

Responsible Person	David Howell, CEO
Approving Body	Health & Safety Committee
Date of Approval	23/11/2023
Date of Effect	
Updated	November 2023
Next Review Date	July 2024
Queries	

## Contents

1. Health & Safety Policy Statement.....	1
2. Introduction.....	2
3. Organisation of the MFS H&S Management System .....	2
4. Health & Safety Management Responsibilities.....	3
5. Individual Health & Safety Responsibilities .....	4
6. The School Premises.....	7
7. MetFilm School Health & Safety Training.....	9
8. Risk Assessment of Production Training Activities .....	11
9. Specific Health & Safety Arrangements.....	13
10. Consultation and Communication.....	22

## 1. Health & Safety Policy Statement

This is the Health & Safety Policy Statement of the MetFilm School.

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 organisation.

Met Film School is committed to its communication and successful implementation.

## 2. Introduction

Met Film School (MFS) is a specialist Higher Education Institution which is funded by tuition fees from students.

The core of the school's activities are programmes of full-time undergraduate and postgraduate courses in a variety of film-related specialisms.

A Short-Courses Department offers a programme of training for working professionals on a variety of subjects running from one day to several weeks. The driver of all MFS activities is the curriculum for the courses. All the practical Film and TV projects involved are vehicles for students to best learn the ways of professional practice.

The two key aims of MFS H&S Policy are:

- to ensure the appropriate level of supervision for all levels of education offered by the school.
- to ensure that all people engaged have been adequately trained for the precise role and specific technical activity which they are expected to perform.

All Risk Assessments are made on this basis.

The MFS H&S Policy is designed to reflect and support four distinct levels of training with correspondingly appropriate supervision of practical production activities for full time, part-time and short courses in the following categories:

- Undergraduate Training (18+ years)
- Postgraduate Training (21+ years)
- Adult Education (18+ years)
- Courses for young film makers (Aged 14–17 years)

In support of its H&S Policy, MFS has taken detailed advice from 1<sup>st</sup> Option Safety Group

## 3. Organisation of the MFS H&S Management System

Governance of the Health & Safety is looked after by the Health & Safety Committee which reports to the Leadership Team, in the school's Governance Structure.

The MFS management of H&S is to mirror that of the general organisational structure of the school - one based upon departments.

The core teaching departments are those directly responsible for the delivery of the training courses as offered by the school. Other departments provide support and services to those teaching activities.

All departments have equal and direct responsibility for the management of H&S for all their departmental activities 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 people working in their department, staff (permanent, contract and intern), students and volunteers.

## 4. Health & Safety Management Responsibilities

### Board of Directors

---

- The Board has ultimate responsibility for MFS H&S Policy and its proper implementation.
- H&S is always an item on the agenda of full Board of Directors meetings.
- The Board receives H&S Reports as required - from the Head of Estates & Facilities.

### Chief Executive Officer (CEO)

---

- The CEO has specific responsibility for the operational implementation of the MFS H&S Policy.
- The CEO must ensure that sufficient funds and adequate resources are made available for the implementation and robust maintenance of the MFS H&S Policy.
- The CEO reports directly as necessary to the Board of Directors.
- The CEO chairs the MetFilm School Executive meetings.
- The CEO receives H&S Reports as necessary/requested from the Head of Estates & Facilities.
- H&S is budgeted by the Finance Director and recorded as a separate cost item in MFS accounts.

### Head of Estates & Facilities

---

- The Head of Estates & Facilities is responsible for ensuring that the H&S Policy and the supporting H&S Management Systems are upheld and maintained as robust and appropriate for all the school's activities.
- The Head of Estates & Facilities is to set H&S objectives, observe and report shortcomings, make recommendations and take actions as necessary to ensure the required day-to-day implementation of the H&S Management System.
- The Head of Estates & Facilities reports directly to the MFS Chief Executive Officer.
- The Head of Estates & Facilities is directly answerable to the Board. The Head of Estates & Facilities can contact the Board directly if necessary/required without reference to the CEO or the Management Team.
- The Head of Estates & Facilities is responsible for the H&S budget as set in the MFS accounts.
- The Head of Estates & Facilities or a deputy has the authority to suspend or halt any activity at any time or place, if ever they are concerned that an accident or injury may result.

### Departmental H&S Management Responsibilities

---

- Departments are to manage and maintain the required H&S standards for all their enrolled students when they are engaged in any curriculum or approved activities both on and off-site from the studios.
- The Education department has the specific H&S responsibility to ensure two key aspects:
  - That all activities for the students are as set out in the curriculum briefs as approved by the Dean & Senior Manager, Curriculum.
  - Prior to their starting work, all students are adequately prepared and trained to be able to safely undertake those activities.
- For each area of activity, the Education department is to identify what is needed, how it will be carried out and the required responsibilities and competencies departments must demonstrate arrangements for:
  - Risk Assessments for all non-curriculum (personal projects) student activities to be authorised by the kit room. Further escalation to external H&S consultants where necessary.
  - Risk Assessments for all curriculum student activities to be authorised by Programme Leader/Deputy Programme Leader. Further escalation to external H&S consultants where necessary.
  - Risk Assessments for all staff activities to be authorised by the Head of Estates & Facilities. Further escalation to external H&S consultants where necessary.

- Ensuring that safety is considered at the early planning stages for any workshop/project/exercise.
- All Events carried out on or off site should conduct Risk Assessments that are signed off by the Event Leader or Head of Estates & Facilities
- Ensuring that realistic time scales and adequate resources for safety have been allocated.
- Ensuring staff (including freelance, part-time and temporary) are safety competent (defined as having had appropriate training and experience) and are provided with adequate information, instruction and training.
- The selection and control of contractors and for the exchange of information.
- Monitoring all work activities for compliance with the necessary standards, guidance and rules.

## 5. Individual Health & Safety Responsibilities

- All individuals have responsibility for H&S when at the MFS. Responsibility is in direct proportion to their post/position or role performed, but ultimately everyone has a 'duty of care' to the H&S of everyone else. Everyone is always legally liable and accountable for H&S.
- All departments including those without any specific responsibility for the formal teaching or instruction of students, must always ensure that their staff maintain the required standards of MFS H&S practice as appropriate for all staff being professional H&S role models for the students.
- All persons over 16 years old are to be regarded in terms of H&S as employees undergoing training.

### Departmental Heads (HODs)

- Each HOD is responsible for the H&S of all people engaged in the activities of their department.
- In relation to all matters of H&S the HOD is the Line Manager of the coordinator and all tutors and support staff working in their department.
- All HODs must report H&S matters arising from the activities in their department to the Management Team and the Head of Estates & Facilities as required/appropriate.

### Programme Leaders and Deputy Programme Leaders

- A Programme Leader and Deputy Programme Leader is nominated by HOD to be the overall 'H&S Responsible Person' on every separate project or training workshop, as deputising for the HOD, or covering in their leave/ absence as necessary for the management of H&S as required/appropriate.
- The Programme/Deputy Programme Leader is responsible for ensuring that a Risk Assessment is carried out, authorised and implemented in any project or workshop of which they are in charge.
- All persons engaged in any activity will be informed as to who is the Programme / Deputy Programme Leader and give their contact details (email) as the authority they must consult in the event of any serious concerns or H&S matters that might arise.

### Tutors

- Tutors are those people identified who are responsible for the management of H&S of students and persons in their charge.
- All tutors are responsible for ensuring that an approved Risk Assessment is in place for any project or workshop in which they are involved.
- Tutors are always to be H&S briefed as necessary by the HOD/Programme/Deputy Programme Leader.
- Tutors must report H&S matters to the Programme/Deputy Programme Leader/HOD/Head of Estates & Facilities as necessary.

### **Support Staff**

---

- Support staff are all people working for the school who do not have any specified responsibilities as teachers, but who may have duties in training and the giving of instruction in the correct and safe use of facilities or equipment.
- All staff at the school, whether they have training involvement with students or not, must always be mindful of their duty of care and conduct themselves as befits a professional role model.
- All staff at the school must report all H&S matters to their Department HOD or the Head of Estates & Facilities as appropriate.

### **Kit Room Staff**

---

- Kit room staff are all people who manage filming related equipment to be used by students and tutors and other staff.
- Kit room staff to ensure all MFS owned equipment is in good condition and fit for purpose.
- Kit room staff to spot-check all hired equipment is in good condition and fit for purpose.
- Kit Room staff to ensure all MFS owned electrical equipment is subjected to Portable Appliance Testing (PAT) on an annual basis.
- Kit room staff to spot-check all hired electrical equipment is subjected to Portable Appliance Testing (PAT) on an annual basis.
- Kit room staff to review & authorize risk assessments for non-curriculum projects “personal projects” before equipment is taken out of the kit room.
- For curriculum projects, the kit room staff are to check for the existence of an authorized risk assessment by a Programme/Deputy Programme leader. Kit room staff are to spot check these risk assessments, and if there is cause for concern to refuse to issue equipment until the RA is corrected.
- Kit room staff have the authority to refuse a risk assessment where they believe it has not been diligently and properly authorised.

### **Contractors, and Freelance Support Staff**

---

- A supplier is any person or company engaged to provide skills/services/equipment to any department of the MFS.
- Departmental HODs and the coordinators are to ensure that all persons engaged by their department are appropriately H&S competent, both as service/equipment suppliers but also specifically as people who will be working with and may be responsible for students as young persons.
- All contractors are to provide risk assessments, method statements, proof of competency and proof of insurance as and when necessary.
- Works must not commence until this is in place.
- All contractors/approved suppliers/freelance support staff must report all H&S matters to their respective department HOD or the Head of Estates & Facilities.

### **Students, Volunteers, Interns and Apprentices**

---

- Students/Volunteers/Interns and Apprentices are expected to take reasonable care of themselves and of anyone else who may be affected by their activities.
- To co-operate with their department/ tutor in all H&S matters, including Risk Assessments and any controls identified.
- To not take risks or endanger themselves and others.
- To not interfere with or misuse anything provided in the interests of Health and Safety, Fire or First Aid, PPE or other equipment.
- To report accidents, incidents, near misses, and faults and deficiencies to their tutor as any unsafe conditions or behaviours.
- To seek advice if ever in doubt about the adequacy of any safety arrangement.

## Students

- Irrespective of their age or their course, all persons enrolled as MFS students are regarded as employees undergoing education and training.
- All students are given an Induction Briefing that includes health and safety, not only as befits a school, but also as appropriate for a working industrial Film & TV training studio during their first week.
- When the lead student on a project team (e.g., as the Cinematographer in charge of the Camera Department etc.) the student is to act as the 'HOD' ensuring the H&S of all those colleagues and volunteers working with them in their 'Department'.
- The Lead Student is to ensure that all volunteers are given their H&S induction and any training instruction as necessary or required.

## Interns and Apprentices

- Any people over the age of 18 years who have been approved and are engaged by a Service Department to assist with their activities, but not as to involve them in any Student project production team.
- The Intern/Apprentice will be allocated a Line Manager who will be responsible for their supervision daily.
- The Intern/Apprentice will also be allocated a member of staff nominated as their 'Buddy' throughout their time in work experience.

## First Aiders

---

- Trained and equipped First Aiders will be available at the School during Operational Hours
- There are First Aid Kits on every floor of the school's premises.
- If an ambulance is required, it is preferable that it be called from the main telephone switchboard at Reception – where possible - but where speed is of the essence the most accessible phone should be used.
- Accident reports to be completed for all accidents, however minor, and distributed to tutors, HODs as appropriate and in addition the Head of Estates & Facilities.
- The premises or production activities Risk Assessment may stipulate that a First Aider is required.
- First Aiders must:
  - Respond to all calls for first aid assistance.
  - Refer the patient to a 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 their own First Aid Kit.
  - 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.

## Fire Wardens

---

- Each separate building on the MFS site has an identified member of staff acting as fire warden for the premises.
- Fire Wardens report to the Head of Estates & Facilities who is responsible for briefing them and arranging the schedule of practice fire drills and overseeing other fire safety and escape matters for the premises on site.
- Emergency evacuation procedures require enough fire wardens who 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 Fire Warden .
  - A door guard should be identified to take up position at designated points to restrict any unauthorised re-entry until the 'all clear' has been given.

## Competent Advice/H&S Consultants

---

- In order to maintain that MFS H&S is as robust as necessary, outside consultants are retained to both inform and review the school's arrangements.
- 1st Option Safety Group Ltd are currently the school's H&S Advisors & Consultants.
- If H&S guidance is ever required, senior staff all have access to telephone hotline and online support from 1st Option via the Head of Estates & Facilities.

## 6. The School Premises

---

### Fire and Emergency Arrangements and Evacuation Procedures

---

- Every MFS venue, whether in the school studio grounds or on location, will have arrangements in place to cover fire, accidents, bomb threat or other emergencies to ensure a prompt response and safe evacuation. Specific arrangements will be determined by Risk Assessment.
- The Head of Estates & Facilities is responsible for all Fire and Emergency arrangements in place at the school's premises - alarms, evacuation exits and procedures.
- The Fire Evacuation assembly points are specified and managed by Ealing Studios & Garden Studios in London, Prime Studios in Leeds and Atelier Gardens in Berlin.
- 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 an emergency.
- All departments are to ensure that their personnel are made aware of the emergency evacuation procedures.

### Estate Management

---

- The Premises' management are to ensure that any activities or work undertaken by outside contractors on the school's premises are risk assessed as required/appropriate.
- All service providers to the school premises and activities are subject to the H&S Criteria as established by the school which includes providing copies of risk assessments, method statements, proof of competency and proof of insurance where necessary.
- The Head of Estates & Facilities to liaise with s Studios management to make use of their Hot Works Permits as appropriate/necessary.
- The Head of Estates & Facilities to record inspection of all premises 3 times per year and note any faults or problems for resolution.

### Contractor Selection and Management

---

- All contractors must be approved and monitored to ensure that they comply with MFS H&S Policy, and to:
  - 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 MFS rules on site.
  - Appoint competent subcontractors, where applicable.
  - Ensure that significant findings of risk assessments and the necessary control measures are implemented. Report all accidents and near misses to the Head of Estates & Facilities.

### The Public / Visitors

---

- All visitors coming onto Campus are to be familiarised with and expected to abide by the terms of MFS H&S Policy.
- All members of the public or visitors are required to register their presence at the premises by reporting to Reception stating the name of the person they are visiting and their vehicle registration number as appropriate.
- All visitors are to be informed as to areas that may be out of bounds without them being accompanied by a nominated person responsible.

### **Control of Substances Hazardous to Health**

---

- The Control of Substances Hazardous to Health (COSHH) Regulations will be implemented for all MFS activities where necessary.
- The proposed use or possible contact with any dangerous or noxious materials must be reported and appropriately recorded, with the relevant COSHH assessment carried out.
- Material safety datasheets to be kept on file for all relevant chemicals, including solvents.

### **Site Engineering and Construction Works**

---

- Head of Estates & Facilities is to ensure that any engineering activities or related work including production electrical supply undertaken by outside contractors are risk assessed as required/appropriate.
- Engineering works to include IT/Telecoms infrastructure and required inspections as appropriate (LOLER & PUWER).

### **Hot Works**

---

- Any proposals for works on the MFS site involving fire/naked flames (e.g. hot welding, bitumen roofing, etc.) must be approved in advance by the Head of Estates & Facilities and may require a Hot Works Permit to be obtained from Ealing Studios.
- Risk assessment to be in place for all Hot Work activities. This is to be reviewed by Head of Estates & Facilities and submitted to Ealing Studios for approval before works are allowed to commence.

### **Room Risk Assessment**

---

- On-site premises spaces are regarded as being in one of 3 categories of risk:
  - Low Risk - all meeting spaces, seminar rooms and all admin office areas.
  - Medium Risk - all stairways, corridors, and exterior ground floor spaces.
  - High Risk - all studios, shooting spaces, workshops, roof terraces, electrical switch rooms, boiler rooms and roadways and any other space as designated by the Head of Estates & Facilities, etc.
- Teaching spaces and some specific facilities have a room RA on display stating the level of production activity that may be undertaken without the need for a specific prepared Risk Assessment.

### **School Smoking Policy**

---

- Smoking and vaping in any workplace inside or outside the premises is not permitted at any time other than in designated smoking areas.

### **School Alcohol and Drug Policy**

---

- No alcohol or non-prescription drugs are to be consumed by any persons whilst working 'on MFS business at the Studios or anywhere on location.

### **School and Studio Housekeeping**

---

- Cleanliness and orderliness are basic requirements of fire and accident prevention and must always be maintained at the Studios and on location as appropriate.
- Attention shall be given to maintaining clear walkways, loading areas, removal of tripping hazards and proper storing of materials.
- The responsibility for good housekeeping lies with each individual person on site. Everyone should encourage others to remove and dispose of food scraps correctly and keep eating areas clean and hygienic so as not to encourage vermin.
- In some designated areas, no food or drinks are allowed except when featured in the action of a programme.



## 7. MetFilm School Health & Safety Training

### Induction

---

#### Staff H&S Induction

- All new staff are to be given a H&S Induction briefing during their first week at work.
- Each new member of staff is to have an initial briefing and H&S Induction including First Aid & Fire Safety with a trained member of the Operations Team.
- After the new member of staff has successfully completed their required probationary period the Head of Estates & Facilities will review their H&S Induction as appropriate.
- Mandatory H&S training courses may apply as applicable to relevant job roles. It is the responsibility of HR to ensure that all relevant records are kept.

#### Student H&S Induction

- All new students are required to be familiarised with the H&S Policy before the start of their studies or training. All students should be sent a link to a copy of the current H&S policy by their Course Teams and will need to acknowledge they have read it via Quercus.
- At the start of their studies all new students are given an initial H&S Briefing by the Head of Estates and Facilities as part of their Induction. Late arriving students will receive an induction by their respective Programme or Deputy Programme Leader, Lead Tutor, or as appropriate. A register will be taken of students who have attended the induction to ensure that all students receive the induction.
- Depending upon the nature of the activities involved in their course of studies, the Head of Estates & Facilities will give them further briefings/training as necessary/requested.

#### Volunteer, Intern H&S Induction

- The Health and Safety Policy is to be made available to all volunteers and interns before the commencement of their works for MFS, either at the studio or on location.
- Departments responsible for volunteers/interns must ensure that they are given an initial H&S Briefing before they commence their engagement and that they sign the required registration acceptance form.

### Health & Safety Training

---

- Health & Safety training is integrated into the staff and student training and development programme and within the specialist course curriculum, as necessary.
- All MFS staff and students are to be provided with adequate training and instruction to give them the appropriate level of safety competence required to perform their duties safely.
- Staff, students, and suppliers, including freelancers and casuals, will be provided with safety information, induction and training upon enrolment, engagement and at any time when they may be exposed to any new risks.
- The training needs of all staff will be reviewed on a regular basis. It is the tutor/Line Manager's responsibility to:
  - Establish individual training needs.
  - Ensure attendance of their students / staff at relevant training courses and inductions.
  - Ensure that students / staff are trained in the use of any personal protective equipment with which they are issued.
  - H&S Training records are kept by the Head of Estates & Facilities and available to each Department as appropriate.

## Film & TV Production Activities

---

- As defined in the curriculum briefs, there are three forms of practical Film and TV production training activity run by the school either at the MFS or off-site as on location or as a combination of studio and location:
  - workshops
  - exercises
  - projects
- All such production activities are automatically covered by the MFS blanket insurance policies to cover Public Liability, Equipment, Travel and Health as appropriate / necessary.

### Departmental Workshops

- Production teaching workshops, these involve groups of students lead by MFS staff and are run with a continuous Supervisory Tutor presence.
- Each teaching department is responsible for the H&S of all persons engaged in its training activities as set out in the curriculum for its courses.
- If more than one Academic Programme is involved in a workshop or training programme, one is to be identified to all persons involved as the Lead Programme whose HOD is then in charge as the overall H&S Responsible Person.

### Student Exercises

- Students needing or requesting additional personal practice with equipment in relation to their curriculum can with the approval of their Programme Leader carry out additional practical activity as an exercise.
- Exercises are undertaken by individuals or groups of students who have been confirmed by their tutor to have been adequately trained for the activity. The tutor then is not necessarily required to be present continuously as supervisor, unless required by the Programme Leader.
- Exercises are Risk Assessed in line with H&S Policy as for all production activities.

### Student Projects

- Production Projects - these are the main learning vehicles of the school's training curriculum and are based upon teams of collaborating students from all the various teaching departments.
- Projects are only undertaken by suitably trained and prepared students, so thus are run without the need for continuous supervisory tutor presence.

## Supervision

---

- Supervision must be assessed and arranged as appropriate to the students being trained, aligned to their age and experience and related to the level of training they have received prior to undertaking the activity.
- In all forms of training activity, the Programme Leader has the responsibility to both decide the level and nature of the supervision required and to ensure that it is monitored and recorded.
- It is a core principle of MFS training that in order to simulate the experience of the responsibility involved; key production projects are student led. Once the plans are 'Green-lit' Projects are organised so that the students are not required to be continually overseen or directly supervised by staff tutors.
- To ensure an appropriate monitoring eye is kept on the activities, a tutor maybe engaged to work with the students as part of the team, to run the day-to-day shooting period of the production. The tutor is engaged by the Programme Leader/Deputy Programme Leader who is responsible for the activity.
- The student producer must send the course teams a daily report or wrap note to confirm that the work was satisfactorily completed. This then signals the schedule of activities can continue as arranged.

- Support crew are to be briefed by the department regarding the specific H&S role expected of any professional working with at the MFS.

## 8. Risk Assessment of Production Training Activities

MFS Risk assessment template can be found [here](#)

- Risk Assessments must accompany all production activities on campus and on location.
- Risk Assessments are required for each day across all departments.
- Risk Assessments must address the five phases of production activity as appropriate:
  - Pre-production (research, recces, casting/rehearsals, camera tests, etc.).
  - The set rig/dress and pre-light (set construction, decoration and lighting).
  - The Shoot (the period of principle photography/recording).
  - The de-rig/strike (removal of all props, Lighting and rigging and the disassembly and proper disposal of scenery).
  - Post-production (the continued final assembly of the project after the end of shooting).
- Risk Assessment of any pick-ups or re-shoots may be covered as an RA Addition to the main shoot.

### Risk Assessment at the School

- Except for floor or tabletop-based demonstration/use of equipment, all production activities on site at the school premises must have a Risk Assessment (RA).
- Identified low risk teaching spaces, such as seminar rooms, have a standing Risk Assessment on display to cover basic floor or tabletop demonstration/use of equipment.
- Any further level of activity requires a specific RA.
- Other identified resource spaces, such as the sound recording theatres and sound suites, also have a Risk Assessment displayed to cover their basic use of equipment. Any increased level of activity requires a specific RA.
- Any shooting use of any other interior or exterior spaces at the studios will require the explicit permission of the Head of Estates & Facilities and I requires a Risk Assessment.

### Risk Assessment on Location

- All shooting or production activities off the school site as on location must have an approved Risk Assessment.
- All crews working on location must have access to a copy of their RA with them to show to any person/ authority as necessary/required.

### Script Based Risk Assessment

- Any Risk Assessment is only valid if it relates to the latest version of the script. The Assessor must ensure that all details of the proposal to be shot are made available before submitting any RA for approval.
- A copy of the script or outline/synopsis or storyboard/animatic, must be included with the submission of the Risk Assessment.
- Should the authorizing person be unable to determine from a reading of a script what hazards or level of risk may potentially arise from any proposal, it will be requested that a pre-viz storyboard/shot list/ animatic be prepared before the Risk Assessment is to proceed.

### Risk Assessment Approval Process and Records

- It is the responsibility of all Programme Leaders that Risk Assessments are in place for all their Programme activities and are to be reviewed as necessary or required in response to any change in curriculum/script, environment, equipment, or materials.
- No production equipment is to be issued from MFS stores or released by a supplier without the presentation of an appropriate approved Risk Assessment.

- The person acting as Risk Assessor should be familiar with the activity and either be directly responsible for the activity or so involved as to ensure that assessment is carried out in consultation with all the key people to be engaged in the activity.
- Where a student has additional needs (for example epilepsy/disability) the Student Services team have a responsibility to make the education team aware of the issue in order that additional Risk assessments can be undertaken.
- A specific MFS Risk Assessment is required for any involvement of four aspects:
  - Vulnerable people - babies, children, young people, people with health conditions or impairments, and new or expectant mothers etc.
  - The Design of a Set - for a setting in the studio or on location.
  - Moving Camera Vehicles, cars boats, drones, bicycles etc are not covered by MFS Insurance but must still abide by H&S parameters
  - Dangerous Activities – stunts, special effects, circus skills, sports etc.
- The Kitroom Manager is to be emailed digital copies of all prepared Risk Assessments for reference.
- Risk Assessments for all Projects are to be kept on record digitally in MetFilm Central part of SharePoint.
- Risk Assessments for all production workshops are to be kept on record digitally by Course Teams.
- Risk Assessments for all exercises are to be kept on record digitally by Course Teams.
- Risk Assessment for all personal projects are to be kept on record digitally by Kit Room Manager.

### **Dynamic Risk Assessment**

---

- All risk assessments must be reviewed if circumstances change or are wished to be changed.
- Any change or addition requiring a review after the issue of an RA (e.g., a change of location or change of activity) is to be assessed and recorded on a revised Risk Assessment.
- In any dynamic situation, as may especially arise on a documentary or if ever completing paperwork is impossible a review of a risk assessment may be made as a 'piece to camera' as a record of the decisions before proceeding with the activity.

### **Pre-production**

---

- All pre-production/research/travel activities (and casting, camera tests, etc.) preparing for any MFS activities must be covered by a Risk Assessment.
- Travel plans to include the specification of the transport requirements, both vehicles and designated drivers are to be listed for all projects as appropriate.

### **Production on Location**

---

- Any activities training courses or production activities away from identified MFS premises is deemed to be as 'on location'.
- All such places/premises must be inspected, checked, and approved as suitable and appropriate by the lead department responsible for the activities. If prior access is not possible, this can be done on the day production commences, but it must be done before any production activity commences.
- Departments are to ensure that all necessary checks are made of the access and emergency arrangements at every location and that an adequate H&S Induction briefing is always given by the nominated 'Responsible Person' to all participants in the activities - before the start of work.
- The safety of any electrical source of power to be used is to be confirmed and the location of the fuse-box identified and checked.
- Adequate details and photographs must be kept by the Departments of all locations used by their students.
- Students proposing any locations for production activities must submit full details e.g., maps/plans and photographs/videos of both interior and exteriors of any premises to both the Project Advisor and the Course Teams.

- For all production activities on location based upon the material presented, the Project Advisor is to decide if it is necessary to visit a location or to nominate a member of staff to deputise for them to visit the site and make an assessment.
- The Head of Estates & Facilities can request an inspection of any proposed location at any time as needs be for H&S.

### **Travel Risk Assessment**

---

- All travel within the UK when on 'MFS Business' production activities, festivals, visits etc. must be covered by standard Risk Assessment (this does not include any private travel by anyone to and from work or attendance at the studios or any other declared MFS base/training centre as agreed).
- For all travel outside the UK on 'MFS Business' all persons must prepare a Travel Dossier of their plans as necessary (this does not include any private travel by anyone to and from the school from outside the United Kingdom to work or attend a course of training).

## **9. Specific Health & Safety Arrangements**

### **Production Activities, Fire, Emergency Arrangements and Evacuation Procedures**

---

- Every venue for MFS production training activities whether in the School Campus, Ealing Studios' grounds, Garden Studios, MetFilm Leeds, MetFilm Berlin or an Annex Site or on location will have arrangements in place to cover fire, accidents, bomb threat or other emergencies to ensure a prompt response and safe evacuation. Specific arrangements will be determined by risk assessment.
- All personnel will be made aware of the 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.
- Departments are to ensure that for all activities on location Fire & Emergency arrangements are checked and satisfactorily addressed.

### **Transport**

---

- All vehicles (private or hired) must be approved and registered with the MFS to ensure the appropriate insurance cover is in place.
- All drivers of all vehicles used on 'MFS Business' must be approved by the Operations Office and a copy of their Driving License deposited.
- Any action vehicles used or featured in any project must be similarly registered with the Kit Room as part of their RAfor approval.

### **Production Activity Contractors and Suppliers**

---

- Each teaching Programme Leader is responsible for ensuring that any outside or freelance service provider engaged to support their student's activities is a suitable supplier.
- On collaborative production projects, the specialist departments for the role or service sought (not necessarily the Lead Programme) are responsible for the principal selection and approval of the supplier (e.g., a camera grip or gaffer/spark electrician is to be approved by Cinematography etc.).

### **Accident Reporting, Investigation Procedure and Hazard Reporting**

---

- All people must immediately record and report all accidents, incidents and near misses.
- The person must complete a written report form available at Reception to be returned to the Head of Estates & Facilities who is to action accordingly and keep on record for monitoring purposes noting any resultant action to be undertaken.

- The Head of Estates & Facilities is responsible for reporting any reportable accidents to the Health and Safety Executive (HSE) (as per RIDDOR).
- Any person perceiving a hazard in any workplace in the school, or on location must act to control it if safe to do so and immediately report it.
- At the School, any hazard or potential hazard must be immediately reported to Operations and the Head of Estates & Facilities for action.
- On location the hazard must be reported to the 'Responsible Person' to action and to report to the Programme Leader/Deputy Programme Leader.

## Types of Reportable Injury

---

### The death of any person

- All deaths of workers and non-workers, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs, and toes.
- amputations.
- any injury likely to lead to permanent loss of sight or reduction in sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- serious burns (including scalding) which:
  - covers more than 10% of the body.
  - causes significant damage to the eyes, respiratory system, or other vital organs.
- any scalping requiring hospital treatment.
- any loss of consciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness.
  - requires resuscitation or admittance to hospital for more than 24 hours.

For further guidance on specified injuries is available.

### Over-seven-day incapacitation of a worker

- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

### Over-three-day incapacitation

- Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
- If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### Non-fatal accidents to non-workers (e.g., members of the public)

- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

- If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### **Occupational diseases**

---

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- 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 occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

### **First Aid**

---

- First Aid Supplies and assistance must be included in all risk assessments and arranged to be available as appropriate, both on site at the studios and on location.
- The need for any additional medical support services such as a nurse or paramedic, etc. is to be included in the risk assessment process.
- In such matters the Head of Estates & Facilities has the final decision.
- On location it is always to be ensured that every crew member has access to a First Aid Kit and mobile phone as appropriate for the scope of the activities.
- In every location the address and access to the local A&E hospital is to be identified.

### **Issued First Aid Kits**

- All crews going to undertake activities on location are issued with a First Aid Kit as appropriate - without charge.
- The Operations team maintains the First Aid supplies store and Kit Room arranges the issue of First Aid Kits as necessary and appropriate for all proposed production activities.
- Special First Aid Kits for foreign travel etc. and the cost of any inoculations should be included in the project budget as required costs

### **Personal Protective Equipment (PPE)**

---

- The school provides such PPE as appropriate or required for all its activities.
- The Head of Estates & Facilities maintains a PPE store and issues standard kits and equipment as necessary without charge.
- Specialist H&S Kit for foreign travel (e.g., mosquito nets, preventative inoculations etc.) should be included in the individual project budget as required costs.

### **Production Communications**

---

- In all matters of training and especially when activity is student led, the Lead Tutor and all HODs must ensure that the means for communication is established to ensure that both staff and students are easily and regularly in contact and that such communications are monitored and recorded.
- Individuals' email addresses and Mobile phone numbers (but never home postal addresses or landline telephone numbers) must be circulated to all persons engaged in the activities.
- Mobile telephone reception must be checked, landline/satellite phone reception identified and checked/arranged, as necessary.
- Should mobile phone reception be inadequate at any selected Location at least one GPS Satellite Phone must be provided from the Project Budget.

## Substances Hazardous to Health

---

- The Control of Substances Hazardous to Health (COSHH) Regulations will be implemented for all MFS activities wherever necessary on Location as well as at the school.
- Any proposed use or possible contact with any dangerous or noxious materials must be reported and appropriately recorded.
- All Landlords/Owners of premises proposed to be used as Locations will be asked for details of their Asbestos Survey as appropriate.
- RA's should consider Unoccupied or abandoned premises to be checked for asbestos or any harmful chemicals or dust before any use of them as a Location.
- On all Locations any proposed use or possible exposure to any harmful substances is to be assessed and dealt with/controlled as necessary in the Risk Assessment. Any risk of this sort would be referred to as a hazardous location.

## Working at Height

---

- When working at height the risk of a fall includes:
  - In or on an elevated workplace from which a person could fall.
  - Near an opening through which a person could fall.
  - Near an edge over which a person could fall.
  - On a surface through which a person could fall.
  - In any other place from which a person could fall.
- All staff, students, contractors/suppliers must ensure as far as is reasonably practicable, that any work that involves the risk of a fall is carried out on the ground or on a solid construction.
- Where it is necessary for persons to work in circumstances where it is not reasonably practicable to carry out work on the ground the nominated responsible person in control of the site/location will provide safe access to and exit from the place of work or any area within the workplace with the risk of a fall.
- If not reasonably practicable to eliminate the risk of falling, then the MFS nominated person responsible will ensure that the risk is minimized by providing adequate protection such as:
  - Providing a fall prevention device.
  - Providing a work positioning system.
  - Providing a fall arrest system.
- When proposing the deployment of any such restraint or fall arrest the Risk Assessment is to include the rescue/retrieval plan for any person should they fall or get into difficulties.
- All people are to only use the appropriate and approved means of access provided. Any climbing on chairs and tables etc. is only acceptable when 'required action' for an actor as in a script - or in an emergency.

## 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 cannot be avoided.
  - Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.
- In all matters of manual handling, it is essential that all persons assess for themselves whether they are capable of lifting or moving any items and that they do not attempt to lift or move anything that they are not happy with or capable of handling.
- On Site or on Location in all Programme teams the Responsible Person/Line Manager must identify any work activity which includes any heavy or 2-person loads and to make available via the Kit Room such lifting transporting equipment as sack barrows, trollies etc. as appropriate/necessary.
- In all production activities and on Location all such Manual Handling issues are to be addressed in the required Risk Assessment to be approved.



## Electrical Safety

---

- The aspect of electrical safety is included in all Risk Assessments both in terms of appropriate equipment and suitably trained personnel.
- In all production activities students/cast and crew personnel are only to handle electrical lamps and cables if they have been appropriately trained to use them.
- Professional electricians will be hired to support Student projects and Workshops as decided by the Cinematography, Engineering, or other Programme Leaders, as necessary.
- Any use of Temporary Electrical Supply on Location over 6KVA of Power (as a Tails supply from the mains or as via a Generator) is required to be tested and recorded as safe as per BS 7909 by a qualified electrician prior to use in each separate location.
- All electrical lamps, cables and equipment are to be PAT (Portable Appliance Tested) and labelled before being issued for use.
- The required PAT testing of all equipment MFS and outside/hired is carried out in the Kit Room along with visual inspections of kit before being issued.

## MFS Work Equipment

---

- Work equipment will be assessed for its suitability for the task before purchase/hire. Staff and students must be competent/ trained to use the work equipment as required for the task. The manufacturer's instructions should always be available for reference.
- A register for all work equipment will be kept.
- Work equipment will be adequately maintained.
- All people will report any faulty equipment to the Kit Room or relevant Programme Leader as appropriate.
- All faulty equipment is to be immediately taken out of service, repaired, or replaced as per the Regulations (PUWER).
- Portable and fixed electrical equipment will undergo regular testing, checks and maintenance.
- Lifting equipment will undergo regular testing, checks and maintenance as per the Regulations (LOLER).
- A register of equipment with details on maintenance, test and inspection arrangements and schedules should be retained.
- All Programmes and Departments are to specify and arrange for the provision of the necessary tools and equipment that their Staff and Students need to carry out their work activities as required.
- In order that all work involving equipment is carried out safely, the respective Programme Leaders are to ensure that all their Staff and Students are suitably and adequately trained in the use of equipment and tools before they use it.
- The Kit Room is responsible for checking that all production equipment is checked and safe to use before it is issued from stores and that it has been both electrically PAT (Portable Appliance Tested) and serviced as per the relevant H&S Regulations (PUWER & LOLER etc.) and such testing is recorded as necessary.
- The proposed use of any specialist production equipment (e.g., Camera Vehicles, Camera Drones, Steadicam Rigs etc.) will only be permitted if it is provided by a supplier that has been vetted and produced all the necessary paperwork to prove competence.
- All equipment must be fit for purpose, maintained and tested as required.
- Evidence must be established by the Lead Programme that the source of all equipment is that of a vetted Supplier and the details held on record.

## Hired Production and other Equipment

---

- All non-MFS Equipment must be approved and confirmed as fit for purpose by the Programme hiring.
- All non-MFS equipment hired/brought on to the site must be PAT tested before use.

## Display Screen Equipment (DSE)

---

- It is a legal requirement to analyse workstations, and assess and reduce risks including assessment of all aspects of the whole workstation:
  - The equipment, furniture, and the work environment.
  - The job being done.
  - The Software required to be used.
  - Any special needs of an individual.
- DSE work should be planned and monitored so that staff and students have sufficient breaks or changes of activity.
- Eye and eyesight tests will be paid for MFS employed DSE users who request them and contribution towards spectacles if special ones are needed for VDU use will be made.
- Health and safety training and information will be provided for DSE users by the Staff Departments and the Head of Estates & Facilities.
- All persons at the MFS using ICT and other digital workstations are to monitor and control their own use and comfort when using the variety of Display Screens.

## Production Working Hours

---

- Key principles are always to be observed to ensure safe working for all persons:
  - A working day (defined that between a person's Call Time and their Wrap Time) shall not be scheduled to be more than a maximum of 11 hours for all persons, this to include all meal and snack/rest breaks.
  - The scheduled break between working days is to be a minimum of 12 hours for all people.
  - There shall be no more than 6 days continuous working before a required 24-hour rest day.
  - There shall be no call for a return to work within 24 hours of any Night Working.

## Night Working

---

- All night work must be approved in advance by Programme/Deputy Programme Leader and addressed in the relevant Risk Assessment.
- Night Work is defined as any working by any person beyond 02.00 hours.

## Lone Working

---

- Lone Working is defined as any person engaged on 'MFS Business' working on their own, or as a Sole Operator crew on the School Site or on Location.
- Before assigning people to work alone, Tutors and Line Managers must assess the risks arising from the activity and the training preparedness/competence of the individual student/staff to deal with those risks.
- Working alone will not be allowed where the risks identified cannot be adequately controlled, e.g., situations where violence may be reasonably foreseeable.
- There will be a clear reporting procedure and a plan of action if the lone worker fails to check in. A nominated person responsible should be aware of the place where Students and Staff are operating alone - and of their expected time of return.
- Where lone workers are office-based they should clearly understand the emergency procedures that are in place on those premises for fire, first aid and evacuation. At no time should there be any compromise between the ability to escape in an emergency and any security measures in place in the building, i.e., locked doors.
- Lone Working must be identified and approved in advance by the Programme Leader or Staff Department Head and must be addressed in the relevant Risk Assessment.
- At the School's insistence any person working alone after Office Hours, at the weekends or during holidays, must inform Reception and sign in and out after they finish work so that the Security can check the premises on their regular patrols of the site.

## New and Expectant Mothers

---

- MFS will take all reasonable steps to safeguard the health, safety, and welfare of new or expectant mothers, and of their unborn children.

- All risks to new or expecting mothers arising from school activities will be assessed and appropriate preventative or control measures identified by their respective Departments or Line Managers as appropriate.
- For any member of staff becoming a new or expectant mother their job Risk assessment is to be automatically reviewed.
- MFS will regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, to continually assess the individual's ability to work safely and without risk.
- Any problems identified with the relevant Departmental HOD will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled.

### **The Public on Location**

---

- When working on Location all persons working on 'MFS Business' must be aware and mindful to observe all Public Statutory Rights of Way and Privacy at all times.
- Any issues of Public Rights of Way or Privacy on Location must be specifically identified and addressed in the Generic MFS Risk Assessment as required to be prepared and approved for all production activities.
- For any proposed Production Activities in any public place, written permissions will be sought from the Local Council, Landowners, Landlords, Public Bodies etc. together with authorisation from the Local Police as required.
- Even if explicit permission is not required such persons and Authorities are to be informed as a matter of courtesy as appropriate. This to include any adjacent neighbours or persons who may be potentially disrupted or disturbed by the shooting activities.

### **Animals**

---

- No animals are to be brought on to site other than assistance dogs to support a staff member or student with a visual impairment.
- Any animal brought onto site or taken onto a location as part of a production must be accompanied by their owner or identified 'Responsible Person' at all times and only
- For the inclusion of any animals in production activities a person on the crew will be identified in the Risk assessment as the 'Wrangler' to be entirely responsible for the wellbeing and comfort of the creature and its possible impact upon any persons.
- At all times the animal's welfare will be considered - together with the Health and Safety of all persons that may encounter the animal in any way.

### **Health and Welfare**

---

- All persons joining the MFS to study or work must inform the school as to the state of their Health as appropriate/necessary for the performance of their role or duties. They must report if they have any condition or impediment that may affect their ability to safely perform their role or duties or limit their ability/capacity to work collaboratively or in a team (e.g., ill-health, disability, infirmity, allergies, dietary requirements, pregnancy or the taking special prescribed medication).
- All full-time Students must report their health details to the Reception when they enroll for their studies and ensure they update the information as necessary throughout their course.
- All Staff must report their health details to the HR team when they start work and ensure that they update the information as necessary throughout their term of employment.
- All Staff and Students are strongly advised to be registered with a UK GP Doctor whilst studying or working at the school. This is to ensure that access to the UK NHS services is readily available in the event of an emergency.
- If anyone is concerned that their work or training activities are in any way affecting their health, they should immediately inform their HOD/Line manager and consult the Head of Estates & Facilities.
- For all other Welfare or Health matters Students are to refer immediately to their HOD or the School Office as they prefer.

- For all other Welfare or Health matters Staff are to refer immediately to their Line Manager or the HR Manager as they prefer.
- In all matters related to Health and a person's ability to be able to perform their work or studies, the MFS reserves the right to request a member of Staff or Student to undertake independent medical assessment if required or necessary.

### **Emergency Contact Person**

---

- All persons engaged in MFS activities are asked to ensure that the school has the details of their Next of Kin/Contact Person in case of an emergency.
- All MFS Staff are required to inform the HR of the contact details to be used in the event of an emergency.
- All MFS Students are required to inform the Student Services of the contact details to be used in the event of an emergency.
- All non-students (e.g., Actors, Volunteers etc.) are advised to ensure that a lead person on the Project/ Workshop team (e.g., Producer, Production Manager) is given their contact details as appropriate to be used in the event of an emergency.

### **Stress**

---

- It is the nature of Film and TV production that working to schedules and delivery deadlines inevitably creates inherent 'pressure' in the activities. The ability to handle such pressure is a key skill which students may well have to learn during their time at the MFS for them to complete their studies and subsequently to successfully manage their careers.
- All persons working or studying at the MFS are not to let work-related pressures created by their activities become 'stress.' Use of the word 'stress' is not to be taken lightly but as sign that the person affected may need assistance, rest or if the feeling persists should seek medical help.
- In any such related matters Students are to seek advice from their HOD, a Tutor or Reception
- Similarly, Staff should report such issues to their Line Manager or the HR team.
- Everyone is to be reminded that for successful teamwork everyone needs to check and look out for each other. Stress is a warning sign of potential accidents.

### **Dangerous Activities**

---

- Dangerous Activities are those called for in a script or performance that have a high level of Risk and so require a special level of Control (e.g., Car Crash, an Explosion, Mountaineering, Parkour running etc.).
- The Programme Leader is to confirm if a proposal constitutes a Dangerous Activity and if it can be safely undertaken without further professional guidance and if so that it then requires the preparation of a MetFilm School Specific Risk Assessment.
- But if the Programme Leader confirms that a proposed dangerous or violent action such as a fight or car crash should be called in the terms of the industry 'a Stunt' then it will be required that a professional Stunt Arranger/Fight Coordinator Stunt Driver/Stunt Double or other Specialist/Expert be engaged to be responsible for the staging and Risk Assessment of the activity.
- The Programme Leader is to decide if any proposed action should be called in the terms of the industry SFX Physical Special Effects (e.g., conflagrations, wind & rain etc.) If so decided, then it will be insisted that a professional SFX/Expert be engaged to be responsible for both the staging and Risk Assessment of the activity.
- It is MFS policy that if any material shot of any Dangerous Activity is acquired beyond the scope/scale or without employing controls – as defined in the Risk Assessment, the school reserves the right to prohibit any public screening or distribution of that work in any form – and so will not be included in any MFS production. Disciplinary actions may well be pursued against any person being thus in breach of MFS H&S Policy.

### **Stunt/Specialist Performers**

- Any activities requiring a stunt artist/double the performer must be registered with JIGS (Joint Industry Grading Scheme) as per the PACT (Producers Alliance for Cinema and Television) EQUITY/BECTU agreements.
- For the engagement of any specialist performers persons not registered as Film/TV Stunt or Fight specialists (but with Special Skills e.g., Circus/Sports - Juggling, Sword Swallowing etc.) a full appraisal of them is to be undertaken along with a specific Risk Assessment as appropriate/ necessary.
- Evidence of them safely performing, preferably on video, is required together with a CV of Experience and Training and 2 References. This must be established by the Course Leader and held on Record.

### **Guns and Weapons**

---

- The proposed use or involvement of any real or prop Weapon/Implement (e.g., Real or Toy Guns, Samurai Swords, Pitch Forks etc.) it is to be decided by the Programme Leader on each occasion as to whether it constitutes a Dangerous Object and creates a Hazard requiring special controls.
- The Programme Leader is to decide on each instance if a proposed action involving a Weapon/ Implement requires to be overseen/operated by a professional Armourer/Expert.
- All such items which are a potential danger are to be highlighted in the RA as the specific responsibility of an identified member of the crew and for the documentation to ensure its safe transport to the set, proper use on set, secure storage overnight and safe return or disposal – which may well require the approval of a specific Travel Plan.

### **Set Design**

---

- In any Studio or Location prior to the start of any construction work on any 'Set' (a Set being defined as at least 2 conjoined 'Flats' Scenery wall pieces), a Risk Assessment has to be prepared and approved in order to ensure that all subsequent persons who may occupy the Set as their 'place of work' (Set Decorators, Actors, Shooting Crew, and Striking Crew etc.) can all be informed in advance as to any potential hazards that may be inherent in the proposed design (e.g. a staircase without a handrail, a wall that is to move or 'float' etc.).

### **Set Construction, Decoration and Dressing – and Properties and Costumes**

---

- All set construction, decorating, dressing and properties (including furniture, soft furnishings, curtains, and actors' costumes) must, where possible, contain no highly or easily flammable or toxic generating materials when they are to be used in any production activity in the studio or on location (e.g. beware old upholstery foam, nylon clothing, etc.).
- If any such materials cannot be satisfactorily treated with Flame Retardant etc.an alternative material required to be substituted.

### **Properties: Dressing, Hand, and Action Props**

---

- All props used in production activities in the Studios or on Location from the school's own stores or hired must be checked by the designated Responsible Person as to be 'fit for purpose' and 'safe to handle.'
- All Mains electric powered props must be PAT (Portable Appliance Tested) before being taken on Set in the Studio or on Location.

### **Action Motor Vehicles**

---

- All vehicles that are to appear as set dressing or used as action props in any project must be checked as to be fit for purpose and road/sea/air worthy and licensed as appropriate/required.
- An appropriately qualified/licensed, Responsible Person/ Driver must be appointed to oversee the vehicle(s) and all aspects of its safe use (e.g., ignition keys, fuel, security, and safe movement of all vehicles at all times).

### **Set Construction**

---

- All scenery for any production activity is to be built only by school construction Staff or appropriately trained persons.
- The construction and striking phases of all set building is controlled by the Head of Estates & Facilities Design Students and inducted Volunteers can decorate, and dress sets in the Studios and on Location as covered by the Design Risk Assessment.

### **Rigging**

---

- All Rigging or Flying of Scenery, production Lighting and large Drapes must be carried out by school staff or appropriately trained persons.
- Only Rigging Ropes as tested and supplied by the school are to be used.
- Only Chain Tackles & Strops as tested and supplied by the school are to be used.
- Large Drapes, Blacks, Green Screens and Cloths (any material over 3m x 3m in area) are to be rigged by MFS Staff or trained persons.
- Only Scaffolding Tube as supplied by the school is to be used and is only to be rigged by Staff or trained persons.

### **Production Housekeeping**

---

- Cleanliness and orderliness are basic requirements of fire and accident prevention and must be maintained.

## **10. Consultation and Communication**

Health & Safety matters are to be addressed and reported as appropriate/necessary in all meetings attended by the Head of Estates & Facilities with all the teaching and support Departments in connection with all their activities.

### **Health and Safety Committee**

---

- The MFS H&S Committee is constituted to represent all persons Staff and Students engaged in the school's activities and to ensure that everyone has opportunity to raise any concerns about H&S without fear or prejudice.
- The H&S Committee meets at least quarterly.
- Minutes of the meetings are to be taken and when approved copied to both the MFS Leadership Team.