

HEALTH & SAFETY POLICY & ARRANGEMENTS

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1.0 General Health & Safety Policy Statement

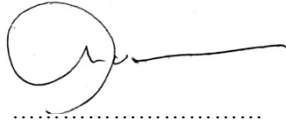
The NFTS regards the health, safety and welfare (H&S) of its staff and students, and all others who may be affected by the school's activities, as being of prime importance - and is fully committed to the prevention of work-related injury or ill-health

This H&S Policy and Management System document recognises our obligations under the H&S at Work Act 1974 - including all relevant additional Regulations - and Approved Codes of Practice. We are committed to complying with legislation and other requirements, and where possible improving on these minimum standards by implementing industry best practice and encouraging a positive attitude towards H&S throughout our organisation. This is to be achieved by:

- Ensuring that the H&S of people is our highest priority, demonstrating commitment to a continual improvement in performance and placing risk assessment and management at the centre of all NFTS activities
- Establishing clear responsibilities, expectations and objectives to improve H&S performance
- Directing the Senior Leadership team to continually improve our H&S culture
- Creating accountability and transparency through timely and accurate evaluation, reporting and review of H&S performance
- Ensuring that H&S risks associated with our activities, premises, equipment, and training services are accurately identified, managed and monitored and in particular establish objectives and targets based upon our significant risks as an institution of Higher Education
- Providing safe premises, safe systems of work, safe plant and equipment, safe storage, safe transportation, suitable welfare facilities - and a healthy working environment
- Providing appropriate resources, information, instruction training and supervision to enable all personnel to complete their work in safety and contribute positively to their own H&S - and that of all other persons involved
- Ensuring that all processes and activities of the NFTS will be designed and planned to take account of H&S arrangements – with H&S as an integral part of the organisation's operation
- Maintaining procedures for communication and consultation between all levels of personnel on matters of H&S
- Controlling the actions of visitors, volunteers and contractors in such a way so as not to cause harm to themselves, or to our staff or students, or any other persons
- Ensuring that sufficient resources are available so that the H&S Policy and Management System can be implemented effectively throughout the organisation
- Ensuring that competent technical and professional advice is available to the NFTS concerning all matters of H&S
- Monitoring our H&S performance as part of the NFTS commitment to continual improvement
- Reviewing this Policy and Management document annually - or immediately following any significant required changes - and ensuring that its content is communicated to all personnel

H&S is an integral part of our activities and whilst the Board of Governors takes overall accountability, all directors, managers, supervisors, staff and students share the responsibility for implementing this Policy. Leaders at all levels are required to implement this Policy within their own areas of responsibility, and all staff and students are required to co-operate with management to ensure compliance with relevant legislation and take reasonable care for the H&S of themselves and others.

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



Signed

Jon Wardle, NFTS Director. January 2020

2.0 Organisation Responsibilities

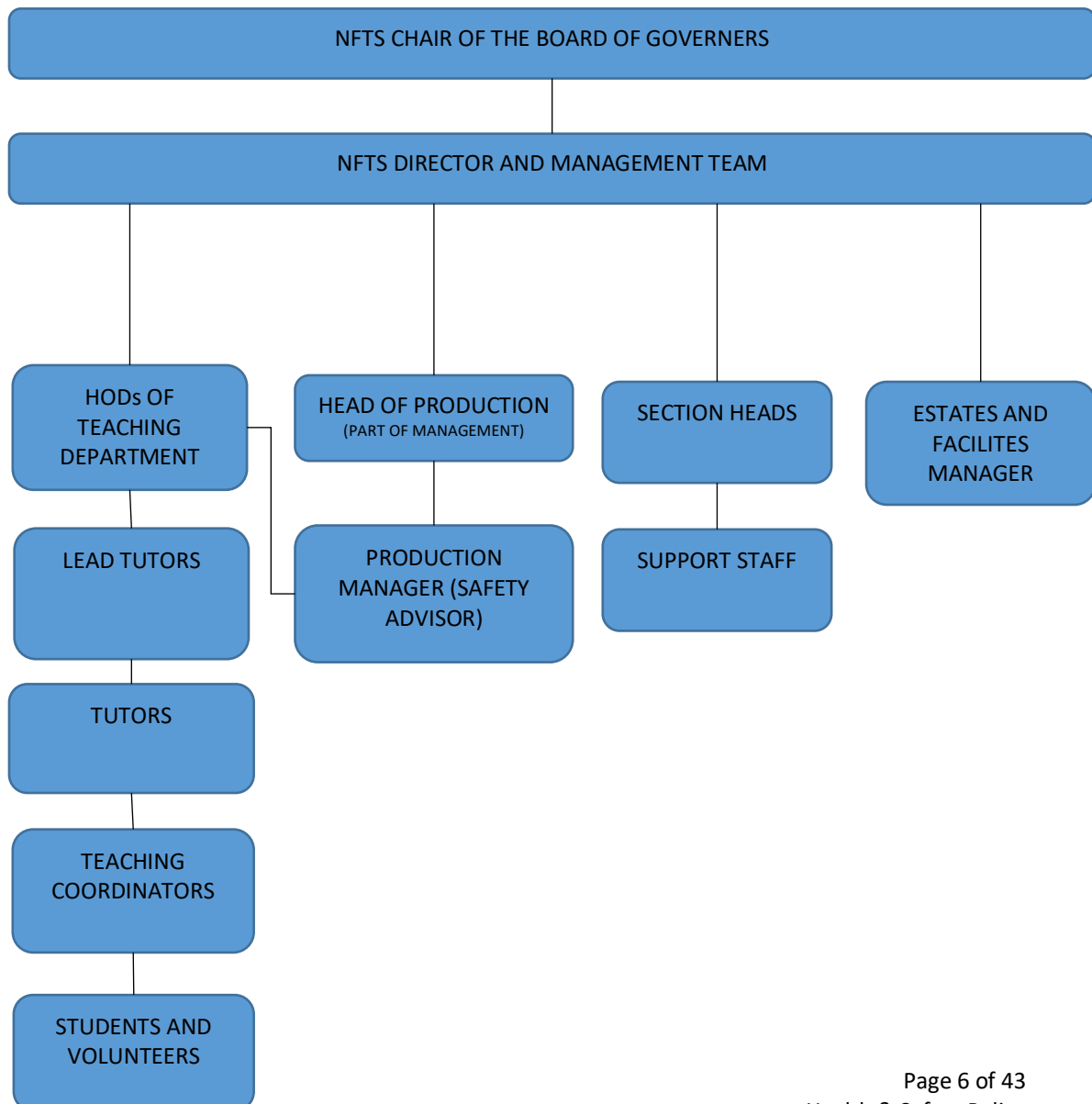
The School understands its responsibilities under the Health and Safety at Work Act 1974 and supports the aim to integrate health & safety into the management of school projects and productions to encourage everyone involved to work together.

The NFTS Board and Management understands its responsibility to ensure effective management of health & safety throughout the school of any project, production and beyond.

The School will fulfil its main duty in properly planning, managing and co-ordinating school projects and productions during the planning phase to ensure that hazards are identified and risks are properly controlled.

The School will ensure that it places health & safety at the forefront of its agenda and reviews the health & safety implications of all decisions, particularly when changes arise during any projects / or productions.

NFTS H&S Management Structure



2.1 H&S Management Responsibilities

The NFTS Director has ultimate responsibility for the NFTS H&S Policy and its proper implementation.

All departments have equal and direct responsibility for the management of H&S for all their departmental activities / productions and ensuring the maintenance of the required standards of H&S practice as defined by this Policy.

With regards to all H&S matters, the Head of the Department (HOD) is the Line Manager of all persons working in their department; staff - Permanent, Contract and Intern, Students and Volunteers;

- *Cinematography, Digital Effects, Directing Animation, Directing Documentary, Directing Fiction, Games Design, Editing, Sound Design, Music Composing, Producing (and CBEE), Production Design, Production Management, Assistant Directors and Floor Managers, Graphics and Titles, Marketing and Distribution, Film Studies, Screenwriting, Sound Recording, Television Entertainment, Model Making, Sports Production, Science and Natural History, Script Supervision, - and the Short Course Unit Commercials Directing, Comedy Writing, Stores, Carpentry, Engineering, IT, Finance, Student Welfare, Curriculum Office, Library, Human Resources, Estates and Facilities, Events, Registry, Props.*

2.2 Employees and Sub-Contractors

Employees and sub-contractors, along with all others involved in the life of a project / production, have duties to co-operate and to co-ordinate with others.

They need to be involved as soon as possible and should:

- Give feedback via the agreed consultation method;
- Provide input on risk assessments and developing a method statement;
- Work to the agreed method statement or approach Management to discuss implementing any change or improvement;
- Use welfare facilities with respect;
- Keep school equipment, tools and PPE in good condition;
- Be vigilant for hazards and risks and keep Management informed of any concerns;
- Be aware of arrangements and actions to be taken if a dangerous situation arises.

3.0 Responsibilities for Health & Safety

It is the duty of the Management Team to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work and specifically to:-

- Assess all school and production activities of employees, students and sub-contractors for any perceived risks to health or safety;
- Keep informed of technological developments and advances relevant to the Schools activities and productions, in order to improve health and safety at work;
- Keep apprised of changes in legislation and Approved Codes of Practice in order to achieve compliance with legislation and co-operate fully with appropriate enforcing authorities in this respect;
- Secure the co-operation and involvement of employees, students and sub-contractors, in achieving safe working.

Employees, students and sub-contractors are reminded of the requirement to ensure that School policy is observed. In particular:-

- To co-operate with the School to ensure that any duty or requirement for health and safety imposed on them is performed or complied with
- In the interests of health, safety and welfare, not to intentionally or recklessly interfere with or misuse any equipment or other item provided to them
- To report any shortcomings perceived by them in this Policy, or in any Risk Assessment, Method Statement or Safe System of Work, which they are required to comply with.

Prime responsibility for operational health and safety rests with the NFTS Director who has direct responsibility for this Policy and Arrangements and will ensure that the School accords health and safety matters equal priority to other management functions within the School.

The Director expects the Management team to accord the same level of priority to health and safety matters as to other aspects of the School and requires all employees, students and sub-contractors to ensure this Policy is observed.

The Management Team will monitor the operation of this Policy and Arrangements and will recommend alterations or improvements as necessary. Monitoring may include safety audits, inspections and/or sampling in addition to investigation of any reports received from employees.

Our Policy will be delivered by:

- Generating a culture that does not tolerate threats to health and safety; and
- Ensuring the real involvement of all our employees, students, sub-contractors and stakeholders.

This Policy and Arrangements has been produced and delivered in line with the Health and Safety at Work Act 1974, and the Managing for Health and Safety published by the Health & Safety Executive with processes and procedures in line with the standards of BS OHSAS 18001:2007.

The NFTS Director

The NFTS Director (with the assistance of the Management Team) is responsible for all aspects of health, safety and welfare within the School and is also responsible for all persons (employees, students, sub-contractors and specialist sub-contractors) working for, or on behalf of, the School.

Detailed responsibilities include:

- Ensuring that all persons understand this Policy and for arranging relevant training as required;
- Before any School activity or production commences, providing all relevant persons with the appropriate health and safety information and ensuring that they comply with the contents;
- Dealing with the investigation of any accidents or incidents and the reporting of such in the manner and within the timescales prescribed by regulation and taking any action as a result of the findings;
- Taking any action necessary (including disciplinary action where appropriate) to ensure that the arrangements detailed in this Policy and Arrangements are adhered to by all persons under the control of the School;
- Approve all Specialist Sub-contractor's Health & Safety Assessments before any work is commenced by them and to ensure that work methods and safety practices are agreed and, if necessary, requiring them to undertake any safety training that may be appropriate for them to comply with the School requirements;
- Informing all persons of any hazards at work that may affect them;
- Ensuring compliance with all legislation and relevant Approved Codes of Practice;
- Devising emergency procedures and ensuring that all are understood by everyone concerned;
- Providing equipment and tools necessary to carry out work safely including suitable and sufficient PPE for employees and students and ensuring that such equipment is provided to and used by all sub-contractors and that training is given, where required, in its correct use;
- Undertaking, or causing to be undertaken, assessments of hazards present in the workplace, assessing the risks and implementing control measures and devising Method Statements or Safe Systems of Work;
- Monitoring and reviewing risk and other assessments, as required, and documenting any significant changes to them or to Method Statements or Safe Systems of Work;
- Reviewing this Policy and Arrangements at least annually, or as required;
- In order to ensure the quality of the School's health and safety culture, randomly undertaking safety checks and noting areas of safety in which it is felt the School requires the allocation of resources;
- Establishing the attitudes of all employees, students and sub-contractors to the School's strategies and standards with regard to health, safety & welfare;

- Undertaking, or causing to be undertaken, formal inspections of offices to ensure health and safety compliance;
- Communicating with external Health & Safety Advisors to ensure that details of all relevant new legislation are conveyed to all employees, students and sub-contractors;
- Reporting to the Board on all relevant matters so that they are able to monitor the School's health and safety record, consider amendments to this document and to allocate such resources as are necessary to meet the obligations under this Policy and Arrangements;
- Monitoring all projects to ensure that they comply with legislation and this Policy and Arrangements.

NFTS Management Team / Department HODs / Section Heads

As with all levels of management, the NFTS Management Team, Department HODs and Section Heads must ensure good communications on health and safety in order to keep the NFTS Director fully informed of all matters pertinent to it.

The NFTS Management Team, Department HODs and Section Heads, are also responsible for the implementation of this Policy and Arrangements for each site, location and the employees, students or sub-contractors working on it and he or she will (with support from the Production Manager, Safety Advisor):

- Ensure that all employees, students or sub-contractors understand this Health and Safety Policy and Arrangements and will organise training as necessary;
- Ensure that all injuries, dangerous occurrences and reported diseases are properly reported and investigated and that statutory documents and records are maintained;
- Ensure, before any work commences, that any approved specialist sub-contractors are issued with the appropriate health and safety information regarding the site and the contract and that they comply with the contents;
- Obtain the specialist sub-contractor's replies to a Sub-contractor's Health & Safety Assessment before work is commenced and to pass this to the Head of Production / Estates & Facilities Manager for approval, then to ensure that work methods and safety practices are agreed and, if necessary, require them to undertake any safety training that may be appropriate for them to comply with the School requirements;
- Take any action necessary to ensure that the arrangements detailed in this document are adhered to;
- Provide equipment and tools necessary to carry out work safely including suitable and sufficient PPE for employees and ensure that such equipment is provided by and is used by all staff, students and sub-contractors and that training is given, where required, in its correct use;
- Undertake, or cause to be undertaken, assessments of hazards present in the workplace, assessing the risks and implementing control measures and good working practices;
- Monitoring and reviewing risk and other assessments, as required, and documenting any significant changes to them or to Method Statements or Safe Systems of Work;

- In order to ensure the quality of the School's Health and Safety culture, randomly undertaking safety checks and noting areas of safety in which it is felt the School requires the allocation of resources;
- Assisting in the review of this Health & Safety Policy & Arrangements annually, or as required.

Lead Tutors / Tutors / Teaching Coordinators

The Lead Tutors, Tutors and Teaching Coordinators, are responsible to the NFTS Management Team and Department HODs for all aspects of health and safety within their area of work and are responsible for all persons working for or on behalf of the School.

Detailed responsibilities include:

- The implementation of this Health and Safety Policy & Arrangements for persons under their control;
- Ensuring that persons are instructed and understand their responsibilities regarding this Health and Safety Policy & Arrangements;
- Informing all persons of any hazards at work that may affect them and of Method Statements or Safe Systems of Work;
- Ensuring compliance with health and safety legislation;
- Ensuring that all emergency procedures are understood;
- Ensuring that equipment and tools necessary to carry out work safely are provided and that suitable protective clothing is also provided and used as appropriate;
- Taking any action necessary to ensure that the arrangements detailed in this document are adhered to;
- To report and, where necessary, investigate all injuries, dangerous occurrences and reported diseases in the area of his/her responsibility and to maintain statutory documents and records;
- Undertaking assessments of hazards present in the workplace, assessing the risks and implementing control measures and good working practices;
- Monitoring and reviewing risk and other assessments, as required, and documenting any significant changes to them or to Method Statements or Safe Systems of Work;
- Assisting in the review of this Health & Safety Policy & Arrangements annually, or as required.

Production Manager (Safety Advisor)

The Production Manager (Safety Advisor) is responsible for management and the co-ordination of all health and safety matters for school productions and on-site stages, recording and administration of all health and safety documentation. Particularly, he or she will:-

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

Estate and Facilities Manager

The Estate and Facilities Manager is responsible for the co-ordination of all health and safety matters within the school site and offices and for the recording and administration of all health and safety documentation. Particularly, he or she will:-

- Maintain all health and safety records for Estates and Facilities, including office based and all site files.
- Liaise with the external Health & Safety Advisors on all procedural matters.
- Prepare reports for the Management Team, as required.
- Maintain the Training Matrix for all site related activities and organise such training as is required.
- Arrange for the annual Fire Risk Assessment on the school & offices.
- Have all office electrical devices PAT tested by a qualified contractor and ensure annual checking of current and new electrical equipment is certified.
- Ensure annual checks and Risk Assessments are carried out on all other site equipment and facilities.
- Manage all “hot work” permits, work can only be carried out if accompanied by a work permit issued by the Estates and Facilities Manager. Hot work must cease one hour before normal finishing times and the area checked at finishing time. Fire extinguishers must be located where hot-work is in progress.

Other Employees, Students & Sub-Contractors

All employees, students and sub-contractors have a legal responsibility under Section 7a of the Health and Safety at Work etc. Act 1974, to take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, under Section 7b of the Act, they are to co-operate with the person responsible for health, safety & welfare (in this case, the NFTS Director) in satisfying the safety requirements of any statutory provision.

All employees, students and sub-contractors should understand the contents of this Policy and Arrangements and bring to the attention of the Management Team any accidents, incidents or any requirements that they have for training or suggestions for improvement of our procedures.

Personal Protective Equipment will be worn at all relevant times and employees, students and sub-contractors must take care of any items issued and should not misuse them. Loss or damage of protective equipment should be reported to a Production Manager, Safety Advisor or Estates & Facilities Manager, immediately.

Employees, students and sub-contractors are only to carry out those tasks for which they are competent and for which they have been trained and the relevant Department HOD's or Production Manager, Safety Advisor / Estates & Facilities Manager, should be informed of any requirement for further training.

Employees, students and/or sub-contractors should immediately report any unsafe or unhealthy work conditions or equipment to the Production Manager, Safety Advisor and Estates & Facilities Manager.

If, at any time, any employee, student or sub-contractor is unsure of the safe or correct procedure to carry out a task, or is not trained to carry out the same, then he or she must not continue but must report the situation to the Production Manager, Safety Advisor and Estates & Facilities Manager, immediately.

Health & Safety applies as much to an office, as to school activities and productions, so office staff should acquaint themselves with the sections in this Policy and Arrangements, especially regarding Display Screen Equipment and Office Health and Safety.

Competent Health and Safety Advice

The School accepts that there will be occasions where expert health and safety advice is needed for dealing with matters outside the School's normal scope of competence. On such occasions any employee must raise awareness of the need for specialist health and safety advice to a member of the Management Team. The School has a contract to provide such advice with our Designated Health & Safety Advisers, First Option.

4.0 Arrangements for Health and Safety

This document sets out the arrangements for how health and safety issues are managed within the School. This is a commitment to planning and managing health and safety at work and is the key to achieving acceptable standards and preventing accidents and instances of work-related ill health.

The responsibility for Health and Safety rests with the NFTS Director who has, in turn, assigned duties and responsibilities to Heads of Departments, Tutors, the Head of Production & the Production Manager, Safety Advisor and the Estates and Facilities Manager, and also has the support of the NFTS Management Team in ensuring that this Policy is adhered to. This is detailed above and in our Health and Safety organisation chart.

4.1 Risk Assessments

It is a requirement under the Management of Health and Safety at Work Regulations for employers and students to carry out assessments of risks to health and safety to persons who may be affected by the activities associated with our school activities and productions.

Risk Assessments will be carried out on all of the School's activities and productions to identify those where hazards exist and that give rise to a risk of injury or damage.

The School will document the findings of the assessments and develop Method Statements or Safe Systems of Work to control the risks, so as to eliminate them or reduce them to an acceptable level. Risk Assessments shall be carried out by suitably competent persons.

Method Statements or Safe Systems of Work, information, instruction and training are all means of adopting safe working practices and shall be put into place as necessary.

Generic Risk Assessments shall be documented to cover physical production taught activities that are repetitive, i.e. part of the department Curriculum, year on year and are a Level 0-1 Risk Assessment Rating (Appendix III).

Documented Risk Assessments shall be reviewed on occasions when the activity has changed, the system of work has changed, the assessment is no longer valid or following any incident related to the Risk Assessment.

For Production Risk Assessments, final H&S sign off will be defined by the Level of the Risk Assessment, as stipulated on Appendix IIII.

4.2 Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees, students and sub-contractors exposed to certain health risks. Health surveillance is needed to:

- protect employees, students and sub-contractors who are at an increased risk
- identify work-related ill health at an early stage so that steps can be taken to treat the condition and prevent further damage
- give early warning that protective control measures are no longer effective.

The School understands its health and safety obligations to provide health surveillance where appropriate for employees, students and subcontractors and will adopt such procedures as are reasonably practicable to detect work-related ill health and will act on the results.

The School will communicate with all employees, students and sub-contractors regarding the importance of understanding that it is to help prevent them developing ill health through their job and to request their understanding and cooperation if health surveillance is to be effective.

Health surveillance need not be formal and the Management Team will ensure that every employee and student will be consulted at regular intervals as to their health.

Prior to any projects or productions commencing, Risk Assessments will be carried out to ascertain whether there are any health hazards in the workplace, identifying who is at risk and measures to be taken to control the risk.

Through Site Induction and Toolbox Talks, employees, students and sub-contractors will be informed that health surveillance is important and be made aware of any preventative and protective measures that are in place.

Through regular site and Department Team Meetings, information regarding health surveillance will be shared with employees and students.

For exposure to some other health risks such as manual handling, work-related upper limb disorders, work that might give rise to stress-related diseases and symptoms from whole body vibration, there are no specific legal requirements for health surveillance.

4.3 Information, Instruction and Training

The School recognises that it is a requirement of the Health and Safety at Work etc Act 1974 for all employers and students to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees, students and sub-contractors.

The Health & Safety law poster is displayed in the main reception.

Relevant health and safety leaflets and advice are issued and available via the Production Manager (Safety Advisor).

All new employees and students shall attend Induction Training, which will include information on general health and safety requirements and issues specific to their job / course. The information shall also include general information about the School and whom to contact when they require further assistance. The Management Team shall monitor new and temporary employees to ensure they are effectively integrated.

Supervision of young employees, sub-contractors or trainees will be arranged, undertaken and monitored by a member of the Management Team and a suitable Risk Assessment produced.

The Management Team is responsible for ensuring that all employees, student and sub-contractors working at locations under the control of other employers and students, are given relevant health and safety information.

No employee, student or sub-contractor shall attempt to carry out any operation where there is a risk to the health and safety of themselves or to others who may be affected by their actions.

All employees, students and sub-contractors will be required to complete a Safety Policy Acknowledgement Form, which is completed electronically at Reception when they check in to the school for a permanent or temporary pass.

Any requirement for specialist training to be provided shall be identified and arrangements made for the training to be provided to all relevant persons.

Reference to the School safety systems should be made where information on safety related matters is required. Where information is not available, advice shall be sought from a member of the NFTS Management Team and Production Manager (Safety Advisor or Facilities and Estates Manager).

4.4 First Aid

The School, in making adequate arrangements for first aid, will comply with all relevant legislation.

The School will maintain an adequate number of qualified first-aiders in order to provide first aid at all practicable times. The names of all first -aiders will be displayed at each building / site.

The Production Manager (Safety Advisor) will be responsible for arranging First Aid training and arranging refresher courses.

First Aid should only be applied by a trained first-aider, the purpose being to sustain life and the condition of the injured person until professional assistance arrives.

It is the responsibility of each employee and student to maintain the first aid kits and their materials and he or she will have the ultimate responsibility to check their content. The Production Manager, Safety Advisor will check the Production Use First Aid boxes monthly.

Under no circumstances must any form of loose medicinal tablet be given to any employee, student or sub-contractor or a member of the general public, even at their own request, as this could have serious medical implications for that person.

4.5 Welfare Facilities

The School's welfare arrangements on site will consist of the minimum provision of:

- Clean drinking water
- Toilet and washing facilities
- A rest area

It will be the responsibility of the Estates and Facilities Manager to ensure that, before work commences, all offices and work areas onsite have adequate and sufficient welfare provision for employees, students, sub-contractors and visitors. Where necessary, temporary arrangements will be organised to provide these facilities nearby, or to hire them and bring them onto a site.

The Estates and Facilities Manager, will ensure that any facilities (whether provided by the School, or within the building or site) are easily accessible, adequately lit and kept in a clean condition at all times and if any of the facilities cannot be used then the Estates and Facilities Manager will report the same to the NFTS Management Team, immediately.

The arrangements for this provision will be included in the Site Induction for all employees, student's sub-contractors and visitors.

4.6 Incident Reporting

The term 'incident' includes accidents resulting in injury or damage, diseases related to work activities and dangerous occurrences.

All incidents involving School's employees, students or sub-contractors and anyone else operating for and on their behalf or visitors, must be reported using the School's incident reporting procedure.

The School will comply with the requirements of the 'Reporting of Injuries, Disease and Dangerous Occurrences Regulation' (RIDDOR). Any incidents that are 'Reportable' as defined under RIDDOR will be reported to the Health Safety Executive (HSE) by the NFTS Director, who will assign responsibility for reporting of the incidents: all site related incidents to be reported by the Estates and Facilities Manager; all production related activities to be reported by the Production Manager (Safety Advisor).

The incident shall be recorded along with the actions taken as a result. The report shall identify the nature and severity of any injury, damage, disease or dangerous occurrence.

All accidents and incidents and ill-health shall be investigated by a Director and the School's Production Manager (Safety Advisor) shall maintain records of all incidents and associated documentation.

4.7 Emergency Procedures

Site Emergency Plans are prepared and communicated to all employees, students and sub-contractors in an effort to ensure, as far as possible, that all contingency measures needed in the event of an emergency are readily available.

4.8 Bomb Threat

On receipt of a bomb threat, the recipient must immediately inform the Estates and Facilities Manager or any other person responsible for the site.

The Estates and Facilities Manager or other person must notify the emergency services, immediately. The site must be evacuated in line with the School's or occupiers' Emergency Plan.

4.9 Access and Egress/ Slips, Trips and Falls

All means of access and egress to work areas shall be suitable and sufficient so as not to place any person at risk to their health and safety.

All stairs, corridors, doors and passageways shall be maintained free from obstruction.

Facilities for the safe access and egress of disabled persons shall be made available where required.

Consideration shall be made to the provision of equipment and systems to maintain safe access and egress in the event of inclement weather where there is a risk to health and safety.

All voids and holes should be suitably protected and, where necessary, marked.

Good housekeeping should be encouraged:-

- Ensuring any spillages are effectively cleaned up
- Clearing up waste as it is created and having it properly disposed of
- Avoiding leaving tools, equipment and materials lying about
- Re-routing trailing electrical leads or covering them with the appropriate materials to prevent trips

4.10 Vehicle Use

Persons who drive School vehicles should ensure they hold the correct driving license for that vehicle. Prior to use, the School will inspect and take copies of both parts of the person's driving licence (if the paper version is available).

Before using any vehicle for School activities that is not owned by the School, the School will inspect and take copies of both parts of the person's driving licence (if the paper version is available), their insurance certificate (which must cover business use) and the MOT for the vehicle. This will be repeated annually.

Every driver must report to the Production Support Coordinator, all road traffic accidents occurring whilst driving a School vehicle or whilst driving a private vehicle on School business

Every driver must report to the Production Support Coordinator, any driving convictions received by them whilst employed by or working for the School, whether incurred during work or elsewhere, as this could affect the validity of the School's insurances.

Drivers must make themselves fully aware of all controls on relevant vehicles, the Highway Code and its guidance.

Persons should observe speed limits at all times and always take account and drive within the limitations of road and weather conditions.

Drivers are advised:-

- To be especially observant when driving in built up areas, near schools and playgrounds
- To always keep calm and not to enter into arguments with other road users
- Not to drive if unfit, i.e. tired, ill, on medication or whilst under the influence of drink or drugs
- To ensure that there is a fully charged mobile telephone in the vehicle in case of a breakdown or other emergency
- Not to use a mobile telephone whilst on the move
- Not make unnecessary journeys, especially if the weather is bad (e.g. thick snow)

The School is aware of Work Related Road Risk and will take steps to:-

- Assess the risks from work-related road safety in the organisation
- Produce a policy covering organising journeys, driver training and vehicle maintenance
- Make sure there is top-level commitment to work-related road safety in the organisation
- Clearly set out everyone's roles and responsibilities for work-related road safety
- Ensure that there are systems to allow the management of work-related road safety effectively
- Involve all relevant persons in making decisions
- Provide training and instruction where necessary

4.11 Electrical Safety

The School aims to comply with current legislation and guidance from HSE contained in HS (R) 25 "Memorandum of Guidance on the Electricity at Work Regulations 1989". In addition, the School will also comply with other codes of practice and the current edition of IET Regulations.

Electrical work and installation will only be carried out by those persons deemed to be competent to do so and who are properly registered to do such work.

Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The School will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.

Employees, Students or sub-contractors who need to use electrical equipment must report any fault or defect immediately to the Estates and Facilities Manager. No attempt must be made to carry out any repairs or interfere with any equipment unless the person so doing is properly qualified and designated competent to do so.

As soon as any employee, student or sub-contractor becomes aware of any defect they should stop the piece of equipment by removing the power source and report it as indicated above. The item should then be put in a secure place labelled 'Do Not Use' until attended to and the fault rectified.

All electrical equipment will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided.

All portable apparatus, including extension leads, will be tested and the results recorded in a register. The register will indicate how often each item should be recalled for routine inspection and maintenance. The frequency of the recall will depend on the type and use of the apparatus based on an assessment of risk. A properly qualified person will determine the frequency and consider the manufacturers recommendations and will carry out the required testing.

In relation to electrical equipment, management, employees and students must have regard to the following:

- Strength and capability of the equipment;
- Adverse or hazardous requirements or circumstances;
- Insulation protection and placing of conductors;
- Earthing and other precautions;
- Integrity of reference conductors;
- Connections and means of protection from excess of current;
- Means of cutting off the supply and for insulation;
- Precautions for work on equipment made dead;
- Work on live conductors;
- Work space, access and lighting;
- Persons to be competent to prevent danger and injury.

Any electrical shocks suffered by any employee, student or sub-contractor must be reported immediately to the Estates and Facilities Manager and the Production Manager, Safety Advisor and entered into the Accident Book.

4.12 Plant, Machinery & Equipment

The School's aim is to provide equipment for use at work which is, so far as is reasonably practicable, safe and without risks to health. To comply with this requirement the School will satisfy the requirements of all legislation in relation to equipment and in particular the above and guidance on them produced by HSE and the Machinery Directive 2006 and associated Regulations and information.

The School will endeavour to ensure that the right equipment is purchased and prior to its use, equipment will be checked and any instructions or information in manuals will be read and considered. Information, instruction and training will be given to any persons who will use the equipment. Such training will include an outline of the risks and the preventative and protective measures to be adopted, the correct use of guards, safe systems of work and any personal protective clothing that is required to be worn.

No employees, students or sub-contractor may use any equipment unless they are competent to do so and have received the necessary information, instruction and training.

Employees, students or sub-contractors must report any damage, malfunction or unsafe equipment to the Estates and Facilities Manager and/or Production Manager, Safety Advisor and they must not interfere with or repair any equipment unless authorised to do so.

All equipment will be maintained by the School in efficient working order and, where applicable, particular equipment will have a routine and planned maintenance programme.

Proper and safe procedures will be adopted for maintenance of equipment and this includes the proper isolation of sources of energy.

The following general principles will be applied in line with B.S. 5304:1988 "Code of Practice for Safety of Machinery" and the above Regulations:-

- Identifying the hazard - the main risks associated with equipment are: contact, entanglement, being struck by ejected particles, trapping, burns through friction contact and from being struck by materials being machined;
- Eliminating or reducing the hazard - such as using enclosed areas, by guarding, using recognised manufacturers, filling in any gaps etc;
- Using safeguards: trip devices, electro sensitive systems, two-hand control devices and mechanical devices using interlocks;
- Using safe working practices: using physical safeguards to reduce risk, including having safe systems of work that must be adopted and will include planning, setting, use, adjustment and maintenance of the equipment.
- Using the relevant PPE (Personal Protective Equipment).

When hiring equipment, the School will hire any items from a reputable supplier who is a member of the Construction Plant Hire Association and to ensure that it is in safe working order.

When any equipment is brought on to site by third parties, the School reserves the right to inspect visually any equipment brought onto the site by subcontractors and reserves the right to prohibit the

Use of the equipment if there is any doubt as to its fitness. The inspection will be carried out by the Estates and Facilities Manager and their decision will be final.

No employee or sub-contractor shall use any item of a specialist sub-contractor's equipment e.g. ladders or tools, as by doing so it may invalidate the School's insurance cover.

4.13 Control of Substances Hazardous to Health (COSHH)

It is the policy of School that no substances hazardous to health shall be used where a non-hazardous, or less hazardous substance is available.

All substances that need to be used shall be assessed to determine the nature of the substance and the risks involved.

A COSHH data-sheet for each substance shall be obtained from the supplier of the substance. The information on the data-sheet shall be used to determine the measures needed to reduce the risks to health and safety to those using or exposed to the substance.

It is the responsibility of the relevant Head of Department to ensure an assessment is carried out on, or is available for, each substance.

This information will identify the measures needed to eliminate or reduce to an acceptable level, the risks to the health and safety of persons exposed.

The Estates and Facilities Manager or relevant Head of Department, shall ensure measures are communicated to the persons who are to use the substance.

The use of highly toxic, explosive or environmentally damaging substances should be prevented wherever possible.

4.14 Noise, Dust & Vibration

The School recognises the hazard to health of noisy operations, ones that cause excessive dust or of using hand tools that vibrate, therefore all operations involving excessive vibration or noise will be subject to a Risk Assessment.

All operations will be carried out with regard to existing legislation which provides that in any activity where the noise level exceeds 8d(B)A, the NFTS will provide information and training and make hearing protection available. Where noise levels exceed 85d(B)A the operator must wear ear protection when the noise cannot be contained.

All employees, students and sub-contractors will be given ear protection where required, together with full instruction on the wearing and maintenance of such protection. Failure to wear the supplied PPE when required will result in disciplinary action being taken.

A risk assessment will be carried out on any operation where there may be a threat of excessive noise. Where this assessment indicates a risk to health and safety to anyone who is, or is liable to be, exposed to noise, the School will measure and monitor levels.

Whenever possible, noise will be reduced or eliminated by modifying machinery. Employees, students and sub-contractors can play their part by maintaining equipment in good operation and reporting noisy equipment to the Estates and Facilities Manager or the Production Manager, Safety Advisor when it requires attention.

Ear protectors can be very effective but only if they fit properly and are worn correctly. These protectors may initially feel uncomfortable but wearers should give themselves a chance to get used to them.

The School will, if requested, provide ear 'plugs' of expandable slow recovery foam that can be compressed into shape prior to insertion. One size will fit almost everyone and once in the ear foam plugs expand to provide a snug and secure fit.

Employees, students and sub-contractors should be aware that noise does not have to be uncomfortably loud, to cause damage. You may even think that ears become used to noise but what probably happens is that hearing loss has already begun. As a guide, when you feel you need to shout to be heard three feet away, the noise levels are such that ear protectors are recommended.

The School will ensure that, where possible, any equipment supplied is a low-vibration type and where this is not possible, will provide a Risk Assessment setting out the maximum exposure times for such equipment, using (where possible) the HSE Calculator and monitoring that such equipment is only used for such periods. The School will also provide such PPE as is required by the Risk Assessment.

Where any operation produces dust, the School will provide suitable masks and, if required will have them 'face fitted' to employees and sub-contractors and will keep a register of the provision and use of them.

The Estates and Facilities Manager will, where practicably possible, introduce such measures to reduce risks from vibration exposure which may include:-

- replacing tools and equipment with alternatives which produce lower vibration
- ensuring work activities are designed to take into account ergonomic principles
- encouraging good posture
- ensuring all equipment is properly maintained

All employees, students and sub-contractors will take steps to reduce risk when using equipment that may cause excessive noise, vibration or dust including:-

- reducing the time exposed to vibration e.g. by taking regular breaks or job rotation
- wearing suitable clothing to protect themselves from cold and damp
- changing their working practices to reduce vibration exposure;
- selecting and using the correct equipment for the job
- using correct techniques for the equipment used e.g. how to reduce grip force
- maintaining a good blood circulation by keeping warm and massaging fingers regularly and cutting down on cigarette smoking

4.15 Personal Protective Equipment (PPE)

Suitable and sufficient personal protective equipment shall be made available to persons carrying out operations and activities where the Risk Assessment has identified a need for PPE.

PPE shall comply with the current Personal Protective Equipment Regulations.

All users of PPE shall be provided with adequate information and instruction as to the correct use of the equipment.

A register of all PPE shall be maintained and inspections made at suitable intervals by qualified persons to ensure the equipment is not damaged or out of date.

All instances of damage or loss to PPE shall be notified to the Estates and Facilities Manager or Production Manager, Safety Advisor and damaged or lost PPE shall be repaired or replaced as identified as necessary by the School.

4.16 Control of Specialist Sub-contractors

Evaluation and control of specialist sub-contractors (as opposed to labour only sub-contractors working for the School) shall be carried out in accordance with the Schools quality procedures. Assessments shall include the Specialist Sub-contractor's ability to manage their own health and safety effectively.

All Specialist Sub-contractors shall provide suitable and sufficient Risk Assessments and Method Statements to cover the activities to be carried out detailing how their operatives and all others on site shall be protected. If the School thinks fit, the Specialist Sub-contractor shall be supervised.

Any tools and equipment brought on site by a Specialist Sub-contractor shall conform to relevant health and safety legislation.

When any equipment is brought on to site by third parties, the School reserves the right to inspect visually any equipment brought onto the site by Specialist Sub-contractors and reserves the right to prohibit the use of the equipment if there is any doubt as to its fitness. The inspection will be carried out by the Estates and Facilities Manager and their decision will be final.

Where requested, documented evidence of the required maintenance and testing of any equipment shall be made available by the Specialist Sub-contractor.

If, in the opinion of the Estates and Facilities Manager or Production Manager, Safety Advisor, a Specialist Sub-contractor is working in an unsafe manner, the Estates and Facilities Manager or Production Manager, Safety Advisor shall request the Specialist Sub-contractor to cease the activity in question and not resume until the issue has been resolved.

Such instances shall be recorded and where necessary reported to the NFTS Director.

4.17 Drugs and Alcohol

The School is committed to providing a safe and healthy working environment. It recognises that the misuse of alcohol and/or drugs may affect the health, performance, conduct and relationships of persons at work.

To this aim, the School will:

- Ensure its policy is communicated to employees, students, sub-contractors and persons operating for and on behalf of the School;
- Co-operate with the implementation of any site specific Alcohol and Drug Abuse Policy;
- Promote the health and wellbeing of employees, students and sub-contractors to minimise problems at work resulting from alcohol and/or drug mis-use/abuse;
- Endeavour, at an early stage, to identify employees, students or sub-contractors with possible problems that may be related to alcohol and/or drug mis-use/abuse;
- Offer employees and students known to have problems, advice on sourcing diagnosis and treatment.

The policy does not take away the Schools right to prevent any person known or proven, to have alcohol and/or drug problems from carrying out their project / production activities where those activities could present a danger to themselves, or others or where the effects of their problem may result in an illegal action.

4.18 Working at Height

The School recognises the need for a work at height hierarchy of control. As such it promotes this control throughout its school activities. Where work at height is unavoidable, situations involving it should be assessed and considerations given to the options that are available to carry out work at height safely. Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. (Health and Safety Executive's definition of 'Working at Height'; Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury.

You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

*Work at height does **not** include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.*

1. Following assessment, the following options, in order of preference for safety, should be considered. Along with whether the option chosen is the most appropriately Avoid work at height where it is reasonably practicable to do so;
2. where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
3. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In each case, a Risk Assessment should consider other issues to ensure that the chosen method is the safest option.

5.0 Asbestos

The School understands its responsibilities as many of its operatives could be at risk as the School is constantly involved in the refurbishment, maintenance and repair of buildings. The School also understands its duty to manage asbestos as contained in the Control of Asbestos Regulations 2012.

In most instances, prior to commencing work, the School will obtain a report from the main contractor or client that establishes whether there is any asbestos within the building and, if there is, what control measures they are taking with regard to it.

Where no such inspection has taken place, or in the case of School owned premises, the School will manage the risk from asbestos by:

- **either** finding out if there is asbestos in the premises, its location and what condition it is in;
- **or** assessing if ACMs are liable to be present and making a presumption that materials contain asbestos unless there is strong evidence that they do not;
- making and keeping an up-to-date record of the location and condition of the ACMs or presumed ACMs in their premises;
- assessing the risk from the material;
- preparing a plan that sets out in detail how the School will manage the risk from this material;
- taking steps needed to put any plans into action;
- reviewing and monitoring the plan and the arrangements made to put it in place; and
- setting a system to provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

5.1 Asbestos Awareness Training

The School will provide information, instruction and training to employees and sub-contractors:

- a) who are or who are liable to be exposed to asbestos, or who supervise such employees, students or sub-contractors;
- b) who carry out work in connection with the School's operations that may come under these Regulations, so that they can carry out that work effectively.

This training will comply with Regulation 10 and cover all of those requirements and refresher training will be given at regular intervals and adapted to take into account any significant changes to the type of work carried out or methods of work used.

5.2 Suspected Asbestos

If asbestos is suspected, work is to be stopped immediately and the area cleared of personnel and cordoned off. The following steps shall then be taken:-

- Information: the matter must be reported to the Estates and Facilities Manager who will immediately be requested to obtain the services of a properly approved contractor to deal with the situation.
- Identification: Initial investigation will involve examination of building plans, the determination of the age of the building and a thorough examination of the building.
- Assessment: evaluation is to be made as to whether the location or the condition could lead to the asbestos being disturbed. If it is in good condition, undamaged and not likely to be disturbed, then it is usually safer to leave it in place and manage it. However, if it is in poor condition, it may need to be repaired, sealed, enclosed or removed by a licenced contractor.
- Removal: this is undertaken only by a licensed contractor. A detailed plan of work is generated through a Risk Assessment & Method Statement highlighting necessary control measures.

After work is completed, the area is to be thoroughly cleaned and a Clean Air Certificate provided after a successful air test by the specialist contractor.

6.0 Office Safety Rules

- Risk Assessments in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 will be completed on all workstations incorporating display screen equipment where the operator/user is considered to be using the equipment for a significant part of the working day.
- Furniture and equipment must be arranged so as to avoid injury from sharp corners.
- Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
- Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
- Wall storage racks must be securely anchored to prevent their movement or tipping and must not be overloaded.
- Access to high upper storage shelves must only be gained by using the steps or other safe means access.
- Cables from electric fires, telephones and leads to office electrical equipment are not to be laid across floors so as to cause a tripping hazard.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.

- At the end of each working day, non-essential electrical appliances are to be switched off and their wall socket plugs removed.
- Any electrical faults must be reported to the School, Estates and Facilities Manager.
- Paper guillotines are not to be operated with their guards removed.
- Any simple adjustments to electrical equipment must be made with the power switched off.
- Electrical repairs or maintenance are to be carried out only by a competent electrician.
- Electric heaters or fires may only be used if properly guarded in accordance with British Standards.
- Only properly trained and authorised personnel and permitted to operate specialised machinery and equipment.
- Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked and taking care when using extension cables so that they do not cause an obstruction.
- Fire doors must be kept closed at all times and must not be jammed or wedged open.
- Fire exits must be kept clear at all times.
- Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All employees must be aware of these locations, of the methods of operation of fire extinguishers and of the fire drill procedure for evacuation.
- The School Estates and Facilities Manager will ensure that all fire fighting equipment is regularly serviced.
- Persons handling any form of substance that may be hazardous must be given a copy of the relevant COSHH Assessment and Manufacturer's Safety Data Sheet and made aware of the hazards associated with the handling, storage and use of such substances, together with the precautions to be observed and the first aid measures to be adopted.
- The School Production Manager, Safety Advisor will ensure that there is at least one properly trained first aider available at all times within the school site.

7.0 Site Safety Inductions

The following subjects, where applicable, will be included in the Induction Training for all employees, students and sub-contractors to any site.

- The Site:
 - Briefing
- Welfare Facilities
 - Location
 - Cleanliness and Hygiene
- First Aid
 - Location
 - Name of Trained Attendant
- Fire Prevention
 - Types and Location of Extinguishers
 - Fire Exit Routes
 - Assembly Points
 - Head Counts /Responsibilities
 - Hot Work and Smoking Arrangements
- Individual Responsibilities

- High Risk Activities to Site, e.g.:
 - Manual Handling
 - Work at Heights
 - Production Safety
- Method Statements and Risk Assessments
- Prevention of Accidents
- Personal Protective Equipment
- Disciplinary Matters
- Emergency Procedure
- Site Security

8.0 Health & Safety Meetings

The School will hold bi-monthly Health and Safety meetings, chaired by the Production Manager (Safety Advisor) or Head of Production, or as when required, particularly if any situation has arisen where health and safety is a concern.

Representatives of all school departments will be expected to attend such a meeting and failure to attend by any will be followed up with an email of action to them.

The Agenda may consist of any or all of the following:-

- The reason for the meeting
- Safety Advisors Report
- Accident Review
- Training Requirements
- Welfare
- Progress Report and Revision of Risk Assessments/Method Statements
- Sub-Contractor Reports
- Any Other Business

Items requiring action should be noted with a time frame and person responsible for undertaking the task and not be left over to the following meeting.

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

9.0 Non-Statutory Inspections

The Estates and Facilities Manager will be responsible for organising the inspection of sites. Some of these inspections are not required by law but are part of the School's commitment to maintaining the highest standards of health and safety.

The Estates and Facilities Manager, when he deems they are required, inspect or cause to be inspected, the School's offices, sites, processes, equipment and materials that are detailed in this Policy. They will also inspect and maintain the site First Aid kits.

The production First Aid kits will be inspected every month by the Production Manager (Safety Advisor) who will be responsible for their upkeep.

All employees, students or sub-contractors will be responsible for examining any equipment or machinery before its use, to ensure that they are in good working order and safe to use.

The Estates and Facilities Manager will organise the inspection, by a competent person, of fire fighting equipment, means of escape, signage etc. required by legislation, or as per this Policy.

The Estates and Facilities Manager will also arrange for a Fire Risk Assessment to be carried out on all relevant premises and for services such as electricity and gas to be inspected regularly by a competent person.

All Accident Books will be examined monthly by the NFTS Director.

Lighting, heating, ventilation and site welfare facilities will be inspected regularly to ensure their continued adequacy.

10.0 Visitors

All visitors will follow such procedures that are in force for that site.

On all sites controlled by the School, all visitors to site must report to the Main Reception and must sign in and out.

Visitors must be accompanied on site and have been properly inducted.

A copy of the Site Rules must be displayed in the Main Reception and must be brought to the attention of any visitors before proceeding onto site. They will complete these via the checking in terminal for a visitor pass.

General hazards and hazardous areas must be brought to the attention of any visitors before they proceed to site and any special security requirements must also be made known to visitors.

If possible, current Site Rules should be made known to pre-arranged visitors before arrival and any amendments circulated to regular visitors.

Specialist Sub-contractors must supervise their own visitors when on site but must abide by the above procedures.

11.0 Communication and Review of Policy

The School will seek to ensure that this Policy and Arrangements and any other guidance, information, instruction or training allied hereto, is fully understood by all employees, students and sub-contractors and any others, as appropriate.

There will be active open communication and consultation between all employees, students, sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

Copies of this Policy will be kept at the School's head office and will be provided to all employees, students and sub-contractors through the Estates and Facilities Manager or Production Manager (Safety Advisor).

The contents and detail of this Policy will be covered on the induction of all new employees, office and school site.

Particular employees and students will be trained in elements of the Policy where appropriate and will be required to demonstrate their understanding of the procedures from time to time.

All employees, students and sub-contractors who can contribute to making any improvements to this Policy will be encouraged to do so by the NFTS Director who will, where possible, implement such suggestions.

This Policy is a working document and will change constantly as employees, materials, equipment, best practice and systems change.

This Policy and Arrangements will be reviewed annually, or as required if less than a year, by the Board and NFTS Directors and their Designated Health & Safety Advisers.

A re-signed copy of the General Statement of Safety will be displayed as above.

All employees will be made aware of any changes of significance which have been made as a result of the review process.

Consideration in any review will be given to recommendations of the HSE, Fire Authority and other recognised agencies.

12.0 Two-Way Consultation

By having robust processes and by the way that the School works and behaves, all our employees, students, sub-contractors and stakeholders should be protected from risks of occupational injury or ill health.

It is our intention to demonstrate, through regular opportunities for two-way communication, an ongoing and determined commitment to improving health and safety at work throughout our organisation.

There will be active, open communication and consultation between all persons involved in the health and safety effort which will be integrated into our communications where appropriate.

Good communication and co-operation between all our employees and sub-contractors plays an important part in creating a positive health & safety culture within the workplace. As such, all Board Directors, NFTS Management, Heads of Department, employees, students and sub-contractors must work together to maintain a safe working environment.

The School will identify our workplace health and safety hazards and inform everyone as appropriate, of these.

The School will require any Specialist Sub-contractor to identify health and safety hazards that may impact on their work activities whilst working for the School.

Risks associated with health and safety hazards in the workplace will be identified and all relevant people will be informed about them. Action will be taken to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

To aid communication and co-operation:

- As previously set out, the Estates and Facilities Manager or Production Manager (Safety Advisor) will hold as required meetings with employees, students and sub-contractors which will include up to date health & safety information, a schedule of work being carried out on a project / production, any potential hazards and details of any serious or imminently dangerous procedures being carried out.
- Any and all changes to Method Statements, new hazards or difficulties arising during the day must be immediately reported to the Estates and Facilities Manager and/or Production Manager, Safety Advisor.

If at any time an employee, student, subcontractor or visitor is unsure of the safe or the correct procedure to follow, then they must immediately inform the Estates and Facilities Manager and/or Production Manager (Safety Advisor).

13.0 Supervision & Monitoring of Specialist Sub-contractors

The provision of information provides an essential contribution to the reduction of health and safety risk. Both the School and Specialist Sub-contractors are responsible in law for informing each other of risks and hazards arising from their activities.

If the School Staff member engaging with a Specialist Sub-Contractor, does not feel that the health and safety arrangements are sufficient, he/she will, if matters are not resolved, refuse work to that Specialist Sub-contractor.

Specialist Sub-contractors will provide information pertinent to their work such as:

- Risks and hazards identified by Risk Assessments
- Measures for prevention and precautionary measures to be taken
- Serious or imminently dangerous procedures
- Details of risks notified to them by others
- Any other site safety matters not covered above
- If required, provide proof/certificate of Public Liability Insurance Cover

All Specialist Sub-contractors will report to the Estates and Facilities Manager or Production Manager (Safety Advisor) before starting work on site.

The Estates and Facilities Manager or Production Manager (Safety Advisor) will undertake daily spot-checks of all Specialist Sub-contractors to ensure that they are:

- Working within their prescribed Method Statements
- Following the H&S Policy, where relevant
- Using all equipment and PPE in a correct and safe manner

Employees, students and subcontractors are responsible for the reporting of any breaches by Specialist Sub-contractors in site health and safety rules, hazardous situations or defective equipment or lack of PPE to the Estates and Facilities Manager or Production Manager (Safety Advisor), immediately.

The Estates and Facilities Manager or Production Manager (Safety Advisor) will be responsible for the upkeep of all documentation required for the Site Safety File which will be kept safely on site and be open for inspection at any time.

14.0 Manual Handling

The School accepts that there is a risk of injury to employees, student or sub-contractors from manual handling operations. To reduce and/or prevent those risks, the School will comply with all current legislation and guidance given by HSE.

As a starting point, no person will be expected to, and must not, move any load which they think may cause them injury. Everyone should have regard to good manual handling techniques and follow the systems of work devised, including the use of any aids provided.

Employees and students who have to carry out manual handling operations will be adequately trained in the process and in the best way to move loads, in order to reduce the risk of injury. The School will verify that all sub-contractors have been so trained.

However, firstly, if the task can be avoided - then it should be. Secondly, if the task can be automated or mechanised, it will be assessed to reduce the risks to the lowest level reasonably practicable.

The School will use a competent person to identify and assess the risks from manual handling operations. Through such assessments, the School will identify all manual handling operations which may involve any risk of injury, including pushing, pulling, lifting, carrying and supporting a load.

All manual handling operations that involve a risk of injury and cannot be avoided, automated or mechanised, will have method statements prepared for that operation and all employees and sub-contractors will receive suitable instruction and training.

These assessments and method statements will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk. They will be made available to all relevant employees, students and sub-contractors and be kept on site by the Estates and Facilities Manager or Production Manager, Safety Advisor of the School.

The School will also provide every employee, student and sub-contractor with a Guide to Safe Manual Handling.

15.0 Supporting & Other Relevant Documents

- Subcontractor Health & Safety Checklist
- Subcontractor Competency / Risk Assessment
- PAT Register
- PPE Issue Register

16.0 Attached Documents

- Appendix I – Reporting of Accidents, Incidents and Ill Health
- Appendix II – Guide to Safe Manual Handling
- Appendix III – NFTS Child Protection Policy
- Appendix IV - NFTS Risk Assessment Level System (Levels 0-4)

APPENDIX I

The following is the procedure for reporting accidents, incidents and ill-health.

- 1.1 All accidents, injuries, diseases and dangerous occurrences involving employees, students, sub-contractors, visitors or others on any site or premises under the School's control must be reported. The School will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) (Amendment) Regulations 2013.
- 1.2 Employees and students must report all such incidents immediately to a member of the Management Team or if none are available, within 24 hours. All such reports will be recorded in the School's Accident Log which will record the name of the person (or persons) involved and give details of the circumstances of the accident including dates, times, location and description of the events of the accident.
- 1.3 All completed accident records will be removed from the accident book and filed in accordance with the Data Protection Act 2018. All accidents will be investigated as soon as practicable by the Estates and Facilities Manager or Production Manager (Safety Advisor).
- 1.4 All fatalities or incidents resulting in a specified injury (see below for list) or where there are multiple persons affected, must be reported to the enforcing authority (unless otherwise stated, this will be the Health & Safety Executive) immediately by telephone on 0345 300 9923
 - a fracture, other than to fingers, thumbs and toes
 - amputation of an arm, hand, finger, thumb, leg, foot or toe
 - permanent loss of sight or reduction of sight
 - crush injuries leading to internal organ damage
 - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
 - scalping's (separation of skin from the head) which require hospital treatment
 - unconsciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 1.5 For all accidents involving any employee (only), as a result of which, he or she is absent from or incapable of carrying out, his or her normal work, for more than 7 days following the accident (not including the day of the accident), the official report form F2508 should be completed on-line via the HSE website (www.hse.gov.uk/riddor/online). Photocopies will be taken and retained on file as a record. This report must be completed within 15 days of the accident.
- 1.6 Where any member of the public is involved in an accident that necessitates them being taken to hospital for treatment (but not simply for a 'check-up') a report must be completed on-line as per the above.

- 1.7 Any dangerous occurrence (see below for list) should be reported on-line as above. The main incidents to be reported are:-
- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
 - plant or equipment coming into contact with overhead power lines
 - the accidental release of any substance which could cause injury to any person

However, there are 43 other types of incident that are reportable that can be found at:-
<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

- 1.8 All employees and students will report all diagnosed reportable diseases (see list below) which are linked with occupational exposure to specified hazards or any other occupational ill health, as soon as they are aware, or suspect, that they are suffering ill effects therefrom, whether or not it affects their work. Such diseases etc. will be recorded in the same manner as accidents and those that are diagnosed as one of the diseases etc. below will be reported on-line on the official form F2508 :-

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

- 1.9 Such diseases etc. will be recorded in the same manner as accidents and the enforcing authority will be notified on official form F2508. All forms will be completed by the member of staff involved in conjunction with the Estates and Facilities Manager or Production Manager, Safety Advisor.

- 1.10 Accidents and cases of ill health will be investigated to endeavour to identify the cause of that accident or ill health. Measures for prevention will also be devised in all cases where applicable, to ensure that similar accidents do not re-occur.

- 1.11 Full co-operation is required from all employees during any investigation by the School, its insurers or enforcing authority inspectors. All staff and students will be asked to sign an acknowledgement as acceptance of their clear understanding of the procedures to be followed in the reporting of accidents.

- 1.12 All entries in the Accident Book will be checked monthly by the Estates and Facilities Manager or Production Manager, Safety Advisor to identify any common accidents or trends, so that preventative measures can be taken or appropriate training provided.

APPENDIX II

GUIDE TO SAFE MANUAL HANDLING

The 'moving or supporting of loads by hand or by bodily force' and resultant musculoskeletal disorders caused by carrying it out badly, is responsible for over a third of all reportable injuries each year – and that is not counting the many, many days off that people take with 'back trouble'.

Generally speaking, we all carry out our own 'dynamic' risk assessment before we start a task.

The brain will usually do a quick check of the situation. You know the score – there is a box that has been left by someone, or the van has to be unloaded and you have to move it. We look at it and judge whether we can lift it on our own, or whether it is too large or awkward to do so without help; as we start to lift, the brain will quickly tell us whether the item is too heavy, or light enough for us to manage. If it is too heavy, it sends out a warning – and that is when we should think again about handling the object.

However, some people then over-ride this by lifting something that the brain has identified is heavy and if they are not doing it properly, injury will result.

If a situation exists where there is something to lift that is out of the ordinary for your job, a separate Manual handling Assessment should be carried out. This is particularly so where there are bulky, heavy, or awkward loads. This does not mean that there has to be any great formality but a competent person should consider:-

The Task:

What is the task, and does the load need to be lifted manually, or are mechanical aids available? Does the task involve stooping, twisting, or reaching upwards? What is the distance the load has to be moved? How often does the load have to be moved?

The Load:

Is the load heavy or bulky? Is it difficult to grasp? Could slings be used? Is the load stable? Are there any sharp edges or hot surfaces?

The Working Environment:

Do awkward postures have to be used? Is there confined space? Are there variations in levels? Are there hot or cold conditions or weather conditions? Is the lighting poor? Are there any restrictions on movement?

Individual Capacity:

It is important to look at each individual's physical capability before carrying out a manual handling task. Anyone with a known injury or disability should be individually assessed. Individuals have varied physical capacity and this should be considered. Special assessment is required for those with impaired vision, reduced grip strength, pregnancy or disability of the limbs.

Precautions while handling

When you have to move bulky, heavy or awkward items (e.g. large boxes, computer monitors, desks, chairs, etc.), make sure you do so properly by:

1. **Positioning your feet:** Keep your feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Your leading leg should be as far forward as is comfortable and, if possible, pointing in the direction you intend to go.
2. **Adopting a good posture:** When lifting from a low level, bend your knees. Keep your back straight, maintaining its natural curve. Keep your shoulders level and facing in the same direction as your hips.
3. **Getting a firm grip:** Try to keep your arms within the boundary formed by your legs. When holding on to something, a hook grip is less tiring than keeping your fingers straight. If you need to change your grip as you continue to lift the object, do this as smoothly as possible.
4. **Keeping close to the load:** Keep the load close to your body for as long as possible, with the heaviest side of the load towards you. If you can't get close to the load at first, slide it towards you before you try to lift it.
5. **Lifting smoothly:** Raise your chin as you begin the lift, keeping control of the load.
6. **Moving your feet:** If you have to turn, move your feet - don't twist your trunk.
7. **Putting it down, then adjusting it:** If you need to put the load in a particular position, put it down first, then slide it into the desired position.

The Manual Handling Operations Regulations suggest that any object over 25kgs should not be moved manually unless it is by a two-person lift. In such a lift, good communication is vital to ensure that each individual is adequately prepared for the lift and that both lift at the same time.

Basically, you need to stop and think - plan the lift and, if required, use appropriate handling aids.

APPENDIX III

NFTS CHILD PROTECTION POLICY

The NFTS is committed to safeguarding the welfare of all children and young people who are involved in its activities.

In order to maintain the appropriate level of protection - this document outlines the responsibilities of everyone engaged or enrolled at the School whose work activities may bring them into contact with children and young people. In this context, children are persons under the age of 16 years - young persons are over 16 but less than 18 years of age.

It is NFTS Policy that in all terms of welfare and conditions - all children and young persons are to be treated equally - and on the same basis as if they were required to be registered with a Local Authority as Licenced Performers.

This policy is based upon the principles of current UK legislation and relevant guidance such as issued by Ofcom - and to reflect 'best practice' within the field of child protection. In which there are two overriding principles:

1. The welfare of the child or young person is the paramount consideration at all times
2. 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 at the School - staff, students and volunteers to promote and ensure the protection of Children and Young People at all times

It is not intended that this policy should restrict anyone from established normal ways of working - But it is required that all persons engaged by the School are to be aware at all times to consider how an action or activity may be perceived - as opposed to how it is intended.

So it is also the School's duty to ensure that any adult person involved in its activities is never placed in situations where abuse might be alleged by a Child or Young person against them.

It is for this reason - and for the avoidance of situations that might give rise to unwitnessed or false allegations - that apart from guardians or chaperones, no other adult should ever be left alone with a child or young person

To ensure its protection of children and young persons, the School undertakes to maintain six principles:

1. To treat children and young people with care, respect and dignity
2. To respect and promote the rights, wishes and feelings of children and young people
3. To recognise that all those working at the School (staff, students, or volunteers) will be perceived by children and young people as trusted representatives of the School and therefore requires everyone engaged by the NFTS to adopt and abide by its Child Protection Policy

4. To ensure that communication with children and young people is open and clear
5. To fully assess the risks to children in the School activities; an appropriate, written Risk Assessment must be in place - and has to be communicated to the parents /guardians and chaperones
 - a. This Risk Assessment must be approved by a Head of Department / Lead Tutor and Lead Student - and signed off the Head of Health and Safety
6. To ensure that 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

Required Disclosure

Whenever a School activity is proposed specifically involving children or young people - the NFTS requires the completion of its 'Personal Disclosure' form for Child Protection (as attached) - this has to be signed by all adult persons i.e. all 'the cast and crew' - involved in the activity.

On occasion - because of the inherent nature of the work activities (e.g. as when filming in a children's hospital etc.) the NFTS or another authority (e.g. a hospital) may require that a 'Full Disclosure' is necessary.

In such instances the NFTS will require - such persons as necessary - to submit an application to the DBS (Disclosure and Barring Service) - for a thorough recruitment and selection check

This is made via an organisation nominated by the NFTS and registered with the CRB (Criminal Records Bureau)

The applicant is subsequently required to disclose the results of their DBS application to the School. Any person who discloses (whether in a 'Personal Disclosure', or a 'Full Disclosure') that they have been convicted of any offence relating to children or young people and/or are subject to any disciplinary action or sanction (criminal or otherwise) relating to children - they will not be permitted to work on any School production or activity involving children or young persons

Jon Wardle, Child Protection Officer

January 2020

APPENDIX IV

H&S GUIDANCE

NEW NFTS RISK ASSESSMENT SYSTEM (Levels 0-4)

All the NFTS Health and Safety (H&S) documents, including the school's H & S policy, are located at the NFTS Facebook Workplace, Production Safety Information Group. All staff, students and crew across all workshops and productions should be familiar with the two-page document: **'The 10 Golden H&S Rules'**

Every NFTS department is directly responsible for the safety of their students and staff whilst they are engaged on work activities required or arising from the curriculum for the courses of training

Each school activity has to identify for everyone involved, who is the **Lead Department**, and who is the **H&S 'Responsible Person'** - i.e. the individual who has to conduct H&S Briefings and communicate risk assessments as appropriate.

For activities requiring a **RA (risk assessment)**, only persons who hold a current H&S Passport (have completed the one-days training) can be Risk Assessors, and prepare RAs on behalf of the NFTS.

All activities that count as official 'NFTS Business' should include the transport arrangements within the RA. This does not apply to a person's private arrangements to travel to and from their home to work in Beaconsfield, or to any NFTS approved annex or established venue

If an activity requires a Risk Assessment, Stores will not issue any equipment without a confirmed reviewed and approved RA.

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THE NFTS RA STRUCTURE

Risk Assessment of all filming activity is tiered into four levels, Levels 0-4.

Level 0 exercises do not require an RA. Level 1 exercises require an RA, prepared by a Co-Ordinator, and must be signed off by the Lead Dept Co-ordinator or the Lead Dept HOD. All Level 2 exercises require an RA prepared by students or co-ordinators, signed off by the Lead Dept HOD. All Level 3 Projects must have a formal Greenlight Production / H&S Meeting, for everyone, students and staff, to sign-up to the agreed terms, before production can begin.
No RA can be created and approved by the same person.

Whilst not required to review or approve any Level 1 or 2 Risk Assessments, NFTS H&S has access and monitoring oversight of all online RA's, and will advise and comment as necessary. Moreover, if any staff member or student needs needs advice regarding RAs, this is available via Production, the Production Safety Manager, or our phone and online consultation service provided by First Option.

Below is more information about the Levels and how they are managed. See separate document **RA 1 2 3 by No** for detailed breakdown of how levels are split. **ANY LEVEL**

PRODUCTION CAN BE MOVED TO A LEVEL 3 STATUS AT THE HOD'S or OTHER STAFF MEMBER'S DISCRETION.

These assumptions are based on persons involved being adults (over 18 years old) who have self-declared as fit and able to undertake activities as set out. Any NFTS activity involving children or young persons under the age of 18, must have an RA.

Note: Set Design (and activity as set Decoration and Dressing by Students and Volunteers) has a separate approach (see Separate Guidance and Checklist Form) before starting any RA online

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LEVEL 0 – BASIC TECHNICAL TRAINING

[Activities which do not usually require a Risk Assessment]

As Level 0 activities do not require a Risk Assessment, it is the responsibility of the Lead Department to ensure that at all times, appropriate records are kept on file as proof of the proper and safe management of the activities.

Routine teaching and technical instruction activities as deemed by the Lead Department to be only ever presenting a 'Low level' of exposure to risk, and as such therefore do not to require a specific risk assessment.

But, as for all activities, basic routine production training is to be governed by the NFTS H&S '10 Golden Rules', together with as appropriate, any other relevant sets of Standing Rules, e.g. as for the proper safe use of TV Studios, Film Stages, Ladders etc

Travel parties – persons not engaging in any production filming or recording activities, but simply visiting places and venues which are accessible to the general public, and involve travelling by scheduled public transport or NFTS approved vehicles - do not require a recorded risk assessment

This is to include school visits, to museums, festivals etc and routine Tech Recces to check proposed production locations, – provided that they are not inherently hazardous to access or inspect

The Lead Department is to retain sufficient information of all persons travelling e.g. contact details and confirmation of the approved transport and accommodation arrangements. This to ensure that there is sufficient retrospective evidence that the activities were properly and safely managed

The use of mobile phone or small cameras as just for the purpose of documenting research, is excluded from requiring risk assessment, provided that the activity and the workplace have been approved by the Lead Department. But any visits to a dangerous location, or non-standard travel or accommodation, as on horseback, camping, etc. require risk assessments.

Basic floor based / table top filming / recording, training / instruction, and practice activities, on the NFTS Site, indoors or outside, - or at an approved annex of the school as vetted / approved by the Lead Department, and with direct / close staff supervision, usually with the work taking place on site or in the environs of Beaconsfield Studios or at an approved annex

or pre-vetted location – does not require risk assessment. But there must be no requirement for overhead rigging of lamps etc, and no use of more than standard 13 amp mains electrical power, nor any work involving non-routine or hazardous action, - this requires risk assessment

Note: any NFTS Production Activity which involves the acquisition of footage or material that is planned to be, or might be - included in an NFTS project for possible public exhibition or distribution – usually will require a risk assessment

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LEVEL 1: EXERCISES

[Basic training as set out in the curriculum – and that requires a Risk Assessment]

Exercises are activities which are deemed by the Lead Department to never involve exposure to risk above the level of Medium risk. Level 1 activities are therefore to be assessed to ensure that controls are put in place to reduce the level of risk to the level of Low for all persons. Level 1 activities are those which are constantly supervised by staff and closely monitored

The briefs and scripts for Level 1 activity are to be approved by the Lead Department Co-ordinator, or HoD, or a nominated Tutor. A level 1 RA is to be made by a Co-ordinator, and should be reviewed and accepted by the Lead HOD, nominated Tutor, or Lead Department Co-ordinator (if they haven't created the RA).

Level 1 Exercises can be stand-alone, or as part of larger scheduled classes or workshops, with students working in pairs or groups, usually taking place on site at Beaconsfield Studios, or at an approved annex, or at a pre-vetted, approved location

Students wanting to take equipment to work alone at their homes and immediate home environments, can also be assessed as Level 1, provided that the Lead Tutor has given approval by email, to the department Co-ordinator, that the activity and the workplace are appropriate and safe

At all times the school staff can ask for the student to submit, photographs of a proposed locale for their work, as a pre-condition for approval to be considered

Note: any 'Lone Working' or 'Sole operator'/'Self Shooting' work activity, away from a student's home or adjacent environment, - must be Risk Assessed as a Level 2 activity

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LEVEL 2: WORKSHOPS

[Group training as set out in the curriculum – and which requires a Risk Assessment]

Workshops are activities deemed by the Lead Department to be unlikely to involve exposure beyond a level of Medium risk. Very occasionally High risks may be present (e.g. moving camera vehicles, or SFX workshop etc). All Workshops must be assessed to ensure that controls are put in place to reduce the level of risk - to the level of Low for all persons.

The brief and scripts for Level 2 activity are to be approved by the Lead Department HoD or their nominated Lead Tutor. The Departmental co-ordinator or student will then prepare the RA form, for Review and Sign-off by the Lead Department HOD or nominated Lead Tutor.

Level 2 activities generally take place on site at Beaconsfield, at an approved annex, or at a pre-vetted, approved location. Students usually work in pairs or groups and are normally supervised by staff.

If, as part of a workshop, students have individual projects whose activities exceed the parameters of the generic workshop Risk Assessment, then this may well have to be supplemented by a separate RA for that particular undertaking (e.g. use of fire, SFX etc). This may still be a Level 2 activity, unless the risk is High, when it will require a Level 3 Review.

Students wishing to take production equipment for their own exercise - within a Workshop, to a location which has not been pre-vetted or recc-ed, may be asked to submit photographs for the Lead Tutor's approval. The Co-ordinator will ensure that a separate Level 2 risk assessment is submitted to the Lead HoD/Tutor for Review.

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LEVEL 3: PROJECTS

[Activity that require a Risk Assessment]

All level 3 Projects must have a formal Greenlight Production / H&S Meeting - for everyone, students and staff, to sign-up to the agreed terms - before production can begin

Risk Assessments for all Level 3 activities have to be Reviewed and approved by the NFTS Production Safety Manager, or a deputed member of NFTS Management

Projects are activity deemed to involve exposure to risk to the level of Medium, and on occasion, High risk. They are to be assessed to ensure that controls are put in place to reduce all hazards to the level of Low, for all persons.

Projects are separate single productions; usually with indirect staff monitoring and remote supervision, established as appropriate for Graduation Projects or work at the end of a training course, with students given the fullest opportunity to demonstrate their acquired skills in proof of their talent for prospective future employment

Unlike Levels 1 and 2, Level 3 Projects are bespoke productions that are specifically intended to be publically screened and distributed by the NFTS

The scope and scripts for all Project activities are to be approved by the Lead Department HoD. For the following projects – Commercials; Bridges to Industry; Short Courses (selected Writing and Producing TV productions); Screenwriting one-off projects (that aren't personal projects) - the Head of Production, and Production Manager (Safety Advisor) will oversee the projects from treatment / first draft script stage, to include liaising directly with the students during the pre-production and production periods, up until wrap / shoot cost report of the productions.

Any new or non-curriculum productions will need to be discussed with Head of Production and Production Manager (Safety Advisor) at treatment / first draft script stage, or earlier in order to ascertain the appropriate production process.

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LEVEL 4: SPECIAL PROJECTS

[Activities which involve exposure to a constant High level of risk. These are activities that are inappropriate for any persons undergoing training]

A Level 4 Special Project may involve activities, or a location that is too hazardous for the school to be able to adequately control or manage with an appropriate level of monitoring or supervision, or for whatever other reason the school may decide

In consideration of any proposal to involve work in any 'Hostile Environment', the Lead Department and NFTS H&S, may well seek independent external professional advice and guidance

If a proposed work location in a non-UK country which was currently deemed by the travel advice website of the FCO (the Foreign and Commonwealth Office), to be "not safe for tourists and normal business", this would imply the need to provide K&R (Kidnap and Ransom) insurance, something the school cannot entertain in any circumstances for students undergoing training

In all such matters, the Director of the NFTS has the final decision.

A TABLE OF PROJECTS AND THEIR BREAKDOWN IS AVAILABLE ON REQUEST