who is nominated as responsible for the safety management of the water systems.

Other areas of risk include crew showers, facility vehicles and catering, dunk tanks and rain effects.

In the event of water quality concerns when travelling to warm climates

- Avoid using or sitting by spas, Jacuzzis
- Run taps and shower heads for at least a 2 minutes each day
- If water quality is particularly poor do not use showers which create fine sprays e.g., when under high pressure
- Swimming pools which appear to be clean and smell of chlorine are unlikely to be a risk

5.56.1 WATER – FILMING ON

The Producer and Locations will seek advice from the Safety Advisor along with the best available local professional advice at the pre-production planning stage and form part of a thorough risk assessment of the taking into account weather conditions, tides, currents, non-swimmers, rescue, health hazards, access and egress etc.

Pre notification will be made to the Maritime and Coastguard Agency (sea) or the Canal and River Trust as appropriate to ensure compliance with any of their requirements when filming.

Any vessel used for filming purposes will:

- Be suitable for use
- Comply with relevant inspections, maintenance etc.
- Have the appropriate relevant certification.

It will be ensured that a competent captain mans any craft involved and all persons on boats should be equipped with a suitable lifejacket.

5.57 OFFICE WORKPLACE & WELFARE

Suitable and sufficient welfare arrangements are in place in the office with routine monitoring carried out to ensure arrangements remain fit for purpose.

The Work Place Regs include the following and compliance should be checked before occupying a temporary production office space as part of the pre-production planning stage and routinely as part of its suitability.

- Maintenance
 - Workplaces must be maintained in clean and efficient state
 - Include a pro-active maintenance programme with records kept
- Ventilation (includes fans, windows and extraction units)
 - Enclosed workplaces must be sufficiently ventilated
 - Supplied air must be free from impurities causing offence or health risks
 - Ensure ventilation does not cause uncomfortable draughts
 - In some cases, audible or visual warning for plant failure
- Temperature in indoor workplaces

- Reasonable temperature must be maintained
 - No injurious fumes, gases or vapour emitted from heating / cooling equipment
 - Thermometers have to be displayed
- Lighting
 - Workplaces must have suitable and sufficient lighting
 - Natural light provided, (so far as is reasonably practicable)
 - Emergency lighting where lighting failure would result in danger
- Cleanliness and Waste Materials
 - Workplace, furniture, furnishings etc to be kept clean
 - Walls, floors and ceiling surfaces to be suitable for cleaning
 - Waste not allowed to accumulate, except in suitable receptacles
- Room dimension and space
 - Sufficient floor area, height and unoccupied space (min 11³) per person guideline
 - When allocating space consideration to be given to number of people, amount of equipment, furniture and fittings and room layout
- Workstations and Seating
 - Must be suited to the individual and nature of work (ergonomics)
 - Enable swift evacuation and access in an emergency
 - Suitable seating where work can be undertaken sitting
 - Footrest provided where necessary
- Floors and Traffic Routes
 - Sound construction that is suitable for the purpose
 - Effective means for drainage where necessary, surfaces free from holes, uneven surfaces etc
 - Handrails provided at slopes and staircases
- Falls and Falling Objects
 - Suitable and effective measures in place to prevent people falling and
 - Items falling onto people
 - Protection by personal protective equipment, information training and supervision to be a last resort.
- Windows and Transparent Doors, Gates and Walls
 - Must be of safety material or protected against breakage where necessary
 - Appropriate markings or features
- Windows, Skylights and Vents
 - If openable, must be able to open, adjust etc. safely
 - Must not pose a risk whilst open – hitting someone walking past, falling
 - Suitable and safe access arrangements (e.g. from floor, or by using window poles)
- Ability to Clean Windows Safely
 - Designed and constructed to facilitate safe cleaning
 - Access equipment with attachment for safety harness
 - Firm level surface for cleaning (where impossible from floor level, try to clean from inside)
- Organisation of Traffic Routes
 - Pedestrians and vehicles to circulate in safety
 - Routes must be suitable for people and vehicles
 - Prevent pedestrians and vehicles from colliding
- Doors and Gates
 - Suitably constructed, e.g. sliding doors etc coming off tracks
 - Powered doors / gates fail to safety (or manual operation if power fails)

- Clear view through swing doors / gates
- Sanitary Conveniences
 - Suitable and sufficient, at readily accessible places
 - Good ventilation and lighting, kept clean and orderly
 - Separate for men and women, unless door secured from inside
- Washing Facilities
 - Suitable and sufficient with showers if nature of work requires
 - Located in vicinity of sanitary conveniences and changing rooms
 - Clean hot and cold (or warm) water
 - Soap etc to facilitate cleaning and towels or other means for drying
 - Separate showers for men / women (unless separate lockable cubicles)
- Drinking Water
 - Adequate and wholesome supply
 - Located and readily accessible and suitable places
 - Conspicuously marked by signs where necessary
 - Drinking vessels (unless water fountain provided)
- Accommodation for Clothing
 - For employees own clothing not worn during work
 - For special clothing worn at work only (separately kept from personal clothes)
 - Suitable location, with adequate security provisions
 - To include facility for drying clothes where necessary
- Facilities for Changing Clothing
 - Provided when
 - Someone has to wear special clothing at work
 - Worker can't use another room for health or propriety reasons
 - Facilities to enable separate use by men and women
- Facilities to Rest and Eat Meals
 - Rest facilities to be provided in new, converted or extended workplaces (SFRP in existing workplaces)
 - Facilities for pregnant workers or nursing mothers
 - Facilities to eat, where meals are regularly eaten at work and separate facilities where food may become contaminated
 - Protection from tobacco smoke where rest rooms are provided

Production – Location

The Producer will ensure all activities take place in a safe and healthy working environment and that full welfare preparations are carried out. These include supplying / access to:

- Toilets and hand-washing facilities.
- Drinking water.
- Access to suitable food, and areas to eat.
- Reasonable thermal environment or suitable protective measures.
- Shelter and rest areas.

Particular attention will be paid to the potential for difficult weather conditions on location during risk assessments.

5.58 YOUNG PERSONS & WORK EXPERIENCE

See also Children

A *young person* is someone under 18 who has not reached the minimum school leaving age (usually 16). Anyone caring for, training, supervising or being in sole charge of a young person will be vetted.

Young persons present on work experience will have a personal Risk Assessment undertaken prior to commencement of any work placement, with a copy of the Risk Assessment passed to the school, parents or guardian.

Young people are specifically prohibited from certain high risk work, including:

- Working and operating dangerous machines and catering equipment.
- Lifting excessive weights.
- Handling devices containing explosives – (including fireworks).
- Cleaning machinery in motion.
- Working with fierce or poisonous animals.

If the risk assessment finds that a significant risk remains despite risk control efforts, then a young person will not be employed to do the work.

6.0 ANNEX 1 – HEALTH & SAFETY PRODUCTION PLAN CHECKLIST

This Production Health and Safety Plan Checklist is designed to help you work through the basic actions you will need to take on this production. Please note that this is not exhaustive and there is space at the end for you to add further actions that are specific to your production.

Timescale	Possible Actions Necessary	Date Done	Initials
Pre	Employees and crew working in the office/location/studio to receive induction training and information as necessary Topics to include <ul style="list-style-type: none"> • Fire and Emergency • Welfare • Lone Working • Site Rules • Disability Access Arrangements • Security • Risks • Parking 		
Pre	Contact the Safety Advisor and arrange a meet and greet		
Pre	Health and Safety Policy communicated - Recipients:- Producer, Line Producer, Director, 1 st AD, 2 nd AD, 3 rd AD, Location Manager, Heads of Department. Summarised version to everyone		
Pre	Role and Responsibilities outlined in the Health and Safety Policy incorporated into contracts and circulated		
Pre	Set up / source Health and Safety file on computer system so documents can be retrieved		
Pre	Check crew competency and health conditions		
Pre	Check talent competency and health conditions		
Pre	Identify disabilities and seek advice from Safety Advisor		
Pre	Notify Safety Advisor where assessment required		

Pre	Identify fire / first aid / emergency response arrangements Think about <ul style="list-style-type: none"> • Filming Activity • Location • Cast and Crew • Talent • Security 		
Pre	Obtain source issue discuss and retain <ul style="list-style-type: none"> • Accident Report Form • General Risk Assessment Form & Guidelines • H&S Guidelines • First Aid Kit • Fire extinguishers • Personal protective equipment • Special site rules • Site maps • Design plans 		
Pre / Ongoing	Complete Production Risk Assessment, distribute, communicate, reassess in event of change in editorial – send to Safety Advisor for checking		
Pre / Ongoing	Source Contractor / Specialist risk assessments – send to Safety Advisor for checking		
Pre / Ongoing	Arrange special training courses where necessary – retain evidence		
Ongoing	Maintain contact / give regular feedback to <ul style="list-style-type: none"> • Production Manager • Line Producer • Safety Advisor 		
Ongoing	Maintain contact keep a check on <ul style="list-style-type: none"> • Self-Shooting Directors • Lone Workers 		
Ongoing	Report fatalities, fines, accidents, incidents, near misses, damage, theft, fires, health and safety complaints, abuse, security breach, potential insurance claims, vehicle collision, anything else with corporate liability or safeguarding implications to <ul style="list-style-type: none"> • Production Manager • Safety Advisor 		
Ongoing	Monitor check <ul style="list-style-type: none"> • First aid and treatments • Fatigue and Stress • Self Shooter/Lone Workers • Location (fire / risk) • Working practices • Weather and Welfare 		
Post	Arrange review meeting with Production Manager to recommend improvements		

Please add any other necessary actions below that are not noted above

7.0 ANNEX 2 – GENERAL RISK ASSESSMENT GUIDELINE

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. Filming on a yacht at sea or in a busy supermarket being obvious examples of an environment being the highest residual risk.