

NFTS

**NATIONAL
FILM AND
TELEVISION
SCHOOL**

Health and Safety Policy

National Film and Television School
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1.0 About this document

This document explains our approach to enable creative ambition to flourish – safely.

Help us to achieve our ambition by familiarising yourself with the content of our Policy and seek any clarification, raise any issues, or make any suggestions for improvement with the person in charge of you.

Our Health and Safety Policy is divided into three sections:

Statement of Intent

- The statement of intent sets out the objectives, which the NFTS has set for the management of health and safety to avoid injury to staff students and to others affected by our work.

Organisation and Responsibilities for Health and Safety

- Sets out how health and safety is organised, and responsibilities are delegated; clearly identifying those which are specific to individual post holders and the common responsibilities of everyone working or studying at the NFTS.

Arrangements for Health and Safety

- Identifies the NFTS arrangements to manage health and safety, for example our approach to risk assessments.

This document will be shared with our Board, employees, students, freelancers, suppliers, volunteers and third parties as appropriate.

This policy applies to all NFTS students, including apprentices. Where this document refers to 'students' this will include apprentices unless specified otherwise.

2.0 Health & Safety Policy - Statement of Intent

The National Film and Television School (NFTS) regards the health, safety and wellbeing of its staff and students, and all others who may be affected by the school's activities, as being of prime importance - and is fully committed to the prevention of work-related injury or ill-health and maintaining a positive health and safety culture.

- The Board of Governors have overall accountability for health and safety
- The NFTS Director has responsibility for the delivery of health and safety

The School is committed to providing a safe and healthy environment for work and study. This commitment exists alongside our wider legal and moral obligations to ensure the health, safety (H&S) and wellbeing of our staff, students, volunteers and contractors, freelancers, and suppliers (collectively referred to as "suppliers") and anyone who may be affected by our activities.

We will achieve this through:

- Developing and implementing a "Plan, Do, Check, Act" approach for managing health and safety based on HSE Guidance *Managing for health and safety (HSG65)*
- Ensuring that the H&S of people is our highest priority, demonstrating commitment to a continual improvement in performance and placing risk assessment management at the centre of all NFTS activities
- Establishing an effective management structure where key health and safety accountabilities and responsibilities, expectations, and objectives to improve H&S performance are identified and communicated.
- Creating accountability and transparency through timely and accurate evaluation, reporting and review of H&S performance
- Ensuring that H&S risks associated with our activities, premises and equipment are identified, controlled (ensuring they are eliminated or minimised) and are and monitored
- Providing safe premises, safe workplaces, safe systems of work, safe plant and equipment, safe storage, safe transportation, suitable welfare facilities - and a healthy working environment
- Ensuring the safe handling, storage and use of hazardous substances
- Providing appropriate resources, information, instruction, training, and supervision to enable all personnel to complete their work in safety and contribute positively to their own H&S - and that of all other persons involved
- Ensuring all staff, students, freelancers, volunteers, and suppliers are competent to deliver the health and safety arrangements
- Ensuring that all processes and activities of the NFTS will be designed and planned to take account of H&S arrangements – with H&S as an integral part of the organisation's operation

- Maintaining procedures for communication and consultation between all levels of personnel on matters of H&S
- Ensuring that sufficient resources are provided to enable the H&S Policy to be implemented effectively throughout the organisation
- Ensuring that competent technical and professional advice is available to the NFTS concerning all matters of H&S
- Monitoring our H&S performance as part of the NFTS commitment to continual improvement
- Reviewing this Policy and Management document annually - or immediately following any significant required changes - and ensuring that its content is communicated to all personnel

We will be assisted by all staff, students, volunteers, suppliers, and visitors who must:

- Take reasonable care of their own safety and the safety of others
- Co-operate with each other to enable compliance with any imposed legal duty or requirement
- Not interfere with or misuse, intentionally or recklessly anything provided in the interests of safety
- Comply fully with this Health and Safety Policy statement
- Report all accidents and incidents, hazards, dangerous occurrences, and damage to property (e.g. premises, equipment, vehicles)
- Use the necessary protective clothing and equipment to observe and follow all safe working practices.

Signed by the NFTS Director on behalf of the Board of NFTS Governors:

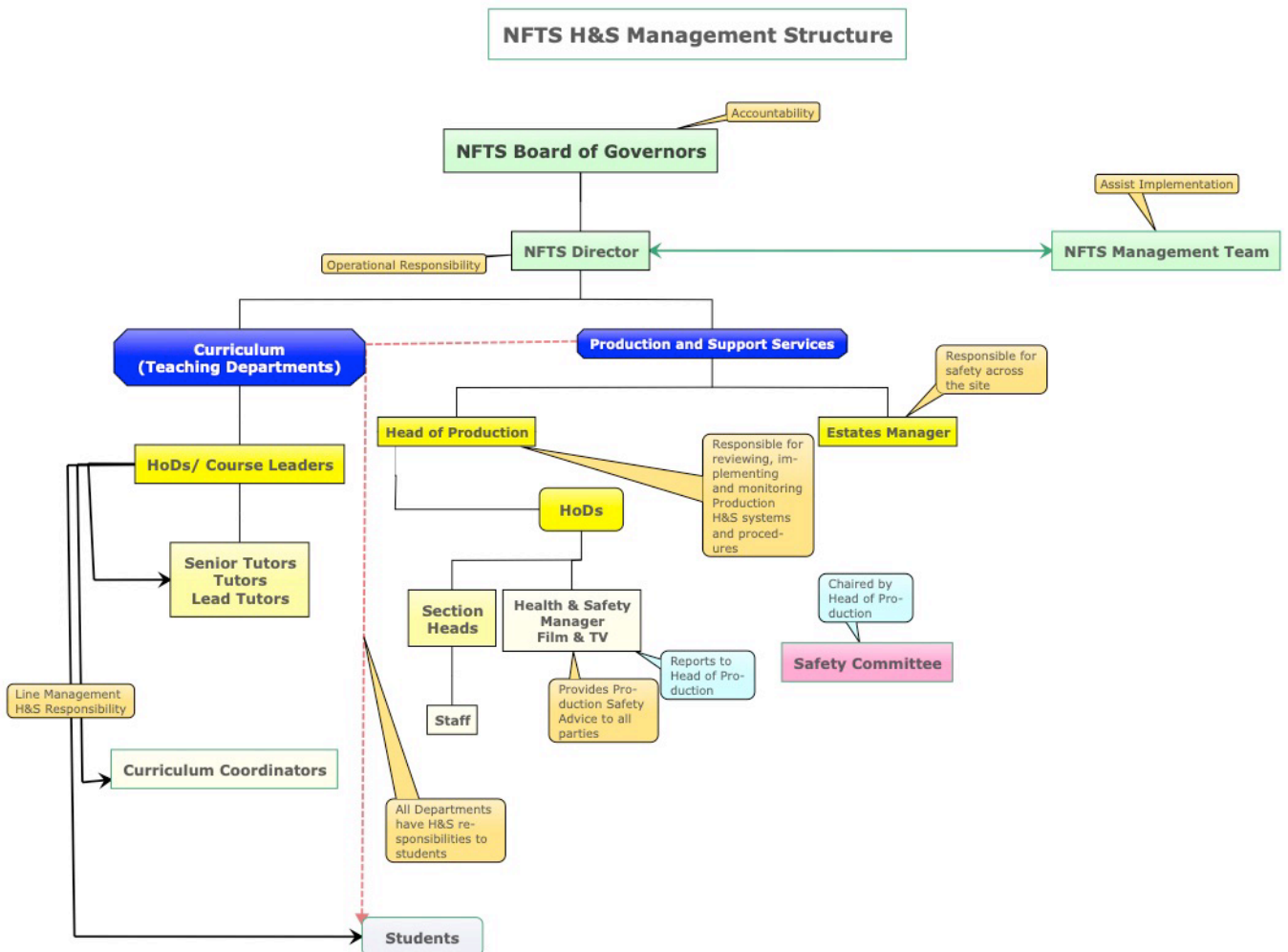
Signed

Jon Wardle, NFTS Director - January 2022

3.0 Health and Safety Organisation

- Teaching departments are directly responsible for the delivery of courses delivered by the school.
- All other departments provide operational support and services to enable the delivery of the teaching and learning activities.

3.0.1 NFTS Health and Safety Management Structure



3.1 Health and Safety Management Responsibilities

3.1.1 All Departments

- All departments have equal and direct responsibility for the management of H&S for all their departmental activities and ensuring adherence to the H&S standards defined by this Policy.
- The implementation of the School's Health & Safety Policy is a line management responsibility.

3.2 Specific Responsibilities

3.2.1 Board of Governors

The Board is ultimately accountable for monitoring the effective delivery of the NFTS H&S Policy

The Board is supported by:

- *Minutes and reports from the Finance & General Purposes committee who meet prior to the Board meeting where H&S is always an agenda item.*
- *Receipt of H&S reports from the NFTS Director and other members of the School Management team.*

3.2.2 NFTS Director

The NFTS Director is responsible for:

- The management of H & S and the implementation of the School's Health & Safety Policy.
- Developing and implementing a "Plan, Do, Check, Act" approach for managing health and safety based on HSE Guidance *Managing for health and safety (HSG65)*
- Developing and recommending a H & S strategic plan to the Board
- Reporting to the Board on all H&S matters so that they can monitor the School's H & S performance, compliance and progress with any H&S audits, improvements, or any serious incidents
- Ensuring that sufficient funds and resources are made available for the implementation of all necessary H&S systems and arrangements to meet the obligations under this Policy
- Monitoring the School's health and safety culture, through discussions with staff and students, randomly undertaking safety checks and noting areas of safety in which it is felt the School requires the allocation of resources
- Establishing the attitudes of all staff, students and suppliers to the School's strategies and standards regarding health, safety & wellbeing
- Undertaking, or causing to be undertaken, formal inspections of the school premises or areas within the premises to ensure health and safety compliance
- Ensuring that appropriate groups/forums are established to ensure that there is dialogue and feedback on health and safety matters at all levels within the school.

- Taking any action necessary (including disciplinary action where appropriate) to ensure that the arrangements detailed in this Policy are adhered to by all persons under the control of the School
- Reviewing this Policy annually, or as required

3.2.3 Management Team

Are responsible for assisting the NFTS Director in:

- The management of Health & Safety and the implementation of the School's Health & Safety Policy
- Monitoring the operation of this policy and arrangements and recommending any alterations or improvements as necessary (Monitoring may include safety audits, inspections and/or sampling in addition to investigation of any reports received from employees)

3.2.4 Departmental H&S Management Responsibilities

Departments will manage and maintain the required H&S standards for all their students when they are engaged in any curriculum or approved activities both on and off- site from the School.

Departments have specific H&S responsibilities to ensure two key aspects:

- That all activities for students are as set out in the Course Handbooks and Module Briefs as approved by the Director of Curriculum and/or Registrar
- That prior to their starting work, all students are adequately prepared and trained to be able to safely undertake those activities as agreed

For each area of activity, the department is to identify what is needed, how it will be carried out and the required responsibilities and competencies.

Departments must demonstrate arrangements for:

- Creation and review of Risk Assessments for all production and related work activities
- Ensuring that safety is considered at the early planning stages for any workshop/project/exercise
- Ensuring that realistic time scales and adequate resources for safety have been allocated
- Ensuring staff (including freelance, part-time, and temporary) are safety competent (defined as having had appropriate training and experience) and are provided with adequate information, instruction, and training
- The selection and control of contractors and for the exchange of information
- Monitoring all work activities for compliance with the necessary standards, guidance, and rules

3.2.5 Departmental Individual H&S Responsibilities

- All individuals have responsibility for H&S when at the NFTS. Responsibility is in direct proportion to their post/position or role performed, but ultimately everyone has a 'duty of care' to ensure the H&S of everyone else. Everyone is always legally liable and accountable for H&S

- All departments including those without any specific responsibility for the formal teaching or instruction of students, must always ensure that their staff maintain the required standards of NFTS H&S as appropriate, acting as H&S role models for the students

3.2.6 Departmental Heads – HODs & Course Leaders

The roles and responsibilities for Heads of Department in this section are also applicable to Course Leaders

- Each Head of Department (HOD) is responsible for the H&S of all persons engaged in the activities of their Department
- The HOD is the Line Manager of all persons working in their department; staff, students, suppliers, and volunteers.
- In relation to all matters of H&S the HOD is the Line Manager of the Curriculum Co-ordinator and all Tutors and Support Staff working in their department
- All HODs must report H&S matters arising from the activities in their department to the Management Team and the Health and Safety Manager (Film & TV) as required/appropriate
- HOD's are responsible for ensuring that a Risk Assessment is carried out, approved, and implemented in any project or workshop of which they are in charge – it is the HOD's responsibility to approve Risk Assessments
- A HOD may issue instructions/guidance and delegate tasks to staff (e.g. Lead Tutor) under their control. However, the duty to ensure compliance always remains with the HOD. The staff to whom the tasks are passed have a duty to carry these out within the authority delegated to them.
- HODs and their Curriculum Co-ordinators ensure that all persons engaged by their department are appropriately H&S competent and 'approved' both as service/equipment suppliers but also specifically as persons who will be working with and may be responsible for students as young persons

3.2.7 Senior Tutors, Tutors and Lead Tutors

Senior Tutors, Tutors and Lead Tutors are those persons identified who are responsible for the management of H&S of students and persons in their charge.

- All levels of tutors are responsible for ensuring that an approved Risk Assessment is in place for any project or workshop in which they are involved

Senior Tutors and Tutors

- are always H&S briefed as necessary by the HOD/Lead Tutor
- must report H&S matters to the Lead Tutor/HOD/H&S Manager as necessary

Where a Lead Tutor is appointed by a HOD for a production or training workshop, the Lead Tutor will be responsible for carrying out the tasks delegated by the HOD and deputising for the HOD, or covering in their leave/absence as necessary for the management of H&S as required/appropriate

- All persons engaged in production or training workshop activities will be provided with details of the Lead Tutor (name and contact details) and informed that they must consult with the Lead Tutor in the event of any serious concerns or H&S matters that arise

3.2.8 Curriculum Co-ordinators

The Co-ordinator is to assist the HOD in ensuring that all persons involved in the Department's activities are aware of and follow the H&S Policy and procedures.

- The Co-ordinator is responsible for ensuring that an approved Risk Assessment is in place for any project or workshop in which their department/students are involved
- In all matters of H&S arising in the department activities, the Co-ordinator reports directly to their HOD (not their Line Manager)
- The Co-ordinator is to ensure that all visiting tutors/approved suppliers engaged by the department are given a H&S Induction Briefing as necessary/appropriate
- The Co-ordinator must report H&S matters to their department HOD/ H&S Manager

3.2.9 Suppliers

Contractors, Approved Suppliers and Freelance Support Staff will be referred to as a "supplier". A supplier is any person or company engaged to provide skills/services/equipment to any department of the NFTS

All suppliers must:

- be approved and monitored to ensure that they comply with NFTS H&S Policy
- ensure that they and staff under their control are competent
- provide information, instruction and supervision for staff under their control
- provide a risk assessment and/or method statements (RAMS) for all work activities
- ensure that significant findings of risk assessments and the necessary control measures are implemented
- abide by all NFTS rules on site
- only appoint competent sub-contractors, where applicable
- report all H&S matters to their respective department HOD or H&S Manager

3.2.10 Students

Irrespective of their age or their course, all persons enrolled as NFTS students are regarded as employees undergoing education and training

Students are expected to take reasonable care of themselves and of anyone else who may be affected by their activities.

All students are expected to:

- Co-operate with their department/tutor in all H&S matters, including Risk Assessments and any controls identified
- Not take risks or endanger themselves and others
- Only undertake activities they are competent to do so
- Not interfere with or misuse anything provided in the interests of Health and Safety, fire, or First Aid, as PPE or other equipment
- Report accidents, incidents, near misses, and faults and deficiencies to their Lead Tutor/Tutor including any unsafe conditions or behaviour
- Seek advice if ever in doubt about the adequacy of any safety arrangement

3.2.11 Student Leads (HOD)

As the Lead Student of a department on a Student Production (e.g. as the Designer in charge of the Art Department etc.) the student is to act as the 'HOD' and is expected to ensure:

- The H&S of all those colleagues and volunteers working with them in their 'Department'.
- An approved risk assessment is in place for the activity and any significant changes to the activity are discussed with the Tutor/Lead Tutor before the revised activity takes place
- Sufficient information, supervision, instruction, and training is provided to their team so they can operate in a safe manner
- That all volunteers are given their H&S induction and any training instruction as necessary or required
- Any PPE is provided where required and is correctly used

3.2.12 Volunteers

- Are any persons over the age of 18 years who have been approved and engaged by a teaching department to assist their students in their production activities on the basis of unpaid work experience.
- Volunteers are expected to take reasonable care of themselves and of anyone else who may be affected by their activities
- Volunteers are given a H&S Induction Briefing before they start work
- According to their role, all Volunteers are the responsibility of the relevant teaching department and the Lead Student for the activity for which they are engaged

3.2.13 Estates and Facilities Manager

The Estates and Facilities Manager is responsible for:

- Ensuring that the physical premises, facilities, and services within the school are safe and fit for purpose.
- Ensuring the compliance and management of asbestos and legionella requirements.
- All statutory H&S inspections such as LOLER and PUWER.

- Arranging for the annual Fire Risk Assessment on the school & offices and ensuring all actions are adequately addressed.
- Acting as the 'Responsible Person' as required under the Fire Safety Order 2005.
- Maintaining appropriate fire safety measures for all school premises and ensuring all staff, students and visitors are provided with information, fire safety instruction and training as required.
- Managing health & safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).
- Maintaining relevant statutory records relating to the Schools premises.
- Ensuring the dissemination of health and safety information in and around the school.
- Identifying and organising training for site related activities (e.g. First Aiders/ Fire Wardens) and Maintaining Records.
- Ensuring that all electrical equipment is inspected and tested ("PAT") by a competent person. The frequency of testing will be determined by risk assessment. Ensuring all new electrical equipment meets appropriate standards and is visually inspected before use.
- Ensuring annual checks and Risk Assessments are carried out on all other site equipment and facilities.
- Ensuring DSE assessments are undertaken for staff
- Ensuring a Permit to Work system is in place at all school sites (e.g. for hot work)
- Ensuring that all Estates and Premises contractors follow NFTS site safety rules with appropriate NFTS monitoring and supervision as required
- Providing health and safety reports/performance monitoring data to the management team as required

3.2.14 Section Heads

- Each Section Head is responsible for the H&S of all persons engaged in the activities of their Department
- In relation to all matters of H&S the Section Head is the Line Manager of all Support Staff working in their department
- All Section Heads must report H&S matters arising from the activities in their department to the Management Team and the Health and Safety Manager (Film & TV) as required/appropriate

3.2.15 Head of Production

The Head of Production (HOP) is responsible for:

- Ensuring that the H&S Policy and the supporting H&S Management System are upheld and maintained as robust and appropriate.
- Ensuring that the School's Health and Safety strategy and policies and procedures are compliant with external standards and are developed proactively.
- Ensuring a suitable greenlight approval process that addresses and manages all H&S risks, is in place for all production activities.

3.2.16 Health & Safety Manager (Film & TV)

The H&S Manager is responsible for the management and co-ordination of all health and safety matters for school productions, including the recording and administration of all Health and Safety documentation.

They will:

- Be responsible for professionally leading safety across the NFTS production activities.
- Work closely with the Head of Production, Heads of Departments (tutors), Lead Tutors, Guest Tutors, Section Heads, and students to ensure their productions have health and safety embedded at the heart of what they do.
- Oversee all production activities and ensure that suitable and sufficient standards of Risk Assessment are developed and maintained by staff and students.
- Ensure that appropriate systems are in place on current and new courses so that production safety is thoroughly considered by Heads of Department, Tutors, Section Heads, and students.
- Review and report on production safety across all school activities and productions, auditing and making recommendations where appropriate and implementing and advising on changes to practice as necessary.
- Carry out production safety inspections and give advice to staff and students at all levels on specific production safety concerns.
- Investigate accidents, maintain appropriate records, and make recommendations to promote health and safety in the workplace to the Head of Production, NFTS Director and Management Team.
- Assist with other production support activities where relevant and appropriate.
- Be responsible for ensuring that policies and procedures are kept up to date and compliant with the relevant legislation. To make these documents available for all NFTS Staff and students, in a central location.
- Prepare an annual Health and Safety report for the Board of Governors and such interim reports as requested.
- Report quarterly to the NFTS Staff / Student H & S Committee.
- Identify and make recommendations on staff and student training needs in respect of production safety and ensure that appropriate training records are maintained.
- Ensure all production related First Aid and Safety equipment for productions is maintained.

3.2.17 Competent Health and Safety Advice

The School accepts that there will be occasions where expert health and safety advice is needed for dealing with matters outside the School's normal scope of competence.

On such occasions the need for specialist health and safety advice must be brought to the attention of a member of the Management Team.

4.0 Arrangements for Health and Safety

Due to the diversity of the school's activities, it is necessary to distinguish between arrangements that are in place for premises, curriculum activities and those that are for production activities.

The school provides detailed topic health and safety guidance and instructions for both production and premises activities in the Health and Safety A-Z section of the Workplace Knowledge Library. Listed below are key core arrangements applicable to all staff and students. Refer to the Health and Safety A-Z in the Workplace Knowledge Library for details of all arrangements.

4.1 Risk Assessments

A risk assessment is a valuable tool in preventing and controlling risks in the workplace, helping with the planning of work, the development of safety procedures and reducing the number of accidents. It is also a statutory requirement and failure to comply, leaves the School vulnerable to enforcement action with costs to the school in terms of fines, increased insurance premiums and the loss of reputation, business, and research continuity.

This policy sets out the legal context of risk assessments and clarifies the risk assessment process for those required to undertake them.

Key requirements of the policy are:

- All significant hazards must be risk assessed
- Everyone must take responsibility for, and take an active role in, the risk assessment process.
- A Risk Assessment must be approved before an activity can commence
- Any risk assessment undertaken must consider obligations under the Prevent Duty where relevant
- A Dynamic risk assessment must be undertaken and recorded when an activity alters which alters the risk level where a risk assessment has previously been approved
- Risk assessments must be reviewed regularly
- The School must maintain a risk assessment register
- Risk assessments must be carried out by competent people, e.g. those with the necessary training, experience, knowledge, skill etc.
- Risk assessment training is mandatory for HODs, Curriculum Co-ordinators and all students who will be involved in undertaking risk assessments.
- A risk rating of levels 1 to 4 is applied across each Curriculum department and identifies the level of approval and sign off required before the activity can go ahead. Guidance on the risk assessment management and approval system can be found on the Workplace Knowledge Library.
- Risk assessments are completed via the schools online Risk Assessment system – Risk Pal.

4.2 Information, Instruction and Training

All NFTS staff and students will be provided with adequate information, instruction, and training to give them the appropriate level of safety competence required to perform their duties safely.

Inductions will include information on general health and safety requirements and issues specific to their job / course. The information will also include general information about the School and who to contact when they require further assistance. This information is also provided in the staff and student handbooks and on Workplace Knowledge Library A to Z.

Training needs will be formally assessed, and all training received will be recorded

4.3 First Aid

The School maintains an adequate number of qualified first aiders and first aid supplies to provide first aid at all practicable times.

First Aid Supplies and assistance for productions will be assessed and included via the production risk assessment for both studios and on location work.

4.4 Emergency Procedures

Estates and Premises are responsible for ensuring that emergency procedures are prepared and communicated to all staff, students, suppliers, volunteers, and visitors.

4.5 Wellbeing & Mental Health

The school places high importance on the health and wellbeing of all its employees and students.

We offer an Employee Assistance Programme together with a Wellbeing Hub where there is support and guidance. We also have a number of staff who are trained as Mental Health First Aiders.

The student support and wellbeing team offers confidential, specialist advice and guidance to all students and applicants on a range of disability and mental health topics.

Staff and Students are provided this information during induction and via the student handbooks.

Full details of all the services and support is also available via the NFTS Workplace Platform, under the knowledge library A to Z.

4.6 Monitoring, Audit and Review

4.6.1 Inspections

- The Estates and Facilities Manager is responsible for organising the inspection of sites and specialist equipment (e.g. hoists).
- Some of these inspections are not required by law but are part of the School's commitment to maintaining the highest standards of health and safety.
- All staff, students or suppliers will be responsible for examining any equipment or machinery before its use, to ensure that it is in good working order and safe to use.

4.6.2 External Independent H&S Audit

Every 2 years an external specialist H&S Consultancy undertakes an inspection of H&S Policy and Practice at the school and submits a written report to the Board of Governors, the Management Team, the H&S Committee.

4.6.3 Policy Review

- This H&S Policy will be reviewed at least annually or if it is no longer valid.
- There will be active open communication and consultation between all staff, students, suppliers, and stakeholders. All staff, students and suppliers who can contribute to making any improvements to this Policy will be encouraged to do so via the NFTS Director who will, where possible, implement such suggestions.
- All staff will be made aware of any changes of significance which have been made as a result of the review process.

4.7 Incident Reporting

- The term 'incident' includes accidents resulting in injury or damage, diseases related to work activities and dangerous occurrences such as a near miss.
- All incidents involving staff, students, volunteers, suppliers, visitors, and members of the public must be reported using the School's incident reporting procedure.
- The School will comply with the requirements of the 'Reporting of Injuries, Disease and Dangerous Occurrences Regulation' (RIDDOR). Any incidents that are 'Reportable' as defined under RIDDOR will be reported to the Health Safety Executive (HSE).
- All site related incidents to be reported by the Estates and Facilities Manager and all production related activities to be reported by the H&S Manager (Film & TV).

4.8 Breaches of this policy

4.8.1 Staff

Any Staff members found to be in breach of this policy will be investigated and sanctioned as appropriate, in line with the Schools Disciplinary and Dismissal Policy and Procedure, as detailed in the Employee handbook.

4.8.2 Students

Breach of this policy will be treated as misconduct in accordance with the [Student Misconduct Policy](#). Possible sanctions for breaches include fines, or temporary or permanent exclusion from the School.

4.9 Health & Safety Committee Meetings

The School holds Quarterly Health and Safety meetings which are chaired by the Head of Production.

Representatives from school departments, student union rep and the Health and Safety Manager (Film & TV) will attend all meeting.

The Agenda will consist all of the following:

- Premises and Production safety updates
- Accident Review
- Training Requirements
- Welfare
- Progress Report and Revision of Risk Assessments/Method Statements
- Sub-Contractor Reports
- Any Other Business
- Items requiring action will be noted with a time frame and person responsible for undertaking the task and not be left over to the following meeting.

Minutes will be taken and circulated to all attendees who should make relevant parts available to any other persons who should be given such information.