



**LITTLE GEM MEDIA**

**HEALTH & SAFETY  
POLICY**

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## **1.0 INTRODUCTION**

Little Gem Media specialise in producing high quality factual television. We create innovative and entertaining programmes for the key broadcasters.

We are based in Shepherds Bush in London.

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

## 2.0 HEALTH & SAFETY POLICY STATEMENT

This is the Health & Safety Policy Statement of Little Gem Media.

Our statement of general policy is:

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

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

I am committed to its communication and successful implementation.

Date:

Signature.....

**BenGale - Managing Director of Little Gem Media**

Signature.....

**Natasha Bondy - Managing Director of Little Gem Media**

### 3.0 HEALTH & SAFETY RESPONSIBILITIES

Overall and final responsibility for health and safety across Little Gem Media is that of:

*The Managing Director:*

**Ben Gale**

*And the Creative Director:*

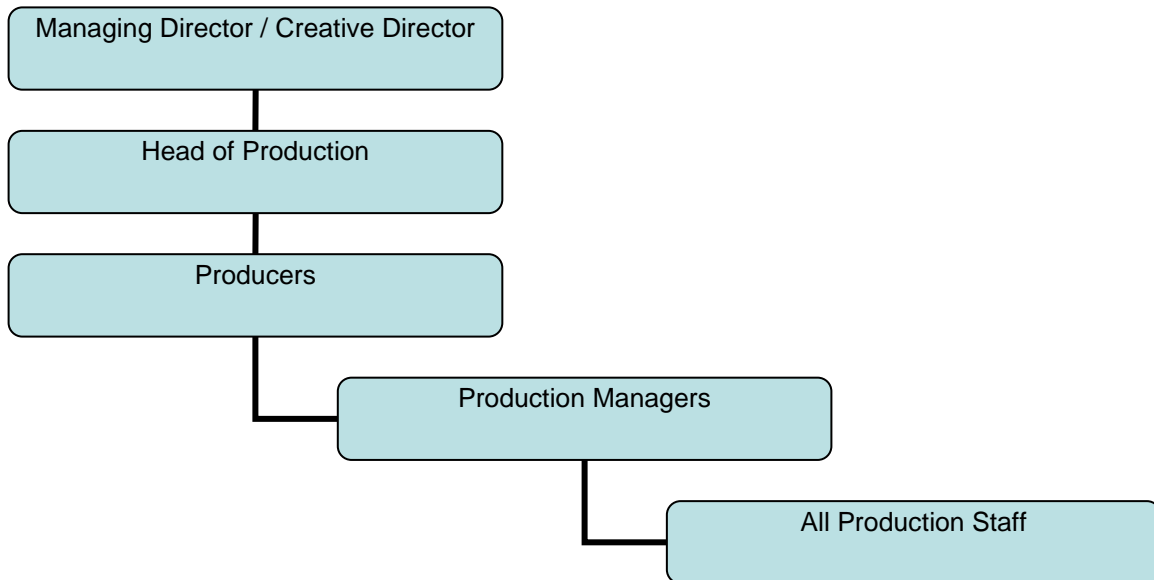
**Natasha Bondy**

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

*The Senior Managers of Little Gem Media:*

**Harriet Dormer – Head of Production**

To ensure health and safety standards are maintained/ improved, health and safety responsibilities are cascaded down the Little Gem Media Management line as outlined below:



The competent source of health and safety advice is:

**1<sup>st</sup> Option Safety Group**

**16 Mortimer St**

**London W1T 3JL**

**[www.1stoptionsafety.com](http://www.1stoptionsafety.com)**

**0845 500 8484**

**(All Members of company are IOSH accredited Chartered Safety & Health Practitioners)**

### **3.1 NON PRODUCTION STAFF**

#### **3.1.1 MANAGING DIRECTOR**

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

#### **3.1.2 MANAGERS**

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

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

#### **3.1.3 STAFF**

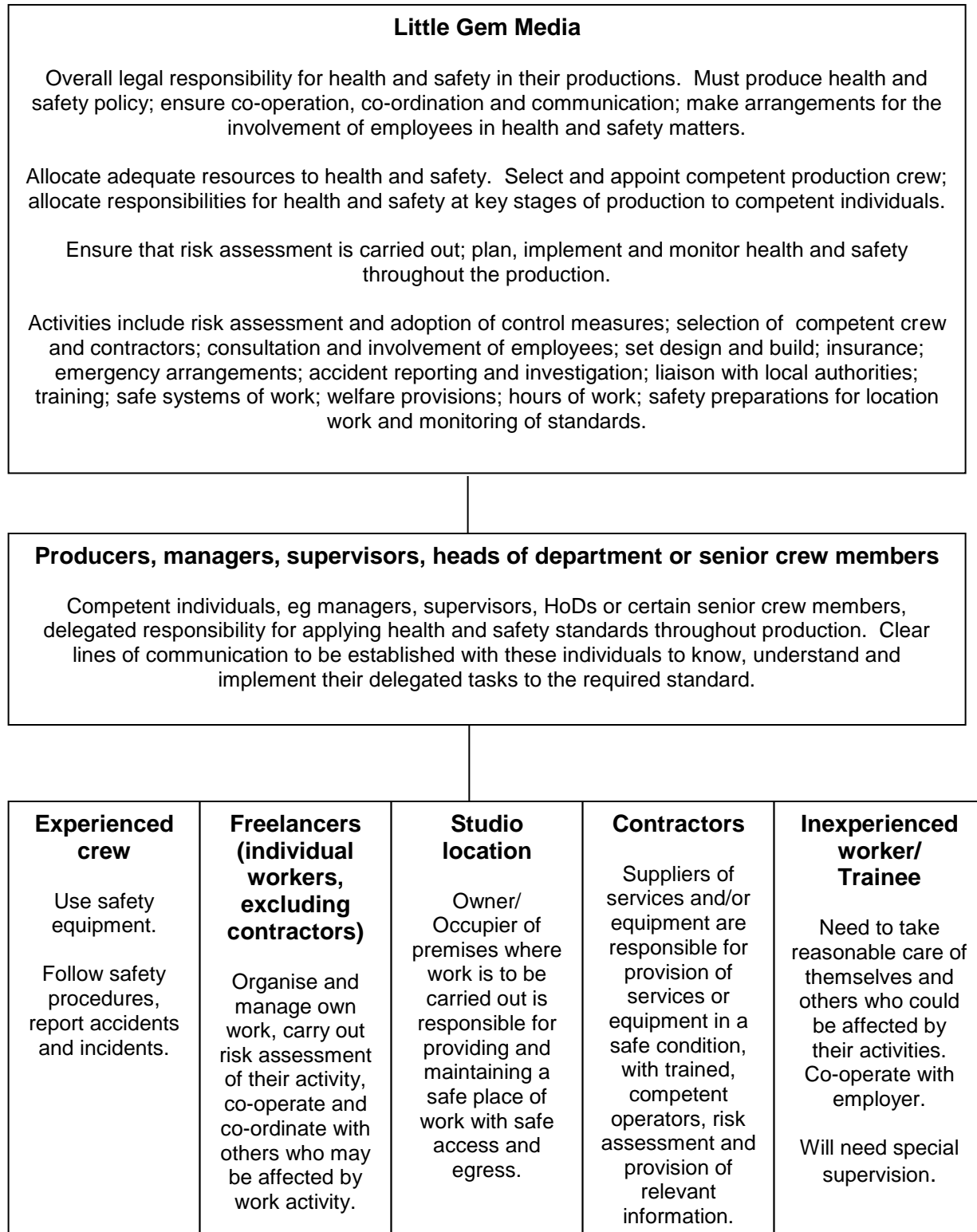
.All individuals are expected to:

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

## 3.2 PRODUCTION STAFF

### 3.2.1 CHAIN OF RESPONSIBILITY

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





### **3.2.2 HEAD OF PRODUCTION**

The Head of Production must:

- ensure that the risks associated with all production work activity are assessed at the planning and implementation stages.
- complete and retain a copy of the Production Risk Overview.
- know the health, safety and security best practices that apply to the type of production being undertaken
- ensure the producer and other key production staff are competent in safety and that they understand and implement the arrangements in the health and safety policy

### **3.2.3 PRODUCER**

**The Producer has overall responsibility for health and safety on production**

The producer must:

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

### **3.2.4 DELEGATED PERSON FOR HEALTH AND SAFETY MANAGEMENT**

Where the Producer is not present on Production, health and safety responsibility must be delegated to a nominated person who must be competent in health and safety. The Producer may delegate responsibility for the health and safety management of the production, for example, to the 1<sup>st</sup> Assistant Director, Production Manager or Floor Manager. Overall responsibility will remain with the Producer.

The nominated person must:

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

### **3.2.5 DIRECTOR**

The Director must:

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

### **3.2.6 HEADS OF DEPARTMENT**

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

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

### **3.2.7 LOCATION MANAGER**

The Location Manager must:

- determine suitability of location for the planned activity
- liaise with location owner/occupier regarding safety and identify and communicate any local safety rules
- submit a risk assessment to the Producer where appropriate
- organise and co-ordinate welfare facilities e.g. toilets, rest areas
- organise safe arrangements for parking and traffic routes

### **3.2.8 PRODUCTION/ LINE MANAGER**

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

- be suitably and sufficiently trained in health and safety
- co-ordinate the risk assessment process
- check competence of staff
- ensure safe selection of facilities and equipment
- communicate relevant safety issues to the unit
- ensure adequate first aid cover
- select competent contractors
- act as liaison point for contractors
- monitor contractors' safety arrangements
- review contractors' risk assessments and incorporate relevant findings into the production risk assessment
- coordinate the findings of the risk assessments between contractors
- ensure production offices are set up in compliance with health and safety requirements

### **3.2.9 CONTRACTORS**

All contractors must

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

### 3.2.10 SAFETY ADVISER

Little Gem Media have the retained services of 1<sup>st</sup> Option Safety Services.

1<sup>st</sup> Option will provide competent advice, guidance and support:

- policy and strategic via the H&S Committee
- online services (A-Z guidance, checklists, pre-vetted contractors etc – through [www.1stoptionsafety.com](http://www.1stoptionsafety.com))
- 24/7 telephone and email support:

*The main 24/7 point of contact for Little Gem Media is –*  
*Fergus Wright*                      07872 030 997 [Fergus.Wright@1stOptionSafety.com](mailto:Fergus.Wright@1stOptionSafety.com)

*Contact details for the other members of the team are as follows:-*  
*Andy Bilby*                      07717 666145 [andy.bilby@1stoptionsafety.com](mailto:andy.bilby@1stoptionsafety.com)  
*Chris McNally*                      07715 091160 [chris.mcnally@1stoptionsafety.com](mailto:chris.mcnally@1stoptionsafety.com)

- production risk management support
- health & safety training
- consultancy services
- monitoring via All3Media H&S Committee
- support in dealing with enforcing authorities

### 3.2.11 OTHER STAFF

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

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

### **3.3 INDIVIDUALS WITH SPECIFIC ROLES**

#### **3.3.1 HEALTH & SAFETY COORDINATOR/ADMINISTRATORS**

Safety Coordinators/Administrators support managers in specific tasks and act as a focal point for safety information. Duties include:

- ensure adequate first aid cover is provided
- undertake office inspections as required
- maintain a register of all work equipment in the department
- maintain a register of all portable electrical equipment in the department
- arrange for the inspection and testing of portable electrical equipment
- arrange assessments of all personnel who use Display Screen Equipment (DSE)
- follow up or co-ordinate any DSE action needed (e.g. occupational health referrals, organise software training, provision of equipment etc.)

#### **3.3.2 FIRST AIDER**

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

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

#### **3.3.3 FIRE WARDEN**

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

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

## 4.0 RISK MANAGEMENT PROCESS IN PROGRAMME MAKING

Programme Risk assessments will be undertaken by:

***Production Managers***

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

Safety inductions/briefings will be carried out by: ***Production Managers***

Monitoring and review of safety on location and the studio will be carried out by:

***Production Managers/ Head of Production***

All accidents and cases of work related ill health are to be kept and recorded by ***Production Managers*** and copied to ***Head of Production, 1<sup>st</sup> Option Safety Group.***

***1<sup>st</sup> Option Safety Group*** are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

***Production Managers/ Head of Production*** are responsible for investigating accidents

***Production Managers/ Head of Production*** are responsible for investigating work related ill health

***Production Managers/ Head of Production*** are responsible for acting on investigation findings to prevent a reoccurrence

***1<sup>st</sup> AD's / Floor Managers*** are responsible for ensuring persons are made aware of the emergency evacuation procedures.

### HEALTH & SAFETY PRODUCTION GUIDANCE

A database of production health & safety guidance is available for all Little Gem Media employees through [www.1stoptionsafety.com](http://www.1stoptionsafety.com) :

- A-Z of hazards/risks/controls
- Rules
- Checklists
- Forms
- Pre-vetted Contractor database

## **4.1 PLANNING AND PREPARATION**

### **4.1.1 Commissioning /Green Light Stage**

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

### **4.1.2 Recruitment/ Crew up**

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

Competence will be judged on the basis of:

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

### **4.1.3 Contractors**

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

Selection criteria includes:

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

When safety critical contractors are used – eg aircraft, Riggers etc, Little Gem Media only use pre-vetted contractors who have been vetted for their safety competency by 1<sup>st</sup> Option Safety Group. The database of pre-vetted contractors is accessed through the 1<sup>st</sup> Option Website [www.1stoptionsafety.com](http://www.1stoptionsafety.com) and is maintained and updated by 1<sup>st</sup> Option.

### **4.1.3 Training**

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

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

Upon recruitment all employees are provided with appropriate safety induction and training which is updated as required. A record of staff training will be kept.

### **4.1.5 Recce**

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

### **4.1.6 Risk Assessment**

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

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

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

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

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

## **4.2 DURING PRODUCTION**

### **4.2.1 Communication**

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

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



#### **4.2.2 Monitoring**

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

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

Inspections are carried out according to the inspection schedule and records are retained by the Production.

#### **4.2.3 Review**

Safety arrangements are reviewed and recorded if any changes occur.

#### **4.2.4 Fire and Emergency Evacuation Procedures**

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

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

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

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

#### **4.2.5 First Aid**

The minimum first-aid provision on any work site will be a suitably stocked first-aid box and an appointed person to take charge of first-aid.

The level of first aid required will be determined by the risk assessment. This may be an appointed person, first aider, nurse, paramedic or doctor.

#### 4.2.6 Accidents

Staff must report all accidents, incidents, near misses and cases of absence through work related injury on the current accident report form. The Producer is responsible for completing the Accident Report form and for ensuring an appropriate level of investigation is carried out. For serious accidents and incidents 1<sup>st</sup> Option Safety Group will assist with the investigation. Producers should ensure that the completed accident report form is copied to 1<sup>st</sup> Option Safety Group. Copies should also be retained locally. If the accident/incident is serious, it may need reporting to the HSE. Producers must report serious accidents/incidents to 1<sup>st</sup> Option Safety Services immediately. 1<sup>st</sup> Option will report the accident/incident to the HSE, if required.

Examples of the serious accidents, which must be reported to the HSE, include:

- admittance to hospital for more than 24 hours for staff,
- any person not at work (e.g. a member of the public/bystander) injured as a result of our activities and taken to hospital
- major injuries such as fractures, amputations, eye/sight damage, unconsciousness, fatality,
- work related injury resulting in more than seven days off work (including weekends).

Dangerous occurrences also have to be reported, and examples are:-

- unintentional explosion, misfire, projection of material (eg SFX) beyond the danger zone;
- first aid or medical treatment required for an injury from an explosion or detonation;
- failure of diving equipment, trapping of a diver, explosion near a diver, uncontrolled ascent;
- scaffold/crane collapse.

##### *Absence through work related injury*

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

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

##### *Records*

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

*All accident forms should be sent to:*

- Email: accidents@1stoptionsafety.com
- HR: for the staff record
- Little Gem Media insurers: (on request)

NB Copies should not be released to third party insurers/lawyers without consultation with Little Gem Media lawyers/insurers.

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

Fergus Wright 07872 030 997 or,  
Chris McNally 07715 091160

*Notification to the recognised Trade Unions*

The Safety Representative from recognised unions must be notified of all accidents. NB Details of the injured party must not be released to the safety representatives without specific permission of the injured party.

## **4.3 POST PRODUCTION**

### **4.3.1 Edit**

The Production will select editing facilities which comply with the Display Screen Equipment Regulations and have suitable measures in place for noise control.

The Production will advise the Broadcaster if strobe and flashing images are used and could require advance warning, prior to broadcast.

### **4.3.2 Review**

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

### **4.3.3 Broadcast / Transmission**

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

## **5.0 ARRANGEMENTS FOR HEALTH AND SAFETY – NON PRODUCTION**

### **5.1 Risk Assessment**

Risk assessment is a fundamental and essential element of safe working practice as well as being a legal requirement for employers. To be effective it needs to be suitable for the activity it is addressing and sufficient to cover all significant risks anticipated.

After assessing the risks, control measures will be implemented using the following hierarchy of controls:

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

Risk assessments must be recorded and kept safe; they must also be reviewed periodically, if the activity changes or if an accident/incident indicates the existing controls are inadequate.

### **5.2 Manual Handling**

The following hierarchy of controls will be applied to manual handling activities;

- Avoid the need for hazardous manual handling, so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

If specific manual handling assessments are required for any Little Gem Media non-production work activities, these are carried out by the Head of Production

### **5.3 Work Equipment**

Work equipment will be assessed for its suitability for the task before purchase. Staff must be competent to use the work equipment required for the task. The manufacturers instructions should always be available for reference.

A register of work equipment will be kept. Work equipment will be adequately maintained. Faulty equipment is to be reported, taken out of service, repaired or replaced.

Portable and fixed electrical equipment will undergo regular testing, checks and maintenance.

Lifting equipment will undergo regular testing, checks and maintenance.

A register of equipment and details on maintenance, test and inspection arrangements and schedules can be found in the premises safety file.

#### **5.4 Display Screen Equipment (DSE)**

It is a legal requirement to analyse workstations, and assess and reduce risks including; the whole workstation;

- equipment, furniture, and the work environment
- the job being done
- any special needs of individual staff.

DSE work should be planned so that staff have breaks or changes of activity; Eye and eyesight tests will be provided for DSE users who request them, and spectacles provided if special ones are needed

Health and safety training and information will be provided for DSE users.

The arrangements for carrying out DSE user assessments and records of these assessments and training can be found in the premises safety file.

#### **5.5 Fire & Emergency Arrangements.**

The priorities are as follows:

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

The Fire Evacuation procedure for Little Gem Media premises can be found at each Fire alarm call point.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the manager on duty or in their absence, a senior member of staff is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

Fire risk assessments for the premises have been carried out and are updated as necessary by a competent person.

All fire prevention and detection equipment (fire extinguishers, detectors, alarms) will be maintained in good working order and regularly checked, tested and records kept.

## **5.6 Accidents and Incidents**

Line Managers are responsible for completing Accident Report Forms and for ensuring an appropriate level of investigation is carried out. See the arrangements in the Production Section – 4.2.6 above for further details.

## **5.7 First Aid**

Adequate numbers of employees will be trained as appointed persons or First Aiders. First aid kits will be provided and first aid records kept.

The names and locations of first aiders are displayed in the premises and can also be found in the premises safety file, together with the location of first aid kits.

## **5.8 Training**

All staff will be given adequate instruction, information, training and supervision to enable them to fulfil their role safely. The Little Gem Media health & safety training matrix can be found in appendix 1 of this policy.

Where necessary staff will be provided with any refresher training they may need to perform their job safely.

Upon recruitment all staff will be provided with appropriate safety induction and training which is updated as required.

A record of staff training will be kept.

## **5.9 Premises**

All building services will be maintained in good working order, regularly checked, tested and records kept.

Where relevant, an asbestos register is kept by the landlord and a copy stored in the premises safety file. Any person requiring to work on the fabric of the building will be informed of the location of the identified asbestos.

The workplace will be kept clean and tidy. This will be monitored by the completion at regular intervals of an office inspection.

Waste will be disposed of via registered waste contractors.

## **5.10 Communication and Consultation**

Management Safety Briefing notes and Safety Alerts are drafted and issued to key managers by 1<sup>st</sup> Option Safety Services as and when is necessary. These are then communicated to all staff through the Little Gem Media management line.

All statutory safety notices and signs are displayed in the premises. Safety notice boards are used to display any relevant safety information.

## **5.11 Records Management**

To ensure the health and safety arrangements are implemented the following records will to be kept.

- Inspection reports
- Accident and incident reports
- Fire system checks and fire risk assessment
- Equipment register
- Training records
- Risk assessments

These records will be reviewed periodically by senior management in order to determine the effectiveness of the health and safety management system.

## APPENDIX 1: RECOMMENDED HEALTH & SAFETY TRAINING MATRIX

|  | Safety Induction | Senior Manager/ Executive Training | Safe Management of Productions | Safe Working with Cameras and Lights | Safe Design & Build of Sets | First Aid at Work (4 day) |
|--|------------------|------------------------------------|--------------------------------|--------------------------------------|-----------------------------|---------------------------|
| <b>Non Production Staff</b>  |                  |                                    |                                |                                      |                             |                           |
| Managing Director, Senior Managers   | X                | X                                  |                                |                                      |                             |                           |
| Managers   | X                |                                    |                                |                                      |                             |                           |
| Staff  | X                |                                    |                                |                                      |                             |                           |
|  |                  |                                    |                                |                                      |                             |                           |
| <b>Production Staff</b>  |                  |                                    |                                |                                      |                             |                           |
| Head of Production   | X                |                                    | X                              |                                      |                             |                           |
| Producer   | X                |                                    | X                              |                                      |                             |                           |
| Delegated Persons for Health & Safety<br>e.g 1 <sup>st</sup> AD, Production Manager, Floor Manager | X                |                                    | X                              |                                      |                             |                           |
| Director   | X                |                                    | X                              |                                      |                             |                           |
| Heads of Department  | X                |                                    | X                              |                                      |                             |                           |
| Director of Photography  | X                |                                    |                                | X                                    |                             |                           |
| Designer   | X                |                                    |                                |                                      | X                           |                           |
| Location Manager   | X                |                                    | X                              |                                      |                             |                           |
| Production/ Line Manager   | X                |                                    | X                              |                                      |                             |                           |
| Contractors  | X                |                                    |                                |                                      |                             |                           |
| Other Staff  | X                |                                    |                                |                                      |                             |                           |
|  |                  |                                    |                                |                                      |                             |                           |
| First Aider  | X                |                                    |                                |                                      |                             | X                         |