Health and Safety

January 2014

NOTE:
This policy document is currently undergoing a periodic review.
The core of the new policy – the departmental structure of the H&S management system is included here as an appendix.
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Section One

Health & Safety Policy

We all need to take health and safety seriously, not just because we are legally obliged to do so but because it is the right thing to do. This Policy helps to show the School’s commitment to safety and to clarify the responsibilities of everyone here – staff and students alike.

Please, take the time to read it.

Nik Powell
Director
Introduction

All employers have a legal duty of responsibility for the health and safety of their employees and anyone else who may be affected by their activities. Health and safety laws lay the onus on the employer (including self-employed people) to make competent and careful assessments of work-related risks and to put in place effective protective and preventive measures.

Over time, the policy, organisation and arrangements should be reviewed at regular intervals to ensure they reflect the current circumstances. The contents must be either reconfirmed or modified as necessary.

Since the circumstances in which the School’s activities (including productions) are carried out will vary significantly, it is vital to ensure that the basis of delivery of the Safety Policy is firmly grounded in a regular routine of Risk Assessment. See the NFTS Risk Assessment Guide for further details.

Where there is an accident, or a breach of health and safety legislation, criminal legal liability may rest with the School and, potentially, with individuals working on the School’s behalf. The School may also be liable for the acts (and omissions) of those working on its behalf including staff, contractors, freelancers and students.

In the same way that 'ignorance is no excuse in the law', the courts take a very strict and dim view of defences that rely upon 'financial constraints' as an excuse for negligence. Health and Safety issues must therefore be given a suitably high priority in planning for all the School’s activities, including production. Written evidence of this priority (e.g. e-mails, minutes of meetings etc.) may be relevant evidence within any court proceedings.

This policy is designed to help the NFTS (along with its employees, contractors, freelancers and students) to meet the high standards expected under Health and Safety Law. Importantly, this policy document should be used in conjunction with its associated documents, which are:

- NFTS Production Safety Handbook
- NFTS Risk Assessment Guidance
- NFTS Risk Assessment Templates
- NFTS Contractor Questionnaire
- NFTS Crew Questionnaire
- NFTS Guide for Heights, Ladders and Handling
- NFTS Driver’s Handbook
- NFTS Smoke-free Workplace Policy
- NFTS Standards
What the Law requires…

Health and safety in the working environment is governed primarily by the Health and Safety at Work Act 1974 (HSWA). Key points of the HSWA are:

- The Act applies to all work activities and all premises,
- employers are required to provide equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health,
- employers are required to provide adequate information, instruction, training and supervision,
- it is not just employers who have legal responsibilities - employees (and this includes students at the School) also have a duty not to endanger themselves or others.

There are many other laws which follow on from the HSWA, each of which builds on the principles above and lays down specific legal requirements. For example, the Management of Health and Safety at Work Regulations 1999 create a legal duty to carry out Risk Assessment. There are dozens of other specific Regulations on individual topics such as working at height, on the control of asbestos at work, on reporting requirements for accidents and many other topics – each of these lays down clear duties on employers and employees.

Failure to comply with HSWA and the many sets of laws which arise from it can lead to criminal court action i.e. potentially unlimited fines against the company and individuals (these fines cannot be insured against) and, in certain circumstances, courts can order the imprisonment of individuals. Importantly, there does not have to be an actual accident or illness for criminal court action to take place – so even if there is only the potential for accident or illness there can still be legal liability under Health and Safety laws.

To help us meet these legal requirements, the Health and Safety Executive has issued Approved Codes of Practice (which give detailed guidance for certain types of work – the standards laid down in these Codes MUST be met) and Guidance Documents on specific topics (Guidance Documents do not have any legal status but they can be very helpful in providing practical responses to workplace hazards). Summaries of all these documents are readily available to download from the HSE’s website: www.hse.gov.uk/pubns/index.htm.

Please note that there are many other laws relating to Health and Safety. The HSE’s website (www.hse.gov.uk) is a good source of information but you may need expert guidance on the application of the law in specific cases – make sure that competent H&S advice is sought when necessary.
Responsibilities and Rights of Individuals

All individuals, whether they are employers, self-employed or employees, are asked to remember that health and safety legislation, which applies to everything they do at work, is Criminal Law. The penalties which can be brought against any individual or organisation shown to have neglected these legal requirements can be severe, and can, in some cases, involve imprisonment and unlimited fines.

The Employment Rights Act 1996 gives employees the right not to be dismissed for:

- carrying out, or proposing to carry out, any health and safety activities for which they are designated by their employer,
- bringing to their employer’s attention a reasonable health and safety concern,
- leaving the workplace while there is a serious and imminent danger present which they could not reasonably be expected to avert,
- taking appropriate steps to protect themselves or other persons from danger which they reasonably believe to be serious and imminent.

The Public Disclosure Act 1998 provides employment protection to all those persons who “whistle blow” on employers found demonstrating a flagrant disregard of their obligations under H&S law. In addition, the following are considered to be normal provisions for any potentially hazardous work:

Advance Notice
Where work of a foreseeable hazardous nature is to be undertaken, the School shall take all reasonable safety and precautionary measures. Wherever practicable, the School shall give advance notice to the individuals concerned of the measures taken.

Right of Refusal
Every individual has the right to refuse hazardous work and such refusal shall not prejudice the individual’s continued or future engagement by the School.
General Statement of Intent

The NFTS recognises as a primary responsibility its statutory obligations and duty of care for the safety and well-being of all employees, students, and other persons at Beaconsfield Studios, and at other locations where school business is being carried out. In fulfilling this responsibility the School will act, so far as is reasonably practicable, in accordance with Section Two and Three of the Health and Safety at Work Act ("HASAWA") 1974, to ensure the health, safety and welfare of all persons, including persons not employed by the NFTS who may be affected thereby; by:

a) the provision and maintenance of plant and systems of work that are safe and free from risks to health.
b) arrangements for ensuring safety and absence of risk to health, in connection with the use, handling, storage, and transport of articles or substances.
c) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
d) the maintenance of every location under the Management's control in a condition that is safe and free from risk to health.
e) the provision and maintenance of a working environment that is safe and free from risks to health, with adequate facilities and arrangements for the welfare of employees at work.

All employees and students of the NFTS under Section 7 of the HASAWA 1974 have a responsibility for their personal safety, and also have duty of care to their fellow employees and students. Each person's responsibilities include:

a) the duty to comply with the safety instructions and directions laid down by the School
b) a duty to use properly the means and facilities provided for health and safety at work
c) a duty to refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare, and any action that might endanger himself/herself or others
d) the duty of all employees in authority to ensure that the necessary safety precautions are taken, and the necessary safety instructions are given

The NFTS will bring to the notice of its employees and students the health and safety policy of a third party when any employee or student is using production facilities at a third party location or studio.

It shall be the duty of the NFTS to conduct undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in the School's employment who may be affected thereby, are not exposed to risks to their health and safety.
The School’s Safety Management System is made up of the following elements:

- **Policy** itself – i.e. this document. The aim of the Policy is to set a clear direction for the School to follow.
- **Organisation** – i.e. an effective management structure together with practical arrangements for delivering the policy. This information can be found in Section Two of this document and in the NFTS Production Safety Handbook.
- **Planning** – the primary tool for ensuring good planning is the Risk Assessment process. The School views thorough, written Risk Assessments not only as a legal requirement but also as an essential and helpful tool in planning our work and helping to resolve problems and conflicts arising from safety issues.
- **Measuring Performance** – we do this by good record-keeping of accidents, illness and near-miss incidents along with prompt and proportionate investigation of incidents.
- **Reviewing Performance** – i.e. we learn from our experience in relation to safety matters and we apply the lessons.
- **Auditing** – the School will carry out Health and Safety audits at appropriate intervals to assess the effectiveness of our systems and suggest ongoing improvements to raise standards.

This Health and Safety Policy incorporates all of the following documentation:

- NFTS Production Safety Handbook
- NFTS Risk Assessment Guidance
- NFTS Risk Assessment Templates
- NFTS Contractor Questionnaire
- NFTS Crew Questionnaire
- NFTS Guide for Heights, Ladders and Handling
- NFTS Driver’s Handbook
- NFTS Smoke-free Workplace Policy
- NFTS Standards

Signed: Nik Powell  
Nik Powell, Director, NFTS

Date: 20/12/2013  
next scheduled review: December 2014

This policy and its associated documentation should be reviewed periodically or when significant changes occur.
Organisation of Responsibilities

Safety roles and responsibilities of key personnel within the School

The NFTS Senior Management Team for safety:

Director
Ultimate Responsibility for Health and Safety within the School

Health & Safety Officer
Responsible for ensuring that adequate provision is made for the management and prioritisation of safety within the company

The Management Team
 Responsible for overseeing the management of safety on the School’s activities (including productions)

The Director, Health & Safety Officer and Senior Management Team together form the Senior Management Team for Safety. The Senior Management Team is responsible for the implementation of the company’s Safety Management System (see A.5 above).

For Safety Roles and Responsibilities of Production Team members, please refer to the Production Safety Handbook for details.
Director

The Director has the ultimate responsibility for Health and Safety within the School. This includes ensuring that the Health and Safety Policy is effectively implemented and that the proper resources are made available in order to achieve this. The Director may delegate specific tasks relating to the management of Health and Safety to others within the School. She/he provides final authority on matters concerning health and safety at work. The Director will ensure that responsibilities are properly assigned and delegated, and will monitor the performance of the School with respect to compliance with the statutory health and safety requirements and the School's Health and Safety Policy, No Smoking Policy and Driver's Hand Book. The Director will ensure that competent Health & Safety advice is sought as necessary. The Director is a member of the Senior Management Team for Safety.

Health & Safety Officer

The Health & Safety Officer is responsible for ensuring that adequate provision is made for the management and prioritisation of safety within the company. The Health & Safety Officer is a member of the Senior Management Team for Safety.

The Health & Safety Officer’s responsibilities extend to:

- ensuring that the School's Health and Safety Policy is effectively implemented in all areas of operation and making sure that adequate resources are made available to achieve this
- remaining aware of the level of compliance with health and safety requirements, and the standard of health and safety management within each area of operation, and ensuring the correct assignment of responsibilities down through the lines of management
- she/he will arrange for the monitoring of safety performance by reference to accident reports, regular health and safety audits including inspections by a Health and Safety Specialist
- she/he will ensure that the Health and Safety Policy is reviewed every three years, and if necessary, revised
- she/he will ensure that new employees are given the Health and Safety Policy

The Management Team

These senior personnel have collective responsibility, as members of the Senior Management Team for Safety, for overseeing the management of safety on the School’s activities (including productions). As Heads of Department, they may have additional individual responsibilities – see below.
Heads of Department

All Heads of Department are individually and personally responsible for ensuring that the Health and Safety Policy is implemented in the areas under their control, and this includes day-to-day overseeing of safe operations as part of their normal managerial functions. These extend to:

- ensuring that the staff, students, contractors and freelancers are aware that the School has a Health and Safety Policy, and bringing this Policy to their attention. Ensure that suitable and sufficient, written Risk Assessments are in place, that the findings of those Risk Assessments are communicated to those who need to be aware of them and that all significant Control Measures identified in those Risk Assessments are implemented.

- ensuring that the part of the operation that is under their control is operated under safe and healthy working conditions. This requires the acceptance of monitoring health and safety as part of a manager’s daily function.

- ensuring that all employees & students receive adequate training to ensure they are competent to carry out given tasks and to enable them to work safely, protecting themselves, their colleagues and School property and plant

- where a hazard or defect presents a risk to health or safety, they have the responsibility and authority to stop the work and institute remedial action

- investigating accidents and near misses in order; to take proper preventative action and ensure as far as possible that the circumstances are not repeated. For more serious accidents, such as those required by regulations to be reported to the HSE, these managers will compile a report of the facts and discuss with the Director

- liaising with employees and reviewing any reports of hazards in order to ensure that corrective action is being taken

- ensuring that adequate supervision is provided at all times, particular, particularly in respect of young (under 18 years of age) or inexperienced students of workers. They will also ensure that young or inexperienced students or workers are provided with sufficient information, instruction or training in health and safety to enable them to ask and work safely.

- ensuring that, where appropriate, health and safety surveys of his/her department are carried out on a regular basis by managers and supervisors with the co-operation of employees’ Safety Representatives

- ensuring personally, or via supervisors, that safeguards which are provided are properly used and maintained. This includes the safeguarding of machinery, correct use and clean storage of
protective clothing and equipment, proper control of the fire precautions such as means of escape and fire extinguishers and the maintenance of a clean working environment and facilities.

- before commencing any new process or using a new substance, they have the responsibility to check that a COSHH assessment has been carried out and all hazards have been identified and safeguarded against, and that proper instructions and information have been given to any employees likely to work with the process or substance

- ensure that competent H&S advice is sought when required and that they remain aware of the introduction of any health and safety legislation or standards that may affect the Company, and take whatever steps are appropriate to implement such standards, seeking expert advice wherever necessary to achieve a good level of compliance

- preparing written safe operating procedures wherever necessary

As Senior members of the School’s staff, Heads of Department have additional responsibilities - see below:

Senior and Supervisory Staff
All senior staff, including every Head of Department, Tutor, Member of the Curriculum department, Engineer, the Curriculum organisers and Co-ordinators, the Carpenter, the Supervising Electrician have the responsibility for the implementation of this Policy and safe working practices in the area under his or her control. In particular, they will:

- ensure that employees are properly trained and instructed in the safe way to carry out their work, and that working practices are adhered to and employees are fully aware of the hazards associated with their jobs.

- report any accident or near misses involving persons under their control, as appropriate, to the Studio Manager, the Registrar and Director of Full-time Curriculum, the Head of Department, Engineering or the Director of the Short Courses, and take part in any investigation with a view to taking preventative measures.

- carry out a routine daily inspection in order to identify any hazardous situations, and take action to have them promptly rectified

- report any hazardous situations they cannot themselves rectify

- ensure that the appropriate safety equipment is available and in good order and is used at all relevant times
 maintain good standards of housekeeping and cleanliness in the areas under their control, including clear walkways and fire exits and escape routes

 ensure that all employees are aware of the existence of the Health and Safety Policy and they understand that they all have general duties to act safely. This includes the adherence to established safe working practices.

 ensure that adequate supervision is given at all times, with particular attention to young or inexperienced workers.

 ensure that all persons under their control are aware of the correct action to be taken in the event of a fire.

 in addition to the above, when on location the staff pay particular regard to safe operation and safe procedures of any and all equipment used and ensure that the location itself is not hazardous. If the location is deemed to be hazardous by a member of staff she/he then has the authority to suspend the filming or other activity.

Please note, that it may be appropriate for Heads of Department to delegate specific tasks from the list above to other. In this case, the Management Team should be advised in writing. Heads of Department must bear in mind, however, that while they can delegate specific tasks, they cannot delegate their individual responsibility – they will remain responsible for ensuring that the tasks have, in fact, been carried out.

**Studio Manager - additional duties**

Will monitor activities and advise the Senior Management Team for Safety in order to secure a high standard of health and safety at work

 by providing safety advice and guidance to departmental staff and students
 by reviewing production Risk Assessments
 by reviewing individual student project Risk Assessments, scripts etc. and decided on the appropriate level of supervision for that project
 by attending Safety Committee meetings
 by personal observation on routine work visits
 by the monitoring of the individual and of the working environment
 by advising the individual and/or the Director and the Financial Director on any possible hazards within their area of responsibility
 by recording all incidents in the accident report book and if necessary she/he should make a report to the Director who will arrange to investigate the incident
 by ensuring that all first aiders and fire officers are sent on the necessary training programmes and should the need arise on re-training programmes
• by ensuring that the lifts and plant equipment (e.g. Fire Extinguishers, Sprinklers, Pressure vessels) are serviced regularly to manufacturers’ recommendations, and maintained in working order within legal standards. She/he will also ensure that evacuation drills are carried out at regular intervals throughout the year and that the fire alarms are tested regularly. She/he will maintain appropriate records of such routine services, tests, recommendations, repairs & evacuation drills.

All Employees and Students
All employees and students of the National Film and Television School under Section 7 of the HASAWA 1974 have a responsibility for their personal safety and also have duty of care to their fellow employees and students. Each person’s responsibility includes:

• the duty to comply with the safety instructions and directions laid down by the school
• a duty to use properly the means and facilities provided for safety and health at work
• a duty to refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare and any action that might endanger himself/herself or others
• the duty of all employees in authority to ensure that the necessary safety precautions are taken and the necessary safety instructions are given

Self-employed Persons
Self-employed persons are obliged by law 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. They are subject to the same legal regulations that require employers to protect their employees from risk. Acceptance of this policy means that self-employed persons accept these responsibilities. In practice, the legal duties apply not with standing, and cannot be assigned. Their responsibilities include:

• self-employed persons will 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.

• no person shall intentionally or recklessly interfere with anything provided in the interests of health and safety.

• the self-employed will also adhere to specific legal requirements, such as the reporting to the Health and Safety Executive any injuries to themselves or dangerous occurrences defined as reportable, and assessing and adequately controlling risks to health before working with any substances (e.g. chemicals).
• they also have the duty to give information about the health and safety aspects of their work to any person who might be affected by that work.

**Contractors**
Before employing contractors, the School will make ‘reasonable enquiries’ to determine their competence in relation to their Health and Safety knowledge and practices necessary for the specific works or services. The appropriate contractor questionnaire should be used where the contractor’s competence has not been established by other means. These are available from the Studio Manager.

So far as is reasonably practicable, the School will monitor the activities of contractors and remain aware of their health and safety performance.

Contractors should be made aware of this Policy, details of all known hazards and risks, and any guidelines applicable to their activity (e.g. a Risk Assessment for a specific production).

**Student Shooting Units**
Student shoots must have an appropriate level of supervision from NFTS staff or others employed by the NFTS for this purpose. In practice, this does not mean that an NFTS staff member must be on-set or location at all times – this is a judgment that must be made on a case-by-case basis by the Studio Manager. However, where no member of NFTS staff is to be present, each production shall nominate a member of the student team (to be agreed by the Studio Manager) and this person will be responsible for ensuring that a written Risk Assessment has been carried out (and approved by the Studio Manager) and that all agreed control measures are, in fact, in place. This person will be responsible for ensuring and monitoring safe working conditions for the shoot.

The school shall deliver training in Risk Assessment and Health & Safety to appropriate students to industry standards by tutors with appropriate levels of competence.

**Teaching Workshops**
The Head of Department shall ensure that a written Risk Assessment is completed in writing prior to any workshop commencing.

Normal seminar room teaching situations (with monitors/VHS/computers or workstations) are excluded from this requirement (as there is a standing Risk Assessment for each area of the school) unless additional technical equipment or processes are used (e.g. film or TV lighting).
Acknowledgment of Responsibilities

The School will set in place a process whereby it can demonstrate that all key personnel acknowledge understanding of their responsibilities under the Company Policy. This may take the form of a detailed contract or simply signing a suitable form of acknowledgement. No one can be held responsible for situations that are not under their control and this is especially applicable when situations arise where a person is not in possession of all relevant information.

Co-operation

It is a legal requirement for all employees to co-operate with their employer to enable the employer to comply with their Health & Safety duties. Co-operation is also required between productions, students, staff, contractors and freelancers e.g. by sharing information relating to their activities. This information should be taken into account in the risk assessment where neighbouring activities (e.g. in an adjacent studio or location) may impact on the production.

Control

Each Head of Department shall at all times ensure that adequate control is in place over all of their department’s activities. This means knowing what is going on at all times and includes activities under employees and student control along with all contractors and specialists. Control has for the most part to be delegated to key personnel and the Head of Department must satisfy himself/herself that others are fulfilling this responsibility.

Communication

The School shall endeavour to communicate Health and Safety information to all concerned in a timely manner. On productions, each production must encourage effective two-way communication of information between all parties involved. Where appropriate, this shall include consultation with representatives of employee safety. Participation of all relevant personnel in the risk assessment process is essential as is the effective passing of standards, information and instruction to others.

Competence

Competence is generally accepted to be the ability to apply practically a mix of knowledge, skills, experience or other qualities to a particular task. An individual should be sufficiently competent not only to carry out the routine task, but to be able to cope with unexpected changes and/or situations that may arise. It is not appropriate to rely on the assumption that someone is capable of carrying out a task because it is perceived to be ‘common sense’.
Employers are duty bound to determine the level of competence held by making ‘reasonable enquiries’. This may take the form of:

- Questioning - not only to obtain information on their previous work and experience, but also to give examples of situations that may arise during a production, and asking them to discuss how they would deal with it in a safe manner.
- Proof of experience of similar work, e.g. references/testimonials
- Sight of Certificates of qualification
- Membership of relevant professional organisations and associations
- Personal knowledge of the person’s ability

Remember, it is important to verify any information given, e.g. see written evidence of qualifications, membership of organisations, etc. always make sure it is current, up to date and relevant.

In Health & Safety terms 'Competence' means the ability to work safely within personal levels of experience, follow safe systems of work, have knowledge of their personal responsibilities and follow any other instructions. It is vital that an individual is aware of his/her limitations. Levels of competence required will vary dependent upon the task to be undertaken. A person may be judged competent for simple tasks in a particular area, but not competent for more complicated tasks in the same area without adequate supervision.

In the event of an accident investigation, the Enforcing Authority is likely to ask to see how the competence of a person was determined.

School staff and production should use the Questionnaire for Contractors and Freelancers unless they have been able to establish that contractor’s competence by other means.

**Training**

Training is one means to achieve the desired level of competence. Employees cannot be determined as competent if they do not hold the required knowledge and this includes:

- knowledge of their statutory obligations
- knowledge of the skills to fulfil their company Health & Safety responsibilities
- knowledge of industry best practice standards and HSE guidance

Employers are obliged to provide adequate Health & Safety training to all personnel where needed and this should be carried out prior to commencing work.

Health & Safety Induction training covering local 'rules', Fire, First Aid and Accident procedures as well as information relating to safe working procedures should be given to all persons as they commence employment.
Competent Health and Safety Assistance

There are legal obligations on employers to appoint competent persons to assist in complying with their H&S obligations. The School’s external Health & Safety advisors are Safety Guys Ltd.

Please note that details of specific arrangements for the practical application of this policy on productions can be found in the Production Safety Handbook.
Arrangements and Procedures

Please note that this Policy incorporates the current version of the Production Safety Handbook (available from the Studio Office).

1. Accidents and emergencies

All Accidents and emergencies must be reported to the Studio Office by dialling 491/344 on the internal telephone systems and giving the exact location and nature of the incident. If no reply, dial 501 for Reception or 400 for Security.

The Studio Office will ask the following questions:

- What is the emergency or accident?
- Where is the emergency?
- What is the present situation?
- What is being done to deal with the emergency?

Once the above has been logged she/he will notify the following people as appropriate:

- nearest First Aider
- Ambulance, Police or Fire
- The Studio Manager who will ensure the incident is logged in the accident report book if necessary.

First Aiders are located as follows:

- **Bex Hopkins** ext. 524 07714 746 904
- **Craig Deary** ext. 450 07970 183 123
- **Hazel Arthur** ext. 478 07966 159 791
- **Helen Stevens** ext. 312 07968 965 038
- **John Osborne** ext. 391 07535 469 063

2. Fire

Fire Safety

a) from Registry, Studio Office, Workshop, Electrical Staff and the Engineers the following have been appointed wardens for all two storey areas of the NFTS. They are as follows:

- **Canteen**
  - Paul Garrity
- **New Building – Ground floor**
  - Jonny Williamson, Security
- **New Building – First Floor**
  - Abbey Caton-Packer
- **New Building – Second Floor and Library**
  - Noel Greenwood
Tutor block and lower editing  Bernard Darvill, Bob Hill
Front admin First Floor Nicola Cowee, David Beech
Front Admin Ground Floor Hemant Sharda
TV & Video Block Craig Owen, Don Jones
Stage 1 and Props Jim Saunders, Terence Stone
Animation John Osborne, Helen Stevens
Upper editing and Theatre Jon Houchin, Steve Holdsworth
Music Cabins, Powerhouse Mark Gunstone
Anvil Sound Post Production Building Bob Timms, Ian Steele
Rehearsal Stage, back lot seminar, cinematography, engineering, design studio, camera test r., technical stores Mike Sinclair, Tim Kyte

b) The Studio Manager will give routine fire instruction to the fire wardens to ensure that they know:
   • What to do on discovery of an outbreak of fire
   • How to sound the fire alarm
   • What to do on hearing the fire alarm.
   • The location, use and operation of nearest fire extinguishers.

c) It is an offence to obstruct, restrict or deny persons access to:
   • Fire exits
   • Escape routes
   • Fire extinguishers and hydrants.

d) It is also an offence to misuse or improperly remove fire equipment provided. (Report to the Studio Office any equipment which has been used or which appears to be unserviceable - ext. 491)

e) Ensure that flammable liquids (including oil based paint) and gases are stored, conveyed and used under safe conditions in compliance with the Highly Flammable Liquid Regulations 1972.

Procedure to be followed in case of a fire
a) On discovery of a fire sound the alarm by operation of the nearest fire alarm point.

b) If you have time dial **344/491 or 400 or 501** on the internal telephone system and inform the studio office or gatehouse security of the exact location of the fire. The studio office will call the Fire Brigade (outside normal working hours - **DIAL 400** security will deal with all calls). If the fire is evidently serious, and if you are able to, call the fire brigade yourself by **dialling 999**. Inform Studio Office or Security of your action.

c) It is of upmost importance for everyone to be able to escape from danger. Personnel who do not have specific duties to carry out should leave the building as soon as the alarm sounds.
Personnel should leave in an orderly manner by the most direct route. **DO NOT RUN.** Departure must not be delayed by personnel collecting belongings from any other part of the buildings.

d) Once clear of the buildings, personnel should make their way to the pre-arranged assembly point – **lawn and paved area in front of New Building.** The fire warden or most senior member of staff in each area affected should report the safe and complete evacuation of that area.

e) If there is time the fire warden or most senior member of staff should ensure that all equipment is switched off. **DO NOT** switch off lighting circuits.

**Fire Fighting**

Advice from insurance companies and safety advisors has changed since previous issues of the Health & Safety Policy as follows:

Fire extinguishers are provided solely to ensure your safe exit from the building.

**Do not attempt to tackle fires,** except as a means to ensure the safe escape of personnel. Before using an extinguisher please ensure that it is safe for the type of fire by reading the label, or better still personnel are asked to read fire extinguisher labels in advance in order to familiarise themselves with the different types. The school mainly has CO2 extinguishers (black or red with black label) which are suitable for flammable liquids, electronic & electrical fires, Water extinguishers which are suitable for wood, paper & textiles (red with red & white label), & Dry Powder which are multi-purpose (blue or red with blue label). Discharged extinguishers must be returned to the Studio Manager.

**Fire Alarm Testing**

In order to familiarise employees with the fire warning system, the fire alarm will be tested during working hours once or more times each year for a fire practice. In order to ensure the efficient operation of the fire alarm it will be tested every Friday 9.00am.

**3. Electrical**

All electrical systems and equipment which includes batteries and electrical systems on vehicles shall be constructed and maintained as far as reasonably practicable to prevent danger.

a) Every work activity on or near a system shall be carried out so as not to give rise to danger.

b) Electrical equipment which may be exposed to mechanical damage, adverse weather, wet or corrosive conditions or to flammable or explosive dusts, gases etc. must be constructed or protected to prevent danger.

c) All conductors must be properly insulated or located to prevent danger, and adequately earthed.

d) All joints and connectors must be mechanically and electrically suitable.

e) Suitable means of isolation are required to all equipment.
f) No working on or near live conductors is allowable unless the work is effectively impossible to carry out otherwise and proper precautions are taken.

g) Only persons who are competent, experienced and knowledgeable about the particular circumstances may carry out electrical work.

**Premises Fixed Electrical Wiring**

a) Only a qualified electrical engineer may repair, alter, maintain or adjust the fixed wiring. In the case of wiring located in premises not owned by the NFTS, work shall only be carried out with the agreement of the owner of the premises.

b) The NFTS as owner of the premises has the responsibility to ensure that all fixed electrical installations are inspected and tested at least once every five years by a professionally qualified electrical engineer in accordance with the IEE Wiring Regulations.

**Portable Electrical Apparatus**

a) All portable electrical equipment is to be routinely inspected by an electrically competent person and defects rectified by a qualified electrician.

b) Flexible cables, plugs and sockets will be inspected regularly and maintained.

c) Extensions should not normally serve more than two appliances unless all are of low current-drawing characteristic, e.g. calculators. Multi-way adaptors may not be used, but fused blocks of connectors are acceptable where their use cannot be avoided by the provision of sufficient electrical socket fixtures.

d) Cables should be run so that they do not cause a tripping hazard.

e) Joints in cables should not be made by twisting and taping the wires, or by using small plastic block connectors. Such work should always be carried out by a qualified electrician, who should provide joints with an adequate degree of strength and protection to comply with the Regulations.

### 4. Accident and statutory records

The following records shall be kept in Reception:

- a general accident records

The following shall be kept by the supervising electrician:

- inspection and testing of electrical installations, sprinkler system test cards

The following shall be kept by the Studio Manager:

- Register of Fire alarm tests, including a record of services and modifications to fire precautions and sprinkler and alarm systems.
- Plant and machinery register; records of routine services, tests, recommendations, repairs
- Evacuation drills
- Record of near misses
- Accident investigation file and accident statistics
Section Two

Production
Risk Assessment
Guidance
Background

Employers and the self-employed are required by the Management of Health and Safety at Work Regulations 1999 to carry out a "suitable and sufficient" assessment of health and safety risks arising from their work. This means, that before any work is undertaken, the consequences of harm occurring and the likelihood that harm will occur must be considered and understood.

The purpose of the assessment is to identify the measures you need to take to comply with health and safety law and to protect those involved with your production but Risk Assessment is more than just filling in a form. The method we use at the NFTS helps to ensure that you have thought through safety issues in a logical and clear way. This should help resolve health and safety concerns and potential conflicts. Our system uses a consistent, structured approach and language to help our tutors, staff and students agree on how best to resolve safety issues.

The risk assessment should be carried out by someone competent to do it i.e. someone who as a result of the appropriate training, knowledge and experience is capable of assessing the work to be done and who knows the possible circumstances in which it might be done. In cases where specialist tasks are contemplated e.g. scaffolding, work at height, special effects etc., the risk assessment will need to be carried out by persons with competence in these specialist fields.

Putting it in writing

The law requires that the significant findings of an assessment need only be recorded if the employer has five or more employees. However it is strongly recommended in any event to have a written record of the assessment, both as a reference point and as evidence, should it become necessary, and to be able to inform those persons affected by the findings. Having the assessment in writing makes it easier to keep everyone informed.

A risk assessment should demonstrate that:

- a proper check has been made,
- the people likely to be affected have been identified
- all the foreseeable significant hazards will be adequately controlled
- the precautions are reasonable and the remaining risks are now low

Notes on Completing Your Risk Assessment

- You should use the approved form for completing your Risk Assessment i.e. the NFTS Production Risk Assessment Template, available from the Studio Office.
- Do not be over-complicated. Use plain English - your Risk Assessment will be used to communicate important information to crew and others.
- Please make sure you complete EACH of the boxes and columns in the Risk Assessment template.
• Please provide any additional relevant paperwork you may have e.g. Contractors’ Risk Assessments and Method Statements, copies of supplier qualifications where appropriate, COSHH assessments, certificates of inspection etc.

• Any significant changes or additions to this Risk Assessment should be written down as soon as possible.

• If you have any questions about completing this form, please refer to the Studio Office.

Hazards
A Hazard is anything with the potential to cause harm e.g. working at height, using power tools, heaters left unattended etc.

Persons at Risk
Who is at risk? How many people are at risk? It’s okay to give approximate numbers where necessary.

Level of Risk WITHOUT Controls
What is the level of risk BEFORE you put any control measures in place? Is it Low, Medium or High? You may find the tables at the back of this guide helpful in assessing the Level of Risk.

Control Measures
What Control Measures (precautions) will you put in place? Please use this space to detail any relevant qualifications or training where appropriate.

Level of Risk WITH Controls
• What is the level of risk WITH your control measures in place? Is it Low, Medium or High?
• Again, you may find the tables at the back of this guide helpful in assessing the Level of Risk.
• If the level of risk is above ‘Low’ you must discuss the activity with the Studio Office before proceeding.

What Next?
This risk assessment is not an end in itself but the starting point for taking action. You should make sure that all important information is communicated to those who need to know it (i.e. not just other your crew and production team, but your contractors, your location or studio and other site-users). Good, clear and unambiguous communications are an essential part of managing health and safety on your production.

The assessment should be reviewed periodically, particularly if the nature of the work or risk changes. Last minute good ideas will likely mean amending controls (even then, they should be written down.) All of the Control Measures (precautions) identified by the assessment should be carried out.
### Assessing the Level of Risk

In assessing the LEVEL OF RISK, you should take into account the LIKELIHOOD of any injury or illness occurring and the potential SEVERITY of that injury or illness. Bearing these factors in mind, you should decide if the LEVEL OF RISK is Low, Medium or High in each case.

The ‘3 STEP’ guide on this page is helpful in assessing the LEVEL OF RISK but bear in mind that it is ONLY a guide. You must take all factors into consideration and then use your skill, experience and judgment to decide what LEVEL OF RISK is appropriate. If in doubt, err on the side of caution.

You must only assess risks where you have sufficient skills, experience and training to do so, otherwise you should seek specialist advice. Please talk the Studio Office if you need any assistance.

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>Negligible</th>
<th>Slight</th>
<th>Moderate</th>
<th>Severe</th>
<th>Very Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No visible injury, no pain</td>
<td>Minor cuts &amp; bruises. No long term effects</td>
<td>Heavy bruising, deep flesh wounds. Lost time accidents</td>
<td>Lost time accidents &amp; major injuries (fractures etc.)</td>
<td>Long term disability &amp; Death</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>Very Unlikely</th>
<th>Unlikely</th>
<th>Possible</th>
<th>Likely</th>
<th>Very Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An extremely unlikely sequence of events, Freak Event, No known history</td>
<td>An unlikely sequence of events or multiple failure</td>
<td>Foreseeable under unusual circumstances</td>
<td>Easily foreseeable circumstances; odd incidents may have occurred</td>
<td>Common Occurrence; aware of incidents</td>
</tr>
</tbody>
</table>

### Step 1: Use this table to help assess the SEVERITY.

### Step 2: Use this table to help assess the LIKELIHOOD

### Step 3: Now use this table to find the LEVEL OF RISK in the shaded boxes.
Section Three

Production Safety Handbook

Version and copyright notes.
This document includes extracts from the original PACT Model Health and Safety Policy. The document also includes extracts from Health and Safety Executive publications which are crown copyright.
Safety Responsibilities of Key Team Members

**Student Producers**
Each Student Producer must be familiar with the School’s Health and Safety Policy, written standards, codes of practice and relevant Risk Assessments. Student Producers delegating any health and safety tasks should ensure that those persons given such responsibilities are competent to carry them out.

At all planning stages, the Producer will take advice from NFTS staff, specialists and skilled and competent individuals where necessary, in order that properly informed decisions may be made about the safe operation of the whole production. This will include effective risk assessment and control.

The Student Producer will play their part in monitoring the effectiveness of Health & Safety management on the production by routinely receiving feedback from his/her team and crew. Typical ways to do this are by ensuring that Health & Safety is always on the agenda at production and planning meetings, that it's given adequate time at those meetings, by drafting and signing the production’s risk assessments, by reviewing progress of safety inspections and by discussing the report forms and outcomes for accidents and near misses.

**Student Directors (including Producer/Directors)**
Each Student Director must be familiar with the School’s Health and Safety Policy, written standards and codes of practice and relevant Risk Assessments. Student Directors have a general responsibility to give health and safety full consideration within the production’s artistic/editorial activity.

Where plans differ significantly from the agreed risk assessment, the Director must ensure that a suitable written Risk Assessment is in place BEFORE proceeding and that the new/revised plans have been approved by their Head of Department and the Studio Office. This applies to reccies/testing/rehearsals as well as the shoot itself.

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 that are relevant.

Throughout the life of the production, the Student Director will, as far as 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.

The Student Director will not knowingly instruct any person to work in a manner that incurs unacceptable danger, and if in any doubt should discuss the matter with their Head of Department or the Studio Office before proceeding.
In practice, the Director is in a position to give full consideration to health and safety in the manner in which each shot is set up and recorded, and should do so.

He/she must give proper consideration to the advice and information supplied by experienced professional members of the team/crew and ensure that the shoot is controlled in a manner that adheres to the spirit and detail of this policy.

The Production Manager (where used on NFTS productions)
Where used, the Production Manager’s responsibilities extend to ensuring that all persons involved in the production are aware of the Health & Safety policy, and company written standards or codes of working practice, which includes awareness of safe working methods that are established. This may be achieved through questioning or requiring their attendance at appropriate safety briefings or training sessions before commencement of work.

They are responsible for ensuring as far as reasonably practicable that all persons under their control have received adequate information and instruction to enable them to work safely, protecting themselves, their colleagues, property and equipment. Appropriate Safety Induction should be provided when starting with the Production.

Before any work is started, they have the responsibility to check that:
- a Risk Assessment has been carried out,
- all foreseeable hazards have been identified and safeguarded against,
- proper instructions and information have been given to any persons likely to be exposed to the risk

The Production Manager will ensure that all relevant production Risk Assessments have been physically signed and approved as required by the School before activities begin. The Studio Office can provide guidance for Production Managers on the School’s signing requirements for Risk Assessments.

They will ensure that the part of the production within their control is operated under safe and healthy working conditions. This requires accepting health and safety as part of their daily function.

Where a new hazard or defect is found to present a risk to health or safety, the Production Manager has the responsibility and authority to stop the work if necessary and institute remedial action. Where a specialist adviser is present, he/she may also make the recommendation to the Production Manager if it is necessary for work to be stopped and remedial action taken.

They will promptly report accidents and near misses to the Studio Office in order to take proper preventive action and ensure as far as possible that the circumstances are not repeated. For more serious accidents, such as those required by Regulations to be reported to the Health and Safety
Executive, they will compile a report of the facts and discuss this with any appropriate specialists present. This is essential for insurance purposes also. Where a report must be filed under RIDDOR, this will be done by the Studio Office.

They will routinely liaise with students, colleagues, suppliers and contractors and review any reports of hazards in order to ensure that corrective action is being taken.

They will 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.

The Production Manager will ensure that safeguards are properly used and safe methods of operation are determined and maintained.

Where any hazardous substance is used for special effects (e.g. certain smoke effects) or for any other purpose, a COSHH assessment must be carried out by the competent person and all persons exposed to the risk informed of the dangers and the control measures that are to be implemented. Further information on COSHH assessment is contained in the CODE OF PRACTICE section of this Handbook.

In any situation where the Production Manager is in any doubt about the appropriate course of action to take in relation to any safety matter, he or she must, in the first instance, refer to the Studio Office BEFORE proceeding. Where this is not possible for any reason, the Production Manager will discuss the matter with a member of NFTS’s Senior Management Team for Safety.

The First Assistant Director or Floor Manager (where used on NFTS productions)
The First Assistant Director (or Floor Manager, as appropriate) is responsible for managing the safety of those on set or in the immediate vicinity of the set. They will work with all necessary departments, Heads of Departments, individual students, crew, contractors and cast to ensure that a safe workplace is maintained, wherever the location or studio happens to be.

They will ensure that safety issues are considered and discussed at pre-production recces and meetings.

They will review Production Risk Assessments and ensure that they are aware of all relevant details, precautions etc. Where any detail in a Production Risk Assessment is unclear, they will request clarification – if this is not forthcoming, they MUST refer to the Studio Office or Health & Safety Officer before proceeding.

Where there is a significant change to a risk which has previously been identified in a Production Risk Assessment OR where a new hazard becomes apparent (e.g. due to a change in weather or lighting
conditions), the 1st AD or FM will ensure that an adequate assessment of the risks is carried out. This should take place BEFORE proceedings with any related activities.

Where there is any conflict between significant safety matters and delivering the schedule (or editorial considerations), the First Assistant Director or Floor Manager MUST err on the side of caution and prioritise the safety of students, cast, crew and the public. They must consult not only with the Director but, where necessary, they should refer to the Studio Office where they need clarification or support. The NFTS DOES NOT condone unnecessary risk-taking simply for the sake of making film or television productions. The School WILL take seriously any genuine and significant safety issues brought to it by the First Assistant Director or Floor Manager.

The First Assistant Director or Floor Manager will pay particular attention to safety issues relating to members of the public whose safety may be affected by the activities of the crew.

They will ensure that they are fully aware of the relevant emergency procedures at each studio and location (including fire and first aid arrangements and the location of Assembly Points) and that all cast and crew are aware of relevant emergency procedures while on set.

They will take charge in the event of an emergency (e.g. fire, serious injury, evacuation of premises) and ensure, so far as is possible, that the agreed emergency procedures are followed (without putting themselves at any personal risk).

They will routinely liaise with students, colleagues, suppliers and contractors and review any reports of hazards in order to ensure that corrective action is being taken. They will bring any significant issues promptly to the attention of the relevant departmental Head of Department or crew member and they will ensure that any significant safety issues are brought promptly to the attention of the Studio Office.

In conjunction with the Production Manager (if there is one), they will 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.

They will ensure that safeguards are properly used on set and that safe methods of working are determined and maintained.

They must complete an NFTS Health & Safety checklist before camera turnover.
Health & Safety Basics

In this section, we’re looking at the fundamental ideas that come up time and again throughout Health and Safety law and good practice. They apply in virtually every one of the Code of Practice topics in this document – so instead of repeating them each time, we’ve put them all together in this section. Beware – just because these are ‘the Basics’ you shouldn’t underestimate their importance - you need to consider them each time you plan your shoot and make sure you’ve covered them properly.

The Law

The main principle in Health & Safety Law is that you have to ensure the health and safety of everyone affected by your production ‘so far as reasonably practicable’. In practice, this means that the more risk involved in what you are planning to do, the more effort you have to make to reduce the risk to an acceptable (i.e. LOW) level.

The Law has no sympathy for the limitations of schedule and budget so you should use the Risk Assessment process as a way of thinking through the Health & Safety issues on your production – it will help you to assess whether you’ve done enough to reduce all the risks to a LOW level.

There are lots of other specific legal requirements – they cover everything from providing the right protective equipment through to working at heights, hiring cherry pickers, working near asbestos and many, many more safety issues. Some of these laws will apply on every production so check the guidance contained throughout this handbook and take additional advice if you’re unsure.

Competence

In short, are you confident that everyone on your shoot is able to do their job safely? This applies to all of the students involved as well as the staff members, your crew, contractors, presenters, performers, actors and contributors. Usually, when we are deciding if someone is ‘competent’ to do a given job, we look at their EXPERIENCE, their SKILLS and their TRAINING (or KNOWLEDGE). It is up to you to ensure that everyone involved in your production is competent to carry out their role safely. You can do this by making ‘reasonable enquiries’ but these should be in writing and if you are using new contractors or suppliers whose work may involve significant risk, you should use the NFTS CONTRACTOR QUESTIONNAIRE to help assess the competence of the supplier, unless you’ve been able to establish their competence by other means. It is worth checking first with the Studio Office as the crew member or contractor may already be approved to work with the NFTS.
**Equipment**

Is it fit for the purpose? This applies to your technical equipment (e.g. lighting) but also to ALL equipment your team AND your contributors are using. So that includes not just your lighting and camera kit but tools, ladders, vehicles, props and your set.

**Risk Assessment**

You need to ensure that you have put in place enough measures to reduce the risk to a **LOW LEVEL**. Your Risk Assessment must be in writing – this is a legal requirement. Once it's been written you need to communicate all of the important information to those who need to know it. You should read the NFTS Risk Assessment Guide for further advice.

**First Aid**

Do you have enough people with the right level of training and equipment to deal with any first aid issues? More information is available in the Code of Practice part of this Handbook and from the Studio Office.

**Emergencies**

Have you made sufficient plans for dealing with emergencies? We’re mainly concerned here with fire safety but you should also think about the potential for other types of emergency e.g. terrorist threat or actions by activists/campaigners. Again, more information can be found in the Code of Practice part of this Handbook.
NFTS Health & Safety Standards

Introduction
This code of practice sets out guidelines and instructions which should assist all NFTS staff, students and suppliers in carrying out their responsibilities as stated in the NFTS Health and Safety Policy. These responsibilities apply equally to crew engaged on a freelance basis. Due to the diversity of production it is impractical to compile one document that will cover all possible filming requirements. If you are planning operations that are not covered in the NFTS Health and Safety Documentation, please talk, in the first instance, to your Head of Department. If for any reason they are not available, you should ensure that you have discussed your plans with the Studio Office or a member of the Senior Management Team for Safety before proceeding.

Accidents and Near Misses - Reporting and Investigation
All accidents and near misses should be reported to the Studio Office who will ensure that they are recorded and that relevant Head of Department and NFTS management are immediately informed. The Senior Management Team for Safety will decide whether or not a RIDDOR report is required. It is a legal requirement to report to the HSE under RIDDOR regulations if a person involved in an accident as a result of it is off work for three consecutive days; this includes the weekend where applicable.

The Studio Office will ensure that a person is appointed to investigate the cause of each significant accident and consider changes to procedures to avoid repetition. An Accident Book will be held in Reception of the NFTS. Out of hours it will be held by Security of the NFTS. All staff, students and suppliers must be informed of the need to report accidents and near misses.

Alcohol
No person is allowed to work on any NFTS production while under the possible influence of any alcohol. Breach of this rule will be treated as a serious disciplinary offence and is likely to lead to dismissal.

Animals
All animals, no matter how small or tame, should be regarded as potentially dangerous (both in terms of bites etc., allergic reaction and the possible transfer of illness or disease from animal to human) and therefore the specific risks should be assessed in each case – this will usually require specialist advice. There are a number of regulations that control the keeping and movement of certain animals. The suppliers of all performing animals should comply with the 'Performing Animals (Regulation) Act' in regard to the training of animals. In order to comply with the provisions of the 'Dangerous Wild Animals Act' it is necessary for the keeper to hold the appropriate licence. This should be checked before any animal covered by the act is allowed in a studio or location.
Always act on the advice and instructions of the relevant supplier or handler. However, you must ensure that the competence of that supplier/handler has been confirmed in advance. Where you have not been able to establish the competence of the supplier/handler by other means, you should use the NFTS Contractor Questionnaire document to help assess their competence but check first with the Studio Office for guidance. Hygiene issues should be considered when carrying out any risk assessment relating to animals.

**Audiences and Members of the Public**

Adequate arrangements must be made for the health and safety and welfare of audiences and members of the public whether in a studio or on a location. In particular:

- providing information to them of the fire procedures
- keeping them secure from the effects of the production

It must be remembered that, particularly on location, the public may not be under direction and may act in an unpredictable or dangerous manner. Members of the public cannot be expected to anticipate or understand the risks inherent in television production so while we are working with them (or near them) we have a HIGHER DUTY OF CARE to make sure they are protected from our work. In practice, this means that we must take EXTRA CARE to reduce risks where members of the public may be affected. Cables in particular can present problems if not properly laid or covered. Cables should be thoroughly secured or ramped. Placing of equipment and flight cases etc. should be carefully considered.

In some circumstances the public can be a source of danger and this should be considered as part of the Risk Assessment. Where possible, members of the public should be excluded from the filming area.

**Buildings and occupied premises (location filming)**

Checks must be made with the venue or person in charge of the premises to determine if asbestos is present and what precautions, if any, the crew and production team must take. If the production is advised of the presence of asbestos at any given location the Studio Office must be informed immediately and before ANY work takes place. They must decide what steps, if any, are necessary to avoid risk of exposure to cast, crew and others.

If renting a building as Tenant, the Production must discuss and agree with the Landlord, and other tenants, (sensibly before signing any tenancy agreement), as to who will be responsible for complying with statutory requirements regarding Fire Safety, The Control of Asbestos, Electrical Safety and the maintenance of Lifts or Lifting Equipment.
Children
Please refer to the NFTS Child Protection Policy - available from the studio office. Following this policy is compulsory.

In many cases, the involvement of children in productions is covered by employment legislation. Adequate arrangements for the supervision and welfare of children must be made. Adequate numbers of chaperones must be employed depending upon the numbers of children and what ages they are. The chaperones must be fully informed of all the hazards and dangers that exist in the Production, and also what control measures are in place to minimise or eliminate the risks in respect of themselves and the children in their care. The production’s Risk Assessment must deal specifically with the risks relating to children. The parents or guardians of the children involved should be given copies of the Risk Assessment relating to their child and any necessary additional explanation provided, well in advance of the child’s participation.

The competence/qualification of Chaperones must be checked in advance along with a suitable criminal records check (unless the results of a very recent check are provided by the Chaperone themselves). Production team and crew members must never be allowed to supervise or accompany children without the presence of their parent, guardian or approved Chaperone.

Contractors/Sub Contractors - Pre-vetting, Competence and Management
Productions cannot simply offload all Health & Safety responsibility to a contractor. The production is legally bound to:

- make reasonable enquiries to determine the competence of all contractors (including their employees and freelances). The NFTS Contractor Questionnaire should be used where the competence of the contractor has not been established by other means. Check with the Studio Office for more info.
- provide the contractor with adequate information about known hazards or risks.
- explain to the contractor what is required of them.

In turn, the contractor must:

- Provide the production with an adequate, written risk assessment of his activities.
- Demonstrate that his employees are competent
- Perform to the agreed standard through observation and supervision by the production.
- Only employ sub-contractors with the School’s approval, and they must confirm their competence.

The guidance contained in the next two pages should be issued to all contractors BEFORE they provide Risk Assessments for their work to the production.
Risk Assessment for Contractors

1. Format
The format you use is up to you – ideally you should use your own company Risk Assessment format or template – if you don’t have one, the NFTS Studio Office can supply a blank template for you to use.

2. Content
Whatever format you use, your risk assessment MUST include the following details for EACH AND EVERY significant hazard arising from your work:

- What is the **specific** hazard?
- **Who** might be harmed and **how**?
- **What controls measures** (i.e. precautions) are you putting in place for the hazard?
- Taking into account all of your control measures, what is the remaining **level of risk** in each case? (This needs to be LOW. If, for any reason, it is not LOW, then you need to inform the Production Manager as soon as possible – and **no work may begin** until the issue has been discussed and resolved.)

3. Specific Issues
It is **your** responsibility to ensure that you have adequately assessed all of the risks relevant to your work, however the following are some categories of hazards that we expect our suppliers to provide **detailed** information for:

**Working at Height**
All suppliers need to ensure that their work meets the latest (and very strict) legal standards contained in the Work at Height Regulations 2005. Your Risk Assessment must clearly confirm that you and **all of your employees will work to these standards**. If your work involves working at height and you are not familiar with these standards then you need to contact the Production Manager immediately.

**Fire Safety**
If any of your work or equipment could potentially create a fire hazard then you must provide full details and explain **both** of the following:
- how do you intend to prevent a fire from starting?
- what measures will you put in place to limit the effect of any fire?
Electrical Safety
Your Risk Assessment must confirm that all electrical equipment you are bringing on site (whether you own it or not) is safe, adequately maintained and inspected/tested by a competent person at sufficiently frequent intervals.

Cables
You must provide details of how you intend to reduce the risk of slip/trips injuries from cables. Please note that hard cable ramps should be used (i.e. instead of soft mats) where possible.

Public and audience
Where members of the public could potentially be affected by your work, you must provide details of how you intend to ensure they are not at risk. Please bear in mind the public cannot be expected to understand the risks involved in television production so you have a higher duty of care to them.

Manual Handling
If your work involves manual handling (i.e. physical lifting and carrying of equipment etc.) then you must ensure that the risks have been adequately assessed and controlled.

Alcohol
It is not acceptable for any crew member to be under the influence of alcohol while working on this production. Please ensure that your Risk Assessment confirms that your personnel will abide by this rule.

4. Ensure your Risk Assessment covers ALL stages of the job.
Please make sure you assess the risks which occur at EACH stage of your work e.g.:

- Rig
- Shoot
- De-rig

5. Co-operation with others
You may be working in the same areas as other contractors or personnel on this production. Your Risk Assessment must make clear how you intend to ensure co-operation with others on safety matters.

6. Responsible Person
Each contractor must give the name of a specific individual who is responsible for Health and Safety on-site. It will be the responsibility of this person to ensure that all control measures detailed on the Risk Assessment are, in fact, carried out in practice. A mobile phone number for this person MUST be provided.
7. Declarations

Your Risk Assessment must include declarations confirming each of the following:

- All personnel (including any sub-contractors) provided by you are fully competent to carry out their jobs safely.
- All of your equipment (whether owned by you, hired by you or supplied by a sub-contractor) meets or exceeds all relevant legal standards.
- All of your working practices (including those of any sub-contractors) will meet or exceed all relevant legal standards.

Please note: Risk Assessments which do not contain ALL of the information requested above may be rejected so please make sure you’ve read through this guidance carefully – if you have any questions or need any additional help please contact the Studio Office immediately.
Health & Safety Questionnaire for Contractors and Freelancers

This questionnaire will be used to help assess you or your company’s knowledge & understanding of your health & safety responsibilities. It is not a judgement on your work performance.

<table>
<thead>
<tr>
<th>Name of contractor/freelancer</th>
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</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Address (inc Postcode)</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
<td>Website</td>
</tr>
</tbody>
</table>

Who is responsible for co-ordinating Health & Safety for you or your company

Mobile of person responsible for Health & Safety

Please give a description of the work that you are being contracted to do:

Are you Freelance/sole trader or a Company?

What is your total number of staff (including directors)?

Do you have a Health & Safety Policy? (If yes, please attach a copy)

Do you have a Safety Manual for you/your staff outlining the safety procedures and rules within your company? (If so, please attach a copy)

Have all of your staff received a copy of all your relevant safety documentation?

Please list the safety qualifications / training of you and your staff.

<table>
<thead>
<tr>
<th>Name</th>
<th>Safety Qualifications / Training</th>
</tr>
</thead>
</table>

What is your level of Employers’ Liability insurance?

What is your level of Public Liability insurance?

What is your level of Professional Indemnity Insurance?

Please supply copies of insurance certification with this questionnaire.

Do you provide Health and Safety training for your employees? If yes, please provide details and evidence.
Has your company reported any accidents under the RIDDOR Regulations in the last three years? If yes, please provide a summary.

Have any improvement/prohibition notices been issued, or legal proceedings been taken, against you/your company within the last three years by the HSE or Local Authority? If yes, please provide a summary.

<table>
<thead>
<tr>
<th>Do you have systems in place to comply with the following Health &amp; Safety laws?</th>
<th>Yes</th>
<th>No</th>
<th>Doesn’t apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety at Work Act 1974</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Work at Height Regulations 2005</td>
<td></td>
<td></td>
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<tr>
<td>Construction (Health Safety and Welfare) Regulations 1996</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Control of Substances Hazardous to Health (COSHH) Regulations 2002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity at Work Regulations 1989</td>
<td></td>
<td></td>
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<tr>
<td>Food Safety Act 1990</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lifting Operations &amp; Lifting Equipment Regulations 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management of H&amp;S at Work Regulations (as amended) 1999</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Manual Handling Operations Regulations 1992</td>
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<tr>
<td>Noise at Work Regulations 1989</td>
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<tr>
<td>Provision &amp; Use of Work Equipment Regulations 1998</td>
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<tr>
<td>Personal Protective Equipment at Work Regulations 1992</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Working Time Regulations 1998</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Are there any other Health & Safety Laws or Codes of Practice relevant to your work? If so, please summarise.

Do you sub-contract any work? (please tick)  
Yes  
No

If yes, please supply details and evidence of how compliance is achieved.

Do you request risk assessments from sub-contractors?  
Yes  
No

Have you carried out Risk Assessments as required under the Management of Health & Safety Regulations 1999?  
Yes  
No

If yes, please attach relevant sample copies.

Is your portable electrical equipment safety tested and clearly marked as tested (P.A.T.)?  
Yes  
No

Do you or any of your staff have training in First Aid?  
Yes  
No

If yes, please give their name, the duration of their training and the level or standard achieved.

Please add any relevant details e.g. Membership of Associations, Guilds, Industry Bodies, qualifications etc. and a summary of relevant TV production experience.
### Checklist for evidence required to be supplied with this questionnaire

Please tick to confirm

<table>
<thead>
<tr>
<th>Evidence Required</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Policy</td>
<td></td>
</tr>
<tr>
<td>Copies of safety rules, procedures or codes of practice</td>
<td></td>
</tr>
<tr>
<td>Employers Liability Insurance</td>
<td></td>
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<tr>
<td>Public Liability Insurance</td>
<td></td>
</tr>
<tr>
<td>Professional Indemnity Insurance</td>
<td></td>
</tr>
<tr>
<td>Testing Register for portable electrical equipment</td>
<td></td>
</tr>
<tr>
<td>Examples of Risk Assessments</td>
<td></td>
</tr>
<tr>
<td>Evidence of Training</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of person completing form</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Job Title</td>
</tr>
</tbody>
</table>

Section below to be completed by NFTS Studio Manager:

<table>
<thead>
<tr>
<th>Approved / Not approved / Further action required (please detail)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed by (on behalf of the NFTS)</td>
<td>Date</td>
</tr>
</tbody>
</table>
Health & Safety Guidance Notes

Dangerous Substances
Substances hazardous to health are subject to risk assessment and control under the Control of Substances Hazardous to Health Regulations (COSHH). This includes effects such as smoke. The items listed below present special risks in handling and use. Before arrangements are made to bring any of these to a location or studio, specialist advice must be sought. This should be done at the earliest possible moment. Before deciding to use these items the Producer must consider the use of safer substitutes that are available. Where a safer substitute cannot be found, the risks involved must be carefully considered and assessed and appropriate precautions put into place where necessary. These may involve the presence of a suitable specialist to oversee the use of the item in question. The following list is not exhaustive:

- any substance hazardous to health.
- any substance or equipment that may cause a fire or an explosion
- any radioactive substance
- any bacteria, viruses, or other infectious material
- any drugs normally requiring a prescription
- any high risk equipment, e.g. lasers, thermal lances or any similar scientific devices
- any compressed gas
- equipment capable of producing very high or low frequency sound levels
- equipment with exposed dangerous voltages

The control measures to be considered should be in the following order:

Preventing exposure
- eliminate the substance
- substitute it with a less hazardous substance

Controlling exposure
- totally enclose the process
- partial enclosure with ventilation
- sufficient general ventilation
- reduce numbers of persons exposed and exclude non-essential access
- reduce exposure time
- cleaning
- provision of means of safe storage
- suitable Personal Protective Equipment
- prohibit eating drinking and smoking in contaminated areas
- provision of adequate welfare facilities-washing etc.

The following website provides practical guidance on hazardous substances:
http://www.coshh-essentials.org.uk/
Display Screen Equipment (i.e. VDU's) – the School's responsibilities
Production offices are subject to both the Display Screen Equipment and the Workplace Regulations whether in the School itself or other location premises. Due consideration must be made to the provision of suitable workstations, adjustable chairs and other office equipment and furniture. NFTS must ensure that they carry out an assessment of workstations and take action to reduce risks to users. They must meet minimum legal requirements. NFTS must ensure there are adequate breaks or changes of work for VDU users. Additional information is contained in the section below.

Display Screen Equipment (i.e. VDU's) – practical guidance for VDU users

Getting comfortable…
- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights.
- Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Using the keyboard…
- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse…
- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don’t have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don’t grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.
Reading the screen…
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks…
- Don’t sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your Head of Department should plan for you to have rest breaks.
- Frequent short breaks are better than fewer long ones.

Further guidance is available via the Studio Office. Anyone who has previously experienced health problems which may be related to their use of a workstation or who believes that a problem may be developing MUST inform their Head of Department so that a further assessment can be made.

Driving
Please refer to the NFTS Drivers Handbook available from the Studio Office.

Drugs - Medicines, Remedies and Illegal Substances
The NFTS will reasonably monitor that their employees and students are not under the influence of any illegal substances whilst at the School or working on School projects. Any suspicion should result in suspending the person in order to ensure their safety and also that of other persons who might be affected.

Staff or students using prescribed medicines should inform their Line Manager or Head of Department of any side effects such as drowsiness if their work or production involves any safety-critical activity such as driving, using machinery, work at height, working with children etc.

Staff, students and crew should NEVER give out medicines of any description to anyone else. This includes ‘over-the-counter’ medicines and even homeopathic or natural remedies.
Electrical Systems, Designing, Inspection, Testing and Maintenance

The Electricity at Work Regulations specify certain criteria for electrical systems to be found in the workplace. These include the need for systems to be designed and constructed to current best practice and a number of British Standards are applicable. Each production must:

- employ competent electricians where necessary
- inspect and maintain their office, other premises and installations
- employ competent lighting electricians for set/location lighting

A best practice recommendation is to insist that all work is carried out by persons trained to the current edition of the IEE Wiring Regulations, (17th Edition at the time of publication of this document), and to current relevant British Standards.

All portable electrically powered items should be subject to visual inspection and tests at appropriate intervals to ensure their electrical safety. Successfully tested items are conventionally marked with labels to demonstrate the date of the test. This is usually called 'PAT testing'. Producers must ensure and insist that practical props and equipment which are hired in ARE tested and marked by the hire company prior to delivery to demonstrate they are electrically safe. Items not suitably marked and 'in date' then become the responsibility of the Production to pay for testing before use. Items should be tested on preferably a six-month basis for portable items used in productions and yearly for static office type appliances.

A competent electrician should normally visually inspect all unknown (hired in) electrical equipment prior to use. Please check with the Studio Office for guidance on any electrical safety issue. They can access further advice if needed.

Emergencies - Evacuation, Procedures & Equipment

All productions must ensure that the NFTS complies with its legal duty to assess the risks of serious and imminent danger and to put in place provision for emergency procedures at all times. When any dangerous or potentially dangerous activities are undertaken an emergency plan should be drawn up. This should include contact points for emergency services and where appropriate arrangements for their presence to be on site. All staff, students, crew, contractors and visitors must be made aware of these procedures upon arrival at the site.

The procedures should consist of:

- The provision of a suitable alarm. This may be already installed in buildings being used, and out on location, use of whistle signals or air horns maybe more practical.
- Exit routes must be determined and suitably signed for day and night use.
- Assembly points must be pre-arranged and their location conveyed to all personnel.
- A means of determining that the area evacuated is clear of personnel must be set up. This could be the use of a roll call or of appointed persons being required to check their work area prior to evacuation.
Emergencies can occur anywhere and at any time. The procedures must include adequate equipment such as:

- Emergency lighting
- Fire fighting equipment
- Signage
- Rescue equipment (if appropriate)

Fire

General
An assessment of the fire risks on the production is a statutory obligation. All persons must be clearly advised of the dangers of fire and especially the fire and evacuation procedures at each office, location, studio or other workplace.

Code of Practice for Fire Procedures for Studio and Location Work
This code of practice is a guideline for production companies undertaking work both in the studio and on location. It deals in broad terms with the application of procedures in the event of fire in a studio or on a location. This guide should be read in conjunction with any standing procedures that may exist either in the studio or on the location. The prevention of a fire must be of paramount importance on all NFTS productions.

Studio: Rehearsal/Filming Day

1. Studio without Audience - Fire/Fire Alarm
   a. When a fire is discovered on the studio floor, the alarm must be raised by activating the nearest alarm call point, and then the Fire Service called. The Floor Manager must then be informed immediately. She/he will be responsible for informing the Director/Producer and Production Manager (where appropriate) and instructing a member of the crew to alert Security (if available). She/he will order a full evacuation to a pre-arranged assembly point outside and well away from the studio.
   b. If a fire starts away from the studio floor, then the Floor Manager should be informed either by talkback or radio and he/she will then instruct all persons to move quickly and quietly to the pre-arranged assembly points as far away from the building as possible.
   c. All crew members should be under instructions to immediately switch off all equipment in the studio on their way out if it is safe to do so. Before evacuating the floor the camera and sound crews should ideally ensure that equipment is kept away from sets and clear of fire exits without putting themselves at risk.
   d. The Floor Manager will ensure that all crew and team members are assembled in the pre-agreed assembly points (ideally by a roll call). The absence of any crew or cast member will be reported immediately to the senior manager present who must advise the Fire Service on their arrival.
2. Studio with Audience

a. The Floor Manager will personally ensure that all fire lines and exits are clear of all obstructions and that all studio perimeter lights are properly lit, just prior to an audience entering a studio.

b. Prior to the filming of a programme in which an audience is in attendance, and during the "warm up" period, the Floor Manager should address the audience with the following form of words: "We have on duty (state the number) Security Officers/Audience ushers/production personnel, who are trained in First Aid and Fire Fighting who are able to provide assistance if required. There are (quote number and point to) of Fire exits from this studio. In the unlikely event that we have to evacuate the studio, you will be directed to the appropriate exit(s). Please move quickly and quietly to the outside of the building"

c. In the event that persons with disability are in attendance, then effective procedures must be put in place prior to their arrival, to take account of their special needs to ensure a safe exit from the building. Persons with hearing disability may not be able to hear a fire alarm and an audience usher may need to be assigned to them. The persons with disability should be chaperoned at all times and the chaperone may be given a written notice or information explaining the fire evacuation procedure by the security officer on duty. Prior to any audience being admitted, the production will also arrange for an inspection of all Fire lanes, escape routes and exit doors to ensure that there are no obstructions to wheelchairs users. This check should be logged. In any case, wheelchairs users in the audience should not be discriminated against and should have ease of access to a suitable place of refuge in the event of an evacuation. Access to all other exits should be available and any cables that cross escape routes should be ramped. All members of the security staff/audience stewards/crew (nominated by the producer) must be instructed and practiced in the evacuation procedure.

3. Studio with Audience - Fire/Fire Alarm

a. The procedure outlined in 1 (above) will be strictly adhered to with the additional responsibility that the Floor Manager and Head of Security must also manage the evacuation of any studio audience.

b. In the event of an emergency, the Floor Manager will say to the audience: "Due to circumstances beyond our control we are stopping production. There is no cause for alarm, but would everyone quietly leave the studio following the instructions given to you by the audience stewards or Security officers."

c. Crew members manoeuvring equipment on the floor to other areas should take into consideration the routes being used to evacuate the studio audience.
4. When on Location

a. At all times when working on locations the overriding priority is safety.

b. Prior to the event of any emergency arising, the production must assess the risks of fire and put in place suitable procedures to:
   - provide a suitable fire alarm/s. This could be a verbal warning or whistle signals, air horns or rotary hand bells
   - arrange for means to summon the Fire Service and other emergency services
   - designate suitable assembly points and mark them with suitable signage
   - identify and sign, all the fire escape routes to the assembly points
   - provide adequate fire extinguishers, fire blankets and other fire fighting equipment etc. as appropriate to the level of fire risk
   - where necessary, train key personnel in the use of the fire extinguishers
   - inform and instruct ALL persons on the location of the fire/evacuation procedures

c. In the event of persons being injured as a result of fire or any accident, suitable first aid facilities and trained persons should be available.

d. Information should be given to all persons relating to the telephone numbers and work location of:
   - First Aiders on set
   - Positions of the First Aid facilities, eye washes etc.
   - Name, address and directions to, the nearest open A & E Hospital
   - The procedure for recording details of all accidents on set.

These should be written either on the call sheet or Production Risk Assessment

First Aid and Medical Arrangements

General
There is a statutory requirement to risk assess the likelihood of injuries and to determine what is the appropriate level of First Aid arrangements necessary for dealing with accidental injuries or ill health that may arise.

There are two levels of employee trained First Aiders. The simplest is a one-day trained 'Appointed Person' who will know the basics of how to summon assistance and carry out simple procedures. This level of training is usual for office based employees. The second and more comprehensive level of qualified person is a 4 day trained 'First Aider at Work.' This person will understand how to stabilise and prevent further deterioration of the injured person until medically qualified personnel arrive. Construction departments on location before the main production arrives should have this level of qualified person on the team.
The higher level of medically qualified personnel will be Unit Nurses or NHS trained and registered Paramedics. The presence of this level of expertise is essential when higher risk activities such as Stunts or Special Effects are being performed.

**Locations**

First Aid Kits must be taken to all production locations. Nominated, trained First Aiders or a Unit Nurse must be in place. All unit members must be advised of who is the First Aider on a production at all times.

<table>
<thead>
<tr>
<th>Aspects to consider</th>
<th>Impact on First Aid provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required by law to make an assessment of significant risks in your workplace. What are the risks of injury &amp; ill health identified in this risk assessment?</td>
<td>If the risks are significant you may need to employ first aiders (see the general comments above).</td>
</tr>
<tr>
<td>Are there any specific risks, e.g. working with hazardous substances, dangerous tools, dangerous machinery, dangerous loads or animals?</td>
<td>You will need to consider: • specific training for first aiders; • extra first-aid equipment; • precise siting of first-aid equipment</td>
</tr>
<tr>
<td>Are there parts of your premises, studios or locations where different levels of risk can be identified?</td>
<td>You will probably need to make different levels of provision for different areas and activities on your production (e.g. offices will have different requirements to remote locations or shoots involving large numbers of the public or children).</td>
</tr>
<tr>
<td>What is your record of accidents and cases of ill health? What type are they and where did they happen?</td>
<td>You may need to: • locate your provision in certain areas; • review the contents of the first-aid box</td>
</tr>
<tr>
<td>How many people are employed on site?</td>
<td>You may need to employ first aiders (see the general comments above).</td>
</tr>
<tr>
<td>Are there inexperienced workers on site, or employees with disabilities or special health problems?</td>
<td>You will need to consider: • special equipment; • local siting of equipment</td>
</tr>
<tr>
<td>Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?</td>
<td>You will need to consider provision in each premises or location.</td>
</tr>
<tr>
<td>Is there shift-work or out-of-hours working?</td>
<td>Remember that there needs to be first aid provision at all times people are at work.</td>
</tr>
</tbody>
</table>
Is your workplace remote from emergency medical services?

You will need to:
- inform local medical services of your location;
- consider special arrangements with the emergency services

Do you have employees who travel a lot or work alone?

You will need to:
- consider issuing personal first-aid kits and training staff in their use;
- consider issuing personal communicators (e.g. walkie talkies or mobile phones) to employees

Do any of your employees work at sites occupied by other employers?

You will need to make arrangements with the other site occupiers.

Do you have any work experience trainees?

Your first-aid provision must cover them.

Do members of the public visit your premises?

You have no legal responsibilities for non-employees, but the HSE strongly recommends you include them in your first-aid provision.

### The First Aid Box

There is no standard list of items to put in a first-aid box. It depends on what you assess the needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid e.g. HSE leaflet ‘Basic advice on first aid at work’
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approx. 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approx. 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- you should not keep tablets or medicines in the first-aid box

The above is a suggested contents list only; equivalent but different items will be considered acceptable.

### How many first aiders or appointed persons do I need?

It is not possible to give hard and fast rules on when or how many first aiders or appointed persons might be needed. This will depend on the circumstances. The following table offers suggestions on
how many first aiders or appointed persons might be needed in relation to categories of risk and number of employees. The details in the table are suggestions only. They are not definitive nor are they a legal requirement. It is for you to assess your first-aid needs in the light of your particular circumstances, but please ensure that you consult with the Studio Office if in doubt.

**Suggested numbers of first-aid personnel**
First-aid personnel should be available at all times people are at work, based on assessments of risk and number of workers. Where there are special circumstances, such as remoteness from emergency medical services, shift-work, or sites with several separate buildings, there may need to be more first aid personnel than set out below. Increased provision will be necessary to cover for absences.

<table>
<thead>
<tr>
<th>Category of risk</th>
<th>Numbers employed at this site</th>
<th>Suggested number of first-aid personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower risk</td>
<td></td>
<td></td>
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<tr>
<td>(e.g. offices)</td>
<td>Fewer than 50</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td></td>
<td>50-100</td>
<td>At least one first aider</td>
</tr>
<tr>
<td></td>
<td>More than 100</td>
<td>One additional first aider for every 100 employed</td>
</tr>
<tr>
<td>Medium risk</td>
<td>Fewer than 20</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td></td>
<td>20-100</td>
<td>At least one first aider for every 50 employed (or part thereof)</td>
</tr>
<tr>
<td></td>
<td>More than 100</td>
<td>One additional first aider for every 100 employed</td>
</tr>
<tr>
<td>Higher risk</td>
<td>Fewer than five</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td></td>
<td>5-50</td>
<td>At least one first aider</td>
</tr>
<tr>
<td></td>
<td>More than 50</td>
<td>One additional first aider for every 50 employed</td>
</tr>
</tbody>
</table>

**Health & Safety Information - 'The Law Poster'**
This poster should be displayed at each workplace or a leaflet distributed to employees, informing them of the basic Health & Safety legislation in the UK. The poster must display the names of the competent H&S person within the organisation/production and where appointed, the names of safety representatives. A copy of the poster with the names identified should therefore be displayed when in studio. For location productions, either the leaflet with the names filled in could be distributed to staff or a poster displayed at the on-site production office.
Heights

The NFTS Guide for Working at Height is a separate document available from the Studio Office. It must be issued to all staff, students and crew who may be involved in working at height (including using ladders). All NFTS managers, HoDs, staff and students MUST make sure that they consult that Guide and follow it. If in ANY doubt about work at height, you MUST contact the Studio Office before any work takes place.

Whenever work at heights is anticipated, arrangements must be made to ensure that any risk of persons falling, or of objects falling on persons, is properly assessed and controlled. This may involve:

- the construction of safety barriers around or below the working area,
- the fitting of toe boards and guard rails on the working platform, or
- the use of full body harnesses and lines.
- In appropriate cases, suitable head protection must be provided and worn.

Scaffolding, tower scaffolds and other working platforms must be constructed by competent Riggers and Scaffolders, working to current legislative and professional code of practice requirements. No person must be asked to work at heights against his/her will.

Mobile elevated working platforms (MEWP's), e.g. Cherry Pickers are potentially very dangerous but are also useful items of equipment in television production. It is essential that only trained and qualified persons be allowed to operate this type of equipment. When there is the possibility of the need to reach outside of the working basket or cage, the HSE now recommend the good practice of the operative wearing a full body harness secured by a fall arrest lanyard to the platform anchor point (NOT the handrail!)

Where the action calls for activities such as rope access, rock climbing, mountaineering or abseiling, suitable experts must be engaged and their competence must be evaluated before engagement.

Hire of Equipment

Productions must ensure that all equipment hired in for use on a production is fit for the purpose for which it is to be used. When equipment is supplied with its own operator, the production must nominate a person to ensure the following:

- That checks are made to establish the competence of the operator.
- Equipment should be ordered, as far as is reasonably practical, well in advance of the requirement, and the order form should specify any special arrangements or requirements if appropriate.
- Equipment such as motorised vehicles, cranes and hoists, lifting equipment, harnesses and fall protection equipment etc. is supplied with the relevant current satisfactory test certificates, dated within the last 6 months.
If anyone is in any doubt over the safety of a piece of equipment that equipment must not be used until a relevant expert has properly checked it.

Manufacturers’ instructions should be supplied and followed at all times with appropriate training and instruction where necessary.

**Lifting Operations and Lifting Equipment Regulations (LOLER)**

These Regulations apply to all lifting equipment including passenger lifts, cranes, cherry-pickers, scissor lifts etc. Thorough risk assessment by a competent person is a legal requirement. Recce’s are essential for all lifting operations and such factors as ground conditions or wind factors should be considered as well as the Load. A trained Banksman with suitable means of communication should be used for high risk lifts. Operators carrying out lifting operations must be trained and competent to carry out their work tasks.

Productions should ask to see evidence of the operator’s training and also the Inspection certificates for the equipment.

Appropriate current test and inspection certificates issued by a competent person must accompany equipment brought in by contractors.

**Lone working**

There are many occasions where Lone Working situations can arise on production e.g. a student producer meeting a potential contributor. All lone working situations must be risk assessed, and the Head of Department responsible must be instructed to inform the Senior Management Team when such work situations arise. The priority must be to avoid lone working where possible (e.g. by ensuring that individuals are accompanied) and, where it is unavoidable, to ensure that robust provisions are in place to protect staff and student e.g. by thorough planning, only meeting contributors in places where others are around (e.g. cafes, hotel foyers) by good communications (e.g. mobile phone) arrangements for regular check-in calls with other team members etc. and emergency arrangements (e.g. for First Aid). Lone working should only go ahead where the Head of Department and Studio Office are satisfied that the risk has been reduced to a Low level and where this has been approved by a member of the Senior Management Team.

**Manual handling**

The law requires that mechanical means should be used where practicable to move loads. The Producer is responsible for complying by carrying out risk assessments as required.
The assessment must consider the Load, the Task, the Working Environment and the Individual carrying out the task. Where many items are similar a generic Risk Assessment may be appropriate but each individual must be considered.

The best control measure where mechanisation is not applicable is to ensure that staff are, or have been, trained in safe lifting techniques. NFTS has produced a practical guide to Manual Handling.

**Night Working**

It is essential to consider the steps that may be necessary to make a location as safe by night as it is required to be by day. Additional working light may be required. Establish if there is a need for extra heating, clothing, nourishment and time. During hours of darkness, special safety measures may have to be observed where the work takes place on or near roads, railway lines, coasts, waterways, docks or airports. Liaison with Local Authorities, the Police and local residents may be necessary. Compensating periods of rest MUST be scheduled. If driving is involved, make sure you have consulted with the NFTS Drivers Handbook. All night working must be subject to a written Risk Assessment.

**Occupiers Liability**

The 1957 Occupiers Liability Act provides that an employer owes a common law 'Duty of Care' to all lawful visitors to his premises i.e. to ensure that a visitor will be reasonably safe using the premises for the purpose for which he was invited there. In respect of unlawful visitors e.g. trespassers, The 1984 Occupiers Liability Act, places a duty on occupiers where:

- she/he knows there is a risk because of the premises
- she/he knows the trespasser will be on the premises
- the risk was one that the occupier could reasonably be expected to provide some protection against.

**Pregnant and Nursing Mothers**

Each production must carry out a written Risk Assessment on new and expectant mothers' activities at work. Exposure to some substances may affect breastfeeding mothers and information must be passed onto the women concerned. The Production will, if necessary, make reasonable adjustments to work hours or conditions. Radiation emissions from Display Screen Equipment are not considered to be harmful to pregnant mothers. Farms, and agricultural land present particular risks to pregnant women and expert advice should be sought in these situations.
Pre-production and Recce’s
Risk assessment for shoots are generally well thought out but often the potentially most hazardous stages of a production are overlooked i.e. Recces and pre-production. Hazards such as fire, electricity, remote locations, derelict abandoned premises, being at height, working in the dark (the list is long), must all be considered and appropriate control measures agreed at the planning stage – i.e. before the recce is carried out. Employees must be informed of the known dangers that will be present at work and also of the control measures to be used. Welfare (e.g. toilets in remote locations) and first aid provisions must also be considered.

Presenters and Performers
Presenters and performers must be fully informed of all risks they may encounter whilst working on the production and the controls implemented to reduce the risks. As a minimum, information should include:
- Fire procedures
- Emergency arrangements
- Accident reporting procedure and first aid provisions
- Information in relevant Risk assessments
- NFTS codes of practice – where relevant.

Props
Props are often hired in for productions or brought in from the School’s own Prop Store - due attention should be given to them in the Risk Assessment process. Practical props present more of a problem, especially electrically powered equipment. The law imposes a duty on suppliers to supply items that are safe. This implied duty means that the Hirer is duty bound to carry out PAT tests on such items and label them prior to delivery. Producers should only accept successfully tested items. Items not delivered with evidence of a test, become the responsibility of the Production to inspect and test prior to use.

Personal Protective Equipment (PPE)
The Personal Protective Equipment (PPE) Regulations lay down the type and standard of PPE to be used when risks cannot be avoided. The regulations state PPE must only be used as a last resort. This means that the risk should be eliminated i.e. the use of alternative materials or method of working that do not require that PPE be used. PPE relates to all equipment that is worn or held to protect against risks to health and safety - this may include weatherproof clothing, safety footwear and respirators, gloves, hard hats etc.

The following should apply:
- PPE that is suitable to be provided to employees at no charge where a risk requires its use when the risk cannot be controlled by other means.
- provide safe storage facilities
- kept in good condition and working order
- carry out a Risk Assessment regarding the suitable use of PPE
- make sure when using more than one type of PPE that it is compatible with other PPE in use
- look at working conditions and hazards when choosing PPE. Take advice from suppliers

Arrangements must be made to ensure that:
- any necessary safety equipment determined in the risk assessment is specified by a competent person,
- is available and given to those who require it
- students, crew and artistes or others provided with safety equipment must be properly instructed in its use, and must be supervised to ensure it is used

Risk Assessment
The NFTS has produced a simple, practical guide to Risk Assessment. This should be used by Heads of Departments, Co-ordinators, Producers and Production Managers when carrying out a Risk Assessment. Internal Risk Assessments should be completed on the approved NFTS Production Risk Assessment template.

Additional guidance for Contractors is contained in this Code of Practice (above) and should be sent to contractors/suppliers to help ensure they carry out a thorough assessment.

Road Safety
When filming on or near public roads, ALL crew are at risk. Over 3000 people are killed on the UK’s road each year. Even in quiet suburban areas, traffic should never be taken for granted. Crew should always wear reflective high visibility waistcoats when filming on or near public roads. Where reasonably practicable, camera track and equipment should not be laid in the carriageway. Cones, tape and diversion signs should be provided if this is unavoidable. All relevant authorities must be notified i.e. the police. An area should be provided for ancillary crew members to prevent pedestrian walkways becoming clogged and to avoid people standing in the carriageway unnecessarily. Where traffic control is required a member of the Police should be present unless the Police have given clear approval otherwise. Due consideration should be taken where the public (including pedestrians) may need to be re-directed around the filming work – the production must ensure that adequate provisions are in place so that the public are not put at risk.

Scaffolding
The Construction (Health, Safety and Welfare) Regulations 1996 lay down specific requirements for the safe assembly of scaffolds. The Studio Office must be consulted before any scaffolding is erected.
or scaffolding contractor engaged. It is good practice to ask to see CITB (or equivalent) certification of scaffolders.

Competent Persons must inspect the scaffold on a weekly basis and produce a written record to the client. This inspection must be carried out immediately after serious weather conditions that might have affected the strength and integrity of the scaffold.

It is a good idea to specify the scaffolder to use a scaffold identification marking system (such as Scafftag) to identify when the scaffold is, or is not, safe to use.

Security
The production must consider the Security of the working areas, in particular, to ensure the safety of those persons at work. This includes:
- Popular/well-known presenters contributors being approached by members of the public
- Intruders bent on criminal intent, i.e. theft of personal and business items.
- Arson, bomb threats and fire prevention
- Overnight vehicle and compound security

Smoking
Please refer to the School's No Smoking Policy – available from the Studio Office.

The most obvious dangers of allowing smoking within a production are those of
- FIRE, and
- the Health of non-smokers exposed to the products of tobacco smoke. Producers must decide the appropriate controls on each production and set in place suitable arrangements to control smoking. These should limit smoking to places which avoid the risk of Fire, and ensure that non-smokers are not affected.

This generally means No Smoking on interior locations or in food handling or eating areas. Where the practice is approved, smoking areas should be clearly designated.

Special Effects - SFX (Explosives and Pyrotechnics)
A production which requires an explosive or pyrotechnic effect must at all times ensure that a competent expert is engaged to control the effect. All personnel must be fully briefed before participating in any rehearsal. This should include a practical demonstration of the effect whenever possible.

If in exceptional circumstances an effect can be produced only once and rehearsal is therefore not possible, the safety precautions provided must be increased to allow for the fact that there has not
been a rehearsal. Ensure that all the relevant authorities (Fire Brigade, Police etc.) are informed before any outdoor or location explosive or pyrotechnic effects are carried out. It may be necessary to have a nurse present at the time of the effect if there are a lot of people involved.

Many special effects can be dangerous if not planned and handled by an appropriate expert. Dry ice machines, smoke guns, flash boxes etc. should only be used in the presence of such an expert.

**Stunts and Stunt Artistes**

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

Competent specialists must be engaged to provide necessary training. Such experts must be satisfied that all participants have been adequately trained and are physically capable of performing a stunt before allowing it to proceed. The competent specialist must be present when the hazardous activity is taking place.

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

Whenever stunts are undertaken no change must be made from the planned procedure without the knowledge of the appointed expert. The safety implications of any such change must be carefully thought through. It should be borne in mind that an activity can become much more dangerous when the participants are tired.

The willingness and fitness of artists and contributors to continue with the production should be continuously monitored. The temptation to go for ‘just one more take’ should be resisted.

PACT and Equity have an agreed list of stunt performers and co-ordinators and whilst this list is by no means exhaustive it offers the basis for agreed professional standards.

Stunt Co-ordinators impart vital safety information and advice. It is therefore important to check their status regarding Third Party Liability and Professional Indemnity insurance. Block Production Insurance may cover the Stunt Artiste in their activities but not necessarily the provision of external H&S advice.
Stress Factors

General
Stress on production becomes a serious problem when it reaches such a level that individuals are unable to function well because of it. Most people accept a degree of pressure in their work lives as normal and, indeed may claim to function better when 'the pressure is on'. However stress can easily build up to such a level that health, performance and working relationships are impaired. This can be identified in a number of ways: in individual performance, deterioration of working relationships, absenteeism, poor motivation and increased risk of accidents and serious, even potentially fatal, ill health including heart attacks, reduced resistance to infection and physical and mental breakdowns and ulcers.

The film and television industries involve high underlying stress at all levels, from runner to Producer. This makes it all the more important that work related stress is part of your Risk Assessment process. The production should be examined for stress factors as a whole and you should be aware of the stress factors operating within individual jobs and at different stages of production. You should then find and implement ways of reducing the stress. For instance prolonged stress can be particularly serious as the body’s normal functioning is impaired and long-term damage can be suffered as a result.

Long working hours
By the end of a long day, a heavy working week, or production run, stress can build up to impair performance and lead to accidents because of tiredness or loss of concentration. Make sure the schedule allows for sufficient rest, including meal breaks and comfort (toilet) breaks. When travel to location is being planned, try to schedule it when the crew is fresh - avoid driving long distances when tired. Provide good quality food and accommodation. Plan carefully and schedule realistically. When budgets are tight, do not trade the welfare of the crew as a luxury.

Long hours have long been features of the film and television industries. They are not necessarily in themselves a safety risk but if unchecked they can create a threat to health and safety. A key control measure in combatting stress and fatigue is for each individual to anticipate the problem and take early remedial action. Senior production personnel have an important role to play in scheduling and planning work within acceptable safety parameters. Everyone must think ahead, look at their schedules and consider where they may be under pressure. They must take action to reduce risk. Staff, students and crew MUST inform the Head of Department or Studio Office if they believe that fatigue could foreseeably create a risk to safety.

Input and control
Stress factors are exacerbated by an individual’s lack of control of the work. Be very clear about the levels of authority within the production. Be open to suggestions for improvements, and recognise and
respect the ability within the crew. Most workers have high standards of professionalism and perform better where this is recognised and supported by high standards on the production. When selecting the crew, be sure that each can demonstrate an acceptable level of competence and that trainees and less experienced crewmembers are properly supported and supervised. Encourage good professional relationships and mutual respect by example.

Contracts
Be clear at an early stage what is required of each crewmember in terms of both their job contract and their working hours, and be clear about the contractual relationship. These points should be confirmed when the crew are booked and changes should be avoided wherever possible.

Underwater Activities and Diving
No one may use underwater equipment on a production unless previously examined and authorised by an approved medical authority in addition to being qualified in terms of the Diving Regulations. There are specific laws and actions to be followed for any media activity underwater using compressed breathable gases. The 'Media Diving Projects' Approved Code of Practice is the relevant section of The Diving at Work Regulations 1997 (ISBN). The Approved Code of Practice sets out the obligations of those requesting, requiring, or commissioning a diving event for media use and the responsibilities of the competent person directly accountable for the organisation of that event. The HSE website provides further information (www.hse.gov.uk).

Please note that PADI training and qualifications are considered to be related solely to sport/leisure diving – they are NOT suitable or adequate for any diving on productions.

Visitors
Non-working persons visiting a Production, be it on location, studio or other Production premises, are all due a Duty of Care by the Production. Their ‘Host’ must be competent to ensure their safety during their visit and they must be given information relating to the evacuation procedure, the accident procedure and all hazards that they may encounter during their visit.

Water

Location at Sea or on Inland Waterways
The Producer must take the best available local professional advice before shooting takes place. An assessment must be made of weather conditions, tides etc. Lifeboat coxswain, coastguards, harbourmasters or other recognised local authorities are good points of reference for such advice and should be consulted. Where the use of a captained vessel is involved, the Captain must be involved in the Risk Assessment and the suitability of the safety precautions proposed.
An assessment must be made regarding the degree to which inland waterways are contaminated. Points of reference are the inland waterways board, river authorities and environmental services. Steps should be taken to minimise the risk of infection due to pollution. An assessment of conditions having been made the Productions requirements must be limited to what can safely be attempted by the production team and crew.

The Production must ensure that competent skippers man any craft involved. Where the boat is being hired and the qualifications of the skipper are unknown professional advice should be sought on the competence of the skipper and if necessary an alternative skipper must be employed.

When any production is planning to work on or alongside water, the police must be consulted or the relevant authorities to be informed before any of the following simulated or actual situations take place, EVEN on private property

- The firing of rockets or other similar distress signals.
- The firing of maroons, firearms or other explosive substances.
- The simulations of accidents, disasters, invasions, sinkings, drownings or other event that might in any way be mistaken for genuine occurrences either by the authorities or by members of the public.

When action is taking place in or alongside water, this MUST be approved by the Studio Office, there must be a written Risk Assessment and the production must know which members of the crew and artists can swim and precautions must be taken to ensure that any person who gets into difficulties can be rescued. Necessary rescue measures can vary from situation to situation and there must be prior consultation with professionals who know the local conditions. The minimum requirement comprises the provision of a number of lifelines. It may be necessary to have a powered craft and divers standing by to effect a rescue. It is important that adequate buoyancy devices should be provided and worn at all times.

Consideration must be given to the impact of water ingress to any electrical powered systems & equipment such as lights.

**Work Equipment**

The Provision and use of work equipment (PUWER) Regulations 1999 stipulate the need to ensure that all work equipment from such items as camera cranes to lighting generators to woodworking machinery to hand tools to ladders are subject to being Risk Assessed for handling, use, maintenance and repair by competent persons. The person in control of the activity must ensure the item of work equipment is suitable for the task in hand.
Working Environment
The production must ensure that all activities take place in a safe and healthy working environment. For premises, the Workplace (Health, Safety & Welfare) Regulations 1992 will apply to such items as lighting, working space, heating, and welfare facilities. The production should take account of location working in inclement weather conditions and this should be controlled in the risk Assessment.

Young Persons
Young Persons present on work experience activity must have a personal Risk Assessment undertaken by the Department in which they are working and prior to commencement of any placement and the RA must be copied to their Parents or Guardians. It MUST be approved by the Studio Office in advance. Due consideration must be made of the young persons immaturity and lack of work experience.

The section on Children (see above) may be relevant.
NFTS Health & Safety – Student Penalty System

In order to maintain and ensure compliance to the standards set out in the NFTS Health & Safety Policy, including the Production Handbook Policies, the following control and penalty system will be enforced by the School as applicable to all staff, students, visiting tutors and volunteers.

For all student Film & TV production activity at the NFTS, the approved Safety Plan and Risk Assessment documentation is to be regarded as a “Contract” between the School, its staff and the students, setting out the specific terms for how the project is to be realised and delivered.

Any major unapproved deviation from this agreed Safety Plan and Risk Assessment will be viewed by the NFTS as an effective “breach of contract”. In these circumstances the School would contest being wholly liable for any accidents or legal consequences.

Examples of Breach of H&S Policy

A “breach” is any action or non-action that results in jeopardising the Health & Safety of themselves or any other person or persons engaged in an NFTS activity and includes - but is not restricted to - the following 10 points:

1. Disobeying or wilfully disregarding any Health & Safety instruction or decision by an NFTS staff tutor or outside person - such as a First Assistant Director - or whosoever has been formally delegated by the school to be “the person responsible for Health & Safety” during an activity
2. Interfering, obstructing or removing any Health & Safety measure or control that was either existing or had been agreed to be put in place in a safety Plan/Risk Assessment
3. Failing to adhere to a specific Health & Safety instruction or condition - e.g. ‘Don’t shoot inside those premises’ or ‘Life preservers must be worn when in the boat’
4. Adding any substantial elements to an agreed schedule without requesting prior permission - e.g. adding another whole scene, significant action or simply running over to extend the production schedule without prior consultation
5. Working excessive hours or travelling ‘overnight’ without seeking approval and making an agreed adjustment to the schedule and the Risk Assessment
6. Making major changes to an agreed interpretation of a scripted work of fiction - e.g. using real swords instead of fake plastic ones, or adding a firework display as back ground action to a scene
7. Moving a large scripted scene - or a significant production element of a script - from one day to elsewhere in a schedule without consulting to gain approval for a revision of the overall Safety Plan
8. Radically changing the subject/approach/interpretation of an agreed outlined documentary without prior consultation to assess the impact upon any agreed H&S matters or control measures – e.g. working alone in a situation when it was agreed not to, or failing to inform as to your whereabouts
9. Undertaking any activities in NFTS time whilst under the influence of alcohol or drugs (Drinking alcohol, taking non-prescription drugs or smoking tobacco is not permitted on any defined shooting ‘set’ – in studio or on location)

10. Failing to report any accident, incident or near miss that may have Health & Safety implications

The determining criteria is simply that the required control measures agreed for the delivery of a project must be observed to maintain a safe place and system of work for all the persons involved. This applies to every size and sort of production activity (Fiction, Animation or Documentary) and to all three phases (pre-production, production and post-production) of every project and all production activity.

Thus this system relates to all aspects of Safety Plan and Risk Assessments and covers not just ‘the workplace’ but also the travel and transport arrangements, the working hours and the duties of care required for all NFTS staff and students - and also non-NFTS persons or members of the public involved or effected by NFTS production or any other activity.

**Reporting of Health & Safety Breach & Consequences**

Any and all “breaches “ of Health & Safety Policy, Safety Plan or Risk Assessment are to be reported immediately via line management routes or to the Studio Office or the HR manager (if anonymity is required) and thus to the NFTS Management Team. This reporting duty is incumbent on everyone (students, tutors, Heads of Departments, co-ordinators, visiting tutors, volunteers) or anyone else involved in the NFTS activity.

In the event of any incident being reported -The Management Team will consider the course of action on a case- by- case basis and will issue a ‘Yellow Card/Red Card’ penalty as appropriate and in proportion to the degree and severity of risk exposure caused.

Penalty restrictions will range from withdrawal of access to Extra-curricular Projects, school equipment, camera, lights, etc. to the termination of bursaries, scholarships and hardship loans. In addition, any and all student involvement in Health & Safety incidents will be included in the student’s overall course assessment and may impact upon the awarding of the students MA or Diploma. For a blatant gross disregard of the School’s Health & Safety Policies the NFTS reserves the right to expel anyone from any of its courses.

The scheme will be operated as per Football Association Rules. When two warning ‘Yellow Cards’ have been issued for sequential Health & Safety misdemeanours and a final ‘Red Card’ is automatic and triggers the appropriate consequences as prescribed.

Issued 15th August 2010
Contact Persons for reporting any Breach of Health & Safety Policy

NFTS Management Team
via Nicola Cowee 01494 731 472 or ncowee@nfts.co.uk
or Sarah Harlow 01494 731 477 or sharlow@nfts.co.uk

Studio Manager
Zlata Hume 01494 731 344 or 07790 654 913 or zhume@nfts.co.uk

HR Officer
Debi Havill 01494 731 471 or dhavill@nfts.co.uk

Health & Safety Officer
Simon Mallin 07774 126 461 or smallin@nfts.co.uk
Section Four

Child Protection Policy

The School is committed to safeguarding the welfare of children and young people.

This document outlines the roles and responsibilities of everyone engaged by the School in relation to the protection of children and young people with whom their work brings them into contact. In the context of child protection, children and young persons refers to anyone less than 18 years of age.

This is based on, and reflects, the principles of both UK legislation and guidance, and the School’s other relevant policies and procedures. The approach has been developed in such a way as to be consistent with ‘Best Practice’ within the field of child protection.

The key principles are:
- the welfare of the child or young person is the paramount consideration
- all children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse.

It is the responsibility of everyone engaged by the School (or working on the School’s behalf, such as students and production volunteers) to promote the protection of children and young people. In following the policy those engaged by the School are always expected to maintain a sense of proportion, apply common sense to situations and protect the child’s welfare as a priority.

It is also the School’s duty to ensure that those engaged by the School are never placed in situations where abuse might be alleged. It is not intended that the policy should restrict those engaged by the School from normal ways of working, but those engaged by the School always need to consider how an action or activity may be perceived as opposed to how it is intended.
The School undertakes to:

- Treat children and young people with care, respect and dignity
- Respect and promote the rights, wishes and feelings of children and young people
- Recognise that those engaged by the School (or working on the School’s behalf, such as students and production volunteers) will be perceived by children and young people as trusted representatives of the School and therefore requires any person engaged by the School to adopt and abide by this Child Protection Policy
- Ensure communication with children and young people is open and clear
- Fully assess the risks to children of its activities. A proper, written Risk Assessment must be in place and must be communicated to the parents or guardians. This Risk Assessment must be signed off by a Head of Department and the Studio Manager.
- Ensure those engaged by the School avoid physical contact with children and young people except for reasons of health and safety, or under supervision as part of their work.

Disclosure

Offers of engagement to positions where working with children and young people is expected will be subject to the completion of a Child Protection Personal Disclosure Form (the “Disclosure Form”). Where, because of the nature of the work, full disclosure is a requirement, the School will submit the application via an organisation registered for this purpose with the Criminal Records Bureau (CRB). This enables the School to make more thorough recruitment and selection checks for positions which involve working with children and young people. The applicant would receive a copy of the CRB report and disclose its content to the School.

Disclosure Issues

Any person who discloses (whether in a Disclosure Form, or subsequent to a CRB disclosure) that they have been convicted of any offence relating to children or young people; and/or subject to any disciplinary action or sanction (criminal or otherwise) relating to children, will not be permitted to work on any School production or activity involving children.
Child Protection Personal Disclosure Form

To: The National Film and Television School, Station Road, Beaconsfield, Bucks, HP9 1LG
("the School" which expression shall be deemed to include the School's successors in title, licensees and assigns)

From: (Name of student, staff member or crew member and address)

Re: [insert name of production, project, workshop or activity being undertaken] ("the project")

I hereby certify and confirm that:

1. I have never been cautioned for or convicted of a criminal offence resulting from my conduct with, or otherwise relating to, any person under the age of eighteen;

2. I have never previously been subject to any disciplinary action or sanction resulting from my conduct with, or otherwise relating to, any person under the age of eighteen, meaning that my name is not on the Sex Offenders Register, and I am not otherwise known to the Police or any Local Authority Social Services Department, or any employer, as being an actual or potential risk to any person under the age of eighteen; and

3. If at any time either of the declarations made by me at paragraphs 1 and 2 above are found to be false (and I agree that the School may take steps to verify the information given by me in this Declaration, and that any conflicting information may be passed to the relevant authorities), the School shall be entitled to terminate my participation on the project with immediate effect, and shall have no further liability to me, whether under the terms of my engagement on the project, or otherwise;

4. I consent to this personal data being processed and kept by the School for the purpose of child protection in accordance with the Data Protection Act 1998.

_________________________________
(Name of student, staff member or crew member)
Date:

Receipt acknowledged for and on behalf of The National Film and Television School
Section Five

Safety Guide for Heights, Ladders and Handling

Safety guidance for all those involved in:
- Working at Height
- Using hydraulic hoists, cherry pickers etc.
- Safe Use of Ladders
- Manual Handling

The guidance on these pages has been written to help protect you while carrying and lifting and also to protect you if you need to work on ladders or at height. The advice is simple, effective and practical.

This guidance is aimed at ALL those working on our productions i.e. students, staff, production team, freelance crew and contractors. It is the policy of the NFTS that you must follow this advice.

If any of it is unclear, if you need additional information or if you cannot apply this advice for any reason then you must inform the Studio Office BEFORE proceeding.

Please remember at all times that you have a duty to look after yourself, your colleagues and anyone else who may be affected by your work. NEVER take risks with safety and ALWAYS seek help when you need it.
Working at Height

Falls from height at work account for 70 deaths and nearly 4,000 serious injuries each year in the U.K. For that reason, the law on work at height has become much stricter, as has the attitude of the authorities who enforce it. Many people in our industry are still unaware of these changes so it is up to you to ensure that your approach is up to date and to make clear to all those working for you exactly what standards are required.

This short document summarises the key legal requirements and contains some practical advice e.g. on the safe use of ladders but please bear in mind that every time work at height is required, a thorough Risk Assessment must be carried out. In addition, you may need to take specialist advice or employ specialist crew to ensure you are working to current safety standards.

How high do I have to be for the law to apply?
The law applies at any height where a fall could result in injury (the old ‘two-meter rule’ is now obsolete).

What does the Law require me to do?

1. The Law requires you to do everything that is ‘reasonably practicable’ to prevent anyone falling. In practice, this means that the greater the risk involved, the more effort you need to make to reduce the risk.

   - The priority should be to avoid work at height where possible.
   - If it is not possible to avoid work at height, use equipment (e.g. a cherry picker) or other measures (e.g. edge-protection barriers) to prevent falls from happening
   - Where the risk of a fall cannot be completely eliminated, use equipment or other measures to minimize the distance and consequences of a fall. For example, you might use safety harnesses with a fall arrest system BUT BEWARE - such equipment and systems require a high level of competence in their planning and use. Within our industry, there is still very poor understanding of the strict legal maintenance and inspection requirements for this kind of equipment, along with the emergency procedures required if someone does actually fall. So safe use of harnesses etc. is not as simple as it might seem – you should always take specialist advice if you need to use this type of equipment and talk to a Production Safety Advisor is you are in ANY doubt.

2. You must ensure the following for all work at height:
   - It is properly PLANNED and ORGANISED, including planning for emergencies and rescue. This includes the requirement to carry out a Risk Assessment.
   - You take account of weather conditions
   - All those involved must be competent to work at height – this may require specific training
   - The place where you are working at height is itself safe
   - All equipment being used at height is inspected
The risks from fragile surfaces are controlled
The risks from falling objects are controlled

Additional Employees Duties
If you are an employee or working under someone else’s control, the law says you must:
- report any safety hazard to them;
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

Edge Protection
Edge protection needs to meet minimum legal standards:
- a main guard rail at least 970 mm above the edge;
- a toe board at least 150 mm high; and
- an intermediate guard rail or other barrier so that there is no gap more than 470 mm.

A roof parapet may provide equivalent protection but if not, extra protection will be required.

Short-Duration Work
Short-duration work means that lasting minutes rather than hours. It may not be practicable to provide full edge protection for short-duration work but it still needs to be considered and should not be automatically discounted. Mobile access equipment can provide both edge protection and a working platform. It can do away with the need for scaffolding and can be particularly appropriate for short-duration minor work. Where it is not reasonably practicable to provide edge protection, a securely attached safety harness will normally be required.

Demarcating Safe Areas
Full edge protection may not be necessary if limited work on a larger roof involves nobody going any closer than 2 m to an open edge (although this safe distance will be greater in poor weather). In such cases demarcated areas can be set up, outside which nobody goes during the work or access to it.

Demarcated areas should be:
- limited to areas from which nobody can fall;
- indicated by an obvious physical barrier (a painted line or bunting is not sufficient); and
- subject to tight supervision to make sure that nobody strays outside them.
Use of Hydraulic Hoists (cherry pickers, scissor lifts etc.)

- The equipment must have been inspected to the legal requirements within the last 6 months (the supplier should have the relevant paperwork)
- the equipment must only be used by people who have the necessary training and qualifications. Never be tempted to operate this type of equipment unless you are competent to do so and your training is up to date. Always refer to the studio office if in doubt.
- Additional information can be found in the School’s Production Safety Handbook.

Safe Use of Ladders

When deciding what equipment to use think about what the job includes, how long it will last and where it needs to be done. It is tempting to use a ladder for all sorts of work but you should always consider a working platform first, for example, a mobile scaffold tower or a mobile elevated working platform such as a cherry-picker.

Ladders are best used as a means of getting to a workplace. They should only be used as a workplace for short-term light work. Many accidents result from using ladders for a job when a tower scaffold or mobile access platform would have been safer and more efficient.

DO make sure that:

- the work only requires one hand to be used
- the work can be reached without stretching
- the ladder can be fixed to prevent slipping
- a good handhold is available
- the person can reach the work from a position 1 m below the top of the ladder.
- light tools are carried in a shoulder bag or holster attached to a belt so that both hands are free for climbing.
- check the stiles are not damaged, buckled or warped, no rungs are cracked or missing and any safety feet are not missing
- check the ladder is secure. More than half of the accidents involving ladders happen because the ladder was not prevented from falling or slipping. Ladders are only safe when they rest on a firm, level surface. They should also be secured by rope or other suitable devices. Such devices must ensure that the ladder does not run sideways or slide away from the wall.
- the ladder is angled to minimise the risk of slipping outwards; as a rule of thumb the ladder needs to be ‘one out for every four up’
- the top of the ladder rests against a solid surface; ladders should not rest on fragile or other insecure materials such as cement sheet, or plastic guttering
- both feet of the ladder are on a firm footing and cannot slip
- if the ladder is more than 3 m long, or used as a way to and from a workplace, it is secured from falling. This will usually be by fixing at the top, or sometimes the base
- if the ladder cannot be fixed, a second person foots the ladder while it is being used (this also applies while the ladder is being fixed)
the ladder extends a sufficient height (about 1 m) above any landing place where people will get on and off it unless some other adequate handhold is available.

DON’T

- Carry bulky loads up or down ladders - a gin wheel or other lifting equipment should be used instead
- use makeshift or home-made ladders
- use painted ladders, as the paint may hide faults
- use ladders made for DIY - they may not be strong enough and are best avoided
- attempt to repair ladders
- place a ladder on loose bricks or packing.

Step-Ladders

Step-ladders require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Please refer to the section above on the safe use of ladders generally. Avoid over-reaching. People have been killed getting down from workplaces such as loft spaces when they have stepped onto the top step of a step-ladder which has then overturned.

Don’t use the top step of a step-ladder unless it has been designed for this purpose.

Manual Handling

‘Manual Handling’ simply means lifting and carrying things. Poor planning and bad lifting technique account for many injuries – particularly to the back, arms and legs. As well as the potential legal liability to the production, the loss of key personnel through injury can hurt your schedule and your budget so you need to make sure that your Risk Assessment includes Manual Handling.

- Make sure that you plan ahead.
- How will your team and crew move all of the kit around, especially during the rig/de-rig phases of your shoot? Think about transportation. Are there enough people to do the job safely? Do they need some mechanical help (e.g. trolleys or barrows)? Does anyone on your team have a history of back problems? These are just some of the things to think about. There may be more, depending on the specifics of your shoot e.g. a location with lots of stairs but no lift needs proper consideration.
- Issue your team with advice on Good Manual Handling Technique. There is a practical guide which should help most crew in most situations. You should issue it so everyone on your team who might get involved in lifting or carrying equipment.
APPENDIX

The approved core of the new policy document currently being prepared

The Role of the Head of H&S
The Head of H&S is responsible for ensuring that the overall H&S Policy and the supporting H&S Management System are maintained as robust and appropriate for all the school’s activities. Observing, reporting shortcomings, making recommendations and taking actions as necessary together with the managers within the organisation who are responsible for the day-to-day running of the H&S System at the school.

H&S Management System
The organisation of the management of H&S is to reflect that of the general management structure of the school - and so is one based upon departments.
The core Teaching Departments are those directly responsible for the delivery of the training courses as offered by the school. Other Departments provide Support and Services to those teaching activities. [See Appendix: ‘The Departments’ for the specification of each department in terms of personnel and premises]

Teaching Departments (x 14)
Cinematography, Digital Effects, Directing Animation, Directing Documentary, Directing Fiction, Games Design, Post Production (Editing, Sound Design and Composing), Producing (and EPCRI/CBEE), Production Design, Television Entertainment, Screenwriting, Sound Recording, Production Management and Short Courses

Service and Support Departments (x 3+)
The Studio Office:
Studio and Estates Office, Scenic Services and Carpentry
Engineering:
Camera, Video, Electrical, IT and Mechanical Engineers and the Equipment, Lighting, and Props Stores
Other Departments:
Registry & Curriculum Office, Finance/Accounts & Personnel, Fundraising & Marketing, Library & General Studies, the Directorate & Distribution
All Departments: H&S Responsibilities

All Departments have equal and direct responsibility for the Management of H&S for their departmental activities and ensuring the maintenance of the required standards of H&S practice of its Staff as defined by this Policy.

An individual’s H&S responsibility at work is in direct proportion to their post, position held, or role performed - and that ultimately everyone has a ‘duty of care’

With regards to all H&S matters, the Head of the Department (HOD) is the Line Manager of all Staff (Permanent, Contract and Intern) working in their Department

All Departments: H&S Duties

1. **H&S Role Models**
   
   All departments including those without any specific responsibility for the formal teaching or instruction of Students, must at all times ensure that their Staff maintains the required standards of H&S practice - as appropriate for them being professional role models for the Students as attending a college of Higher Education.

2. **Staff H&S Training**
   
   Ensuring that all permanent Staff employees working in the department has had the requisite H&S training as agreed for their position.
   
   Informing the Head of H&S of any further specialist H&S training that may be required as a result of changes in activity or circumstances.

3. **Department Support Staff**
   
   Ensuring the proven competency (defined as having had appropriate training and experience) of all Staff engaged to assist in the Department's activities - As Temporary or Fixed Contract / Freelancers.

4. **Department Approved Suppliers**
   
   Ensuring the proven competency (defined as having had appropriate training and experience) of all persons, organisations or companies supplying services or equipment in support of any departmental activities.

5. **Departmental Staff H&S Inductions**
   
   Ensuring that H&S Induction Briefings [See Guidelines] are given and signed-up to by all persons when first engaged and before they start work in any Department activity - as: Permanent Staff, Apprentices / Trainees or Interns (un-paid non-professionals working to gain ‘work experience’).
6. **Department use of Equipment**
Ensuring that all Departmental staff are adequately trained in the safe operation of all tools and equipment (office, workshop, access etc) prior to it being required in use for approved department activities

7. **Job Risk Assessment (RA)**
Ensuring that all individual staff positions in the department are covered by a suitable and sufficient Job Risk Assessment and that it is revised as necessary if the nature of their work changes and re-approved as required at their annual review.
Ensuring that all Department activities are Risk Assessed as required and that the appropriate forms are completed and returned for approval by the Head of H&S or other authority. That the H&S Management System is followed by the Department to include the monitoring of any off-site work and travel.

8. **Activity Risk Assessment (RA)**
Ensuring that suitable and sufficient Risk Assessment is carried out and documented for all the department's activities as appropriate and required.

9. **Supervision**
Ensuring that adequate and appropriate supervision is provided for all staff monitoring and reporting their activities as required by NFTS H&S Policy.
The Department must make sure that any new Staff, Apprentice, Trainee, Temporary Employee, or Intern, are made aware of who their Line Manager is, and also who is their ‘buddy’ contact for when they might need guidance or assistance.

10. **Communications**
The Department has to ensure that for its activities, all the information of arrangements is appropriately distributed across to all other departments so as to be cascaded down, in order to ensure that the ‘duty of care’ is extended to all persons involved.

11. **Premises**
Ensuring that all spaces and work stations that are the direct responsibility or exclusively occupied by the personnel of the Department (staff and students), are routinely inspected so as to be kept uncluttered, free of trip hazards and rubbish and that all furniture and office non-production equipment is fit for purpose and electrically safe (PAT tested) or reported as appropriate to either the Studio Office or the Engineering Department.
The Department is also responsible for the safe use of any meeting/teaching or shooting space whilst it is booked out to them - and that it left in a proper and tidy state after use when returned to the control of the Studio Office.
12. Monitoring

The Department is to maintain sufficient documentation to record the department’s monitoring of its management of H&S practice.

Ensuring that such reporting records are maintained by the department [see Appendix: H&S Paper Trail] and copied to other departments as necessary.

NFTS Production Training Activities

As defined in the Curriculum, there are in two forms of practical Film and TV production training activity at the school:

Production Workshops – these involve groups of students lead by NFTS Staff and are run with a continuous Supervisory Tutor presence

Production Projects - these are undertaken by suitably trained and prepared teams of Students, thus enabled to be run without a continuous Supervisory Tutor presence.

In Risk Assessments all persons must be identified as being in one of four categories: as Students, Volunteers, Tutors or Professional Support.

All Students and all Volunteers are to be regarded in terms of H&S, as employees of the school - with the special status of being ‘vulnerable persons’.

Whilst all persons are equal in the terms of H&S Law at work, anyone who is a Student or receiving training (such as a Volunteer - gaining work experience) is to be regarded as a ‘Vulnerable Person’ for whom special care and attention has to be arranged, monitored and recorded.

Teaching Departments: Additional H&S Responsibilities

1. Department Students

Maintaining the H&S of all currently registered Students in the department when they are engaged in any curriculum or approved activities - both on and off-site from Beaconsfield Studios.

The Department has the specific responsibility to ensure two aspects:

a) That all activities for the Students are as approved and as set out in the Curriculum Briefs
b) That prior to their starting work, all Students are adequately prepared and trained so as to be able to safely undertake those activities as agreed

2. Department Student Volunteers

Ensuring that all persons, participating in the activities as un-paid non-professionals (i.e. working only in order to gain ‘work experience’) and engaged to assist NFTS Students in curriculum or approved activities, have been given a H&S Induction Briefing prior to their starting work; that they have been issued the appropriate specialist departmental Induction Pack, signed up as required, and are aware of who is their Student ‘buddy’ contact for when they might need guidance or assistance
3. **Department Teaching Staff**
Ensuring the proven competency (defined as having had appropriate training and experience) of all Tutors engaged to assist in the Department's activities with specific direct responsibility for the teaching of students as Staff Tutors and Contracted freelance Tutors.

4. **Department Approved Professionals assisting Students**
Ensuring the proven competency (defined as having had appropriate training and experience) of all non NFTS persons or (paid or un-paid) assisting, supplying necessary services or equipment in support of student activities as Production Crew/technicians – (all are ‘approved suppliers’) (i.e. not as Tutors responsible for teaching students).

5. **Departmental H&S Inductions**
Ensuring that H&S Induction Briefings [see: Induction Guidelines] are given and signed-up to by all new persons when they are first engaged for any approved Department activities - before they start work as: Students, Volunteers, and Production Support/Crew/Technicians.

6. **Student H&S Training**
Ensuring that H&S training as set down in the curriculum is scheduled and attended as required by all the Students prior to undertaking any production activities or Projects for both:
   a) The compulsory H&S modules (as arranged by the Head of H&S)
   b) Any additional specialist training as arranged by the Department.

7. **Student Use of Equipment**
Ensuring that all students are adequately trained in the safe operation of all equipment (camera, sound, lighting, access and hand or power tools) prior to their being required in use for set curriculum or approved activities.

8. **Risk Assessments: Workshop / Projects**
Ensuring that all Department production activities as both Training Workshops and Student Projects are Risk Assessed as required and the forms returned for approval signature and issue by the Head of H&S.
Ensuring that the H&S Management System is followed by the Department to include Risk Assessment of Pre-production / Research and Travel, and arranging for Tech Recces and H&S Greenlight Meetings as appropriate.

9. **Supervision of Students**
Ensuring that adequate and appropriate staff supervision is provided for the Students and Volunteers as monitoring and reporting on their activities as set out in the Curriculum Briefs and as required by H&S Policy.

The Department must make sure that every Student (and Volunteer) is informed as to whom the Lead Tutor is for the production activity - and how they are to contact them if ever they need guidance.
10. Monitoring of Student Activities

The Department is to maintain documentation of the monitoring of its practice and management of H&S as required

Ensuring that sufficient reporting records of Workshop and Project Supervision are kept and copied to other departments as required

Required H&S Documentation

All Departments have the responsibility to ensure that specific documents are completed and kept on file by them as the key legal evidence should a ‘Reverse Burden of Proof’ ever be required [see Appendix: The H&S Paper Trail]

Notes on the keeping of Required H&S Documents

As required by the H&S Management System, documents and are to be kept on file by each Department for at least two years, for inspection at any time, and for the annual H&S Audit to be carried out each November by the Head of H&S, alternating biennially with outside H&S consultants

Documentation of all production activities are to be kept by the Lead Department as The Production File - a hard copy to be held in the Studio Office, or as arranged

The Production File is to include all Risk Assessment paperwork and documents as per the Producer’s Delivery List as agreed at the Project H&S Green Light meeting - scripts, schedules, budgets, agreements etc. The maintenance and completion of the Production File is the responsibility of the person who has been defined as the Producer of the Project or activity

All Risk Assessments requiring approval are to be emailed to the Head of H&S or the signatory - in advance. Once approved RAs are to be kept on file by the Lead Department, and any other Teaching Department which has participating Students in the Workshop or Project

Departments maintaining a contacts database of persons involved in their activities are to regard all such information as confidential. Only details of a person’s mobile telephone and email address are to be issued when necessary for the activities - and only then with the individual’s tacit consent

Details of Emergency Contact Persons should be held as appropriate or requested. They are not for general distribution. Only Registry or Personnel can issue Home postal addresses or personal landline telephone details

A Department hosting Volunteers must maintain an Induction Pack as appropriate for their requirements, to be issued and signed up to by any person joining to assist in Departmental activities. This should be incorporated into the main Production Handbook for its own Students
Volunteers being engaged in roles as trained by any other teaching departments (Designers, Cinematographers etc), the Lead Department must ensure that they are also issued copy of those specialist Induction Packs

Once a Volunteer has been inducted and successfully supported a project, they should be invited to be placed on the department’s list of Approved Volunteers for future reference for other projects and by other departments seeking support

**H&S Investigation and Disciplinary Proceedings**

If there is a minor H&S incident, breach or failure of the H&S System, the Head of H&S will as appropriate issue a First Improvement Notice to the relevant Department HOD (copied to the Director of the Curriculum) in order for them to implement agreed necessary corrective action

If this does not result in the required standards of H&S Policy or Management being maintained, the Head of H&S will issue a Second Improvement Notice to the Director of the Curriculum, as the Line Manager of the HOD, for them to decide what further measures may be necessary to rectify the situation

For any substantial H&S issue the Head of H&S will also immediately report to the Management Team, the Director and the Governors as necessary and appropriate. Any proven substantive breach or failure to ensure compliance with H&S Policy would make any member of the NFTS liable for the disciplinary procedures as established [see Staff and Student Disciplinary Procedures]

Any non-staff Tutor / Crew or Volunteer / Intern, proved to have flagrantly disregarded H&S Policy will be immediately disengaged from any further involvement with NFTS activities and their ‘approved supplier’ status suspended - subject to review