

**HOOLEY
PRODUCTIONS LIMITED**

**HEALTH & SAFETY
POLICY**

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1.0 HEALTH & SAFETY POLICY STATEMENT

This is the Health & Safety Policy Statement of Hooley Productions Limited

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with colleagues and anyone we employ or work alongside on matters affecting their health and safety
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure anyone we contract is 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 conditions 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.

We are committed to its communication and successful implementation.

Names: Jessica Dromgoole and Mary Peate

Date:

Signatures.....

2.0 HEALTH & SAFETY RESPONSIBILITIES

Overall and final responsibility for company health and safety is that of Mary Peate and Jessica Dromgoole, directors.

Jessica Dromgoole and Mary Peate, directors, have day to day responsibility for ensuring this policy is put into practice and to ensure that health and safety standards are maintained/ improved.

As needed, the directors of Hooley Productions will use First Option safety consultants for advice and training to help us to ensure the health and safety of everyone working on our productions.

2.1 NON-PRODUCTION STAFF

2.1.1 DIRECTORS

The company directors have responsibility for overseeing the development and implementation of an adequate safety management system and arrangements within the company and the responsibility and authority to ensure the work they are responsible for is safe and without risks to health. In addition, they must:

- ensure the communication of safety arrangements downwards to anyone employed by Hooley Productions
- 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 everyone we work with receives 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

2.1.2 Freelancers and self-employed people contracted by Hooley Productions

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 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 one of the directors
- seek advice if in doubt about the adequacy of any safety arrangements
- undertake health and safety training, as directed

2.2 PRODUCTION STAFF

2.2.1 Chain of responsibility

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

<p>Production Company</p> <p>Overall legal responsibility for health and safety in their productions. Must produce health and safety policy; ensure co-operation, co-ordination and communication; make arrangements for the involvement of employees in health and safety matters.</p> <p>Allocate adequate resources to health and safety. Select and appoint competent production crew; allocate responsibilities for health and safety at key stages of production to competent individuals.</p> <p>Ensure that risk assessment is carried out; plan, implement and monitor health and safety throughout the production.</p> <p>Activities include risk assessment and adoption of control measures; selection of competent crew and contractors; consultation and involvement of employees; set design and build; insurance; emergency arrangements; accident reporting and investigation; liaison with local authorities; training; safe systems of work; welfare provisions; hours of work; safety preparations for location work and monitoring of standards.</p>
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<p>Producers/Managers</p> <p>Competent individuals, e.g. Producers or persons with delegated responsibility to apply health and safety standards throughout production. Clear lines of communication to be established with these individuals to understand and implement their delegated tasks to the required standard.</p>
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Experienced crew	Genuinely self-employed individuals	Studio	Contractors	Inexperienced worker/ Trainee
<p>Use safety equipment.</p> <p>Follow safety procedures, report accidents and incidents.</p>	<p>Organise and manage own work, carry out risk assessment of their activity, co-operate and co-ordinate with others who may be affected by work activity.</p>	<p>Owner/ Occupier of premises where work is to be carried out is responsible for providing and maintaining a safe place of work with safe access and egress.</p>	<p>Suppliers of services and/or equipment are responsible for provision of services or equipment in a safe condition, with trained, competent operators, risk assessment and provision of relevant information.</p>	<p>Need to take reasonable care of themselves and others who could be affected by their activities. Co-operate with employer.</p> <p>Will need special supervision.</p>

2.2.2 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 trained, 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 anyone 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

2.2.3 DELEGATED PERSON FOR HEALTH AND SAFETY MANAGEMENT

The Producer may delegate responsibility for the health and safety management of the production, for example, to the Broadcast Assistant. 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 recording
- 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 recording

2.2.4 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

2.2.5 CONTRACTORS (STUDIO MANAGERS)

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 Hooley Productions Limited

2.2.6 SAFETY ADVISER

Employers are required to have access to competent sources of safety advice. Hooley Productions will use the services of First Option safety consultants for guidance and training as necessary.

The Safety Adviser will:

- advise and where appropriate provide safety training
- assist with the production risk assessment
- advise when required on other risk assessments/ method statements
- assist with monitoring safety practice
- advise on contractor selection
- interpret legal health and safety requirements
- lead on the investigation of accidents and near misses
- support in dealing with enforcing authorities

2.2.7 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

2.3 INDIVIDUALS WITH SPECIFIC ROLES

2.3.1 HEALTH & SAFETY CO-ORDINATOR

Safety Co-ordinators support managers in specific tasks and act as a focal point for safety information. They must:

- ensure adequate first aid cover is provided
- undertake office inspections as required
- 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.)

Please note that while Hooley Productions has no office premises or other staff (as currently), the directors are responsible for safety.

2.3.2 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

2.3.3 FIRE WARDEN

Emergency evacuation procedures require a sufficient number of Fire Wardens to be appointed to facilitate the 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

3.0 RISK MANAGEMENT PROCESS IN PROGRAMME MAKING

Risk assessments will be undertaken by the Producer

Risk assessments will be reviewed by the Producer to ensure they are suitable and sufficient, and any actions required are implemented.

Assessments will be reviewed regularly or when the activity changes, whichever is soonest.

Safety inductions will be carried out by the relevant person, usually the Producer.

Training will be organised by one of the Directors of Hooley Productions.

Monitoring and review of safety on location and the studio will be carried out by the relevant persons e.g. Producer, Broadcast Assistant etc.

3.1 PLANNING AND PREPARATION

3.1.1 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 resources are allocated at the commissioning/ green light stage. Where required this is detailed in commissioning/ green light paperwork given to commissioners.

3.1.2 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. Hooley Productions Limited 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

3.1.3 Contractors

The safety competence of any contractor 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

3.1.4 Training

Where necessary, health and safety training will be given to all persons whose training is not current, in accordance with the recommended training matrix.

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

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

A record of training will be kept.

3.1.5 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, 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 in the activity, the equipment to be used and the competency of personnel engaged to perform the tasks;

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

3.2 DURING PRODUCTION

3.2.1 Communication

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

- Pre-production meetings
- safety briefings
- a copy of the risk assessment being available at all times

3.2.2 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 Hooley Productions Limited. An example of the inspection checklist is given in Health & Safety Tools.

3.2.3 Review

Safety arrangements are reviewed and recorded if any changes occur.

3.2.4 Fire and Emergency Evacuation Procedures

Every workplace 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 signposted 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.

3.2.5 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.

3.2.6 Accidents

All accidents and near misses will be recorded using an accident report form. An accident investigation will be undertaken and appropriate follow up action taken. All accidents will be reported to the Producer.

3.2.7 ACCIDENTS, FIRST AID AND EMERGENCY PROCEDURES

All accidents and cases of work-related ill health are to be kept and recorded by the Producer.

The Hooley Productions directors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

The Hooley Productions directors are responsible for investigating accidents.

The Hooley Productions directors are responsible for investigating work related ill-health.

The Hooley Productions directors are responsible for acting on investigation findings to prevent a reoccurrence.

The Producer or relevant person is responsible for ensuring persons are made aware of the emergency evacuation procedures.

3.3 POST PRODUCTION

3.3.1 Edit

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

3.3.2 Review

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

3.3.3 Broadcast

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.

4.0 GUIDANCE ON SPECIFIC MANAGEMENT ISSUES

4.1 RISK ASSESSMENT AND RISK CONTROL

A production risk assessment is a careful examination of what could cause harm to people, to check whether preventative or control measures are adequate or need to be increased to prevent harm and meet legal requirements. The resulting record will determine what needs to be in place and will be retained by Hooley Productions Limited for 3 years.

The risk assessment record will determine whether there are any significant hazards involved with the production activity and whether sufficient precautions have been taken to reduce the risk.

A record of the risk assessment will be produced and retained by Hooley Productions Limited.

Risk assessments are undertaken by competent persons using five basic different steps

Step1: Look for Hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risk

Step 4: Record the significant findings

Step 5: Review and revise your risk assessment

A production risk assessment template and guidance is given in Health & Safety Management Tools.

Some regulations require a specific risk assessment to be carried out. Examples include:

- The Manual Handling Regulations
- Display Screen Equipment Regulations
- Control of Substances Hazardous to Health Regulations
- Noise at Work Regulations

Where a specific risk assessment is required, this will be undertaken by a competent person.

4.2 RISK CONTROL

After assessing the risks, Hooley Productions Limited will implement control measures using the hierarchy of controls:

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

4.3 ACCIDENT INVESTIGATION AND REPORTING

An accident is an unplanned event that causes injury to people, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage but could have done so.

When incidents occur, an accident report form will be completed and an investigation will be carried out to identify any underlying causes.

All near misses are reported as soon as possible so that action can be taken to investigate the causes and to prevent reoccurrence.

If accidents need to be reported to the Health & Safety Executive (HSE), Hooley Productions Limited will inform the authority via the internet, post, telephone, or fax and submit the necessary information required on an F2508 form in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Contact details of the HSE are:

Website: <http://www.riddor.gov.uk/>
Telephone: 0845 3009923
Fax: 0845 3009924
Post: Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Staff and contractors are told to report all accidents and incidents to the Producer.

Accident records are retained by Hooley Productions Limited.

4.4 DEALING WITH ENFORCING AUTHORITIES

Health and safety law is enforced by inspectors from the Health and Safety Executive (HSE) or by inspectors from the local authority

Inspectors have the right to enter any workplace without giving notice, though notice may be given where the inspector thinks it is appropriate. On a normal inspection visit an inspector will look at the workplace, the work activities, the management of health and safety, and check that the production is complying with health and safety law. The Inspector may also talk to crew, take photographs and samples.

If a breach of health and safety law is found, the inspector will decide what action to take. This will depend on the nature and seriousness of the offence. The inspector will provide the production with information regarding any action pending or being enforced.

Inspectors may take enforcement action in the following ways to deal with a breach of the law.

- Informal
- Improvement
- Prohibition
- Prosecution

The Producer will provide whatever support is required to assist the Enforcement Authorities during visits or investigation.

4.5 OCCUPIER'S LIABILITY

Occupier's Liability provides the scope for the occupier to be sued by someone for injury or damage resulting from the state of the land, or from something done (or not done) on the land. It is regulated by the Occupier's Liability Acts of 1957 and 1984. Persons cannot be prosecuted under these Acts, but you can be sued in the civil courts.

The risk assessment and controls will take into account the risks to uninvited visitors or intruders.

4.6 WORKING OVERSEAS

Health & Safety criminal legislation does not extend to productions working outside of the UK. This means Hooley Productions Limited, or any member of Hooley Productions Limited, cannot be prosecuted under UK criminal law for accidents that occur overseas. However, Hooley Productions Limited will remain liable for any accidents/ incidents under civil law and compensation can be sought by the injured party.

Each country will enforce its own health & safety standards, but Hooley Productions Limited will abide by British law as far as possible when working overseas. Hooley Productions Limited will apply company policy and standards when working abroad and ensure compliance with any local laws and standards that apply.

If Hooley Productions Limited works in parts of the world where civil disorder or war zones exist, specialist advice will be sought.

4.7 WORKING TIME

Those who manage or schedule the work of others and also those who self-schedule will be made be aware of the risks of long working hours and fatigue.

Employees are not obliged to work excessive hours. Employees who may have to work long hours without direct supervision are trained to recognise the signs of fatigue and take appropriate measures to reduce the risks.

Where appropriate, working hours and fatigue will be considered within the risk assessment process.

4.8 WORKING WITH CHILDREN

Productions which work with children will ensure risk assessments take into account the child's psychological and physical vulnerabilities. Children will be prohibited from certain work in accordance with regulations and where the risk assessment identifies significant risk which cannot be eliminated. No child will participate in stunts.

A copy of the risk assessment will be given to the parent or guardian.

Child licenses will be obtained and children will be supervised by a licensed chaperone. However, if a member of the production is directly involved with caring for children, suitable checks will be made. No member of the production will be in the company of a child in isolation.

5.0 USEFUL LINKS

RIG www.rig.netfirms.com

Health & Safety Executive www.hse.gov.uk

1st Option
(Production Safety Services) www.1stoption.biz

BECTU www.bectu.org.uk

Equity www.equity.org.uk

HEALTH & SAFETY TOOLS

RECOMMENDED HEALTH & SAFETY TRAINING MATRIX

	Safety Induction	Senior Manager/ Executive Training	Safe Management of Radio Productions	First Aid at Work (4 day)
Non Production Staff				
Managing Director, Senior Managers	X	X		
Managers	X			
Staff	X			
Production Staff				
Production Executive	X		X	
Producer	X		X	
Broadcast Assistant	X		X	
Other Staff	X			
First Aider	X			X

RISK ASSESSMENT GUIDANCE

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's addressing and sufficient to cover all significant risks anticipated. Good ones are fairly obvious by their clear identification of potential hazards, who is affected, and practical ways of controlling (or eliminating) them. Often it's plain common sense, but faced with a number of activities all with different interacting elements, getting started on a blank sheet of paper can prove daunting.

The following guidance is designed to provide a logical process by which a planned activity can be analysed and a structured method employed to 'build' the final assessment. No risk assessment is set in stone. Reviewing and updating even at a late stage is all part of safe working. However, an accurate risk assessment is useless unless communicated to those concerned, so it's important to also consider how this will be achieved.

Procedure & Method recommended

1. Identify significant hazards
2. Identify who is at risk
3. Evaluate what controls required
4. Record findings on risk assessment
5. Review and update as appropriate.

Using the memorable 'PETE' method below will help to evaluate and focus on relevant risk areas.

People

Consider all those people directly involved in the activity intended, the risks to which they will be subjected and how those risks can be eliminated or controlled to an acceptable level. Equally consider those (e.g. the public) who are not involved but may be affected by the activity (e.g. use of effects smoke, access routes etc). Special arrangements may be required for children, animals, the elderly or the disabled whether or not they are part of the production. Risk assessment of any action/activity relies on the competence and experience of those individuals evaluating and supervising it. If such people are not already part of the core team then they will need to be contracted in (e.g. stunts, sfx, rigging etc) and supply their own supplementary risk assessment. For all crew, contractors and freelancers: ensure they are fit for purpose, i.e. are they competent, and do they have the mental and physical capability to deal with the risks arising.

Equipment

All equipment used for an activity should be known to be fit for purpose by coming from a reputable source and accompanied by any maintenance certification and operational/safety instructions as required. Use of such equipment will directly link with the competency of those people both operating it and evaluating the environment in which it can be used safely. Equipment should only be used for the tasks for which it was designed. Consider also other equipment that may be on site – operating or not - controlled by a third party that may present added hazards. Where necessary ensure the equipment is properly inspected, tested and maintained.

Task

The risk assessment of the intended Task will be a combination of People, Equipment and Environment evaluation. The resulting identification of significant risks thereby providing a record of suitable/sufficient precautions to control them. It should demonstrate a clear responsibility chain allocating individuals and their expertise to each element of the activity with no assumptions or grey areas. The main assessment together with any supplementary ones should be communicated to all parties involved.

Environment

Record environmental elements that will significantly affect the activity risk. Suitability for equipment, access, heat, cold, water, weather, heights, traffic, security, derelict buildings, asbestos, chemical/biological/radiation, hostile environments, available lighting, terrain, confined spaces etc are all considerations that may need to be included when combined with an intended activity. Filming on a yacht at sea or in a busy supermarket being obvious examples of an environment being the highest residual risk.

PRODUCTION RISK ASSESSMENT

Procedure & Method recommended

Production	Producer
Location address	Contact Nos.
Date or period risk assessment covers	

1. Identify significant hazards
2. Identify who is at risk
3. Evaluate what controls required
4. Record findings on risk assessment
5. Review and update as required

Using the 'PETE' method detailed in the 1st Option Risk Assessment Guidance Notes will help to evaluate and focus on relevant risk areas.

<p>Brief description of what is intended. <i>For clarity this may include supplementary sketches/diagrams/storyboard/checklists</i></p>

<p>List experts engaged – including all from the pre-vetted list ie: Aircraft, Armourers, Catering, Diving, Lasers, Flying Ballet, Hoists/Hydraulic Platforms, Location Lighting, Scaffolding/Riggers, Stunts, SFX.</p>

<p>Detail how this risk assessment will be communicated to all relevant parties</p>

<p>Detail your fire, first aid, emergency and welfare arrangements</p>

<p>Hazards Identified and Risks Arising <i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i></p>	<p>Risk Assessment & Precautions Required <i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available sources (e.g. contractors, premises management, resource providers etc.)</i></p>

PRODUCER SIGN OFF

Print Name _____ Signature _____ Date _____

If person with designated responsibility for safety co-ordination in Producer's absence please state job title:

RISK ASSESSMENT FOR OFFICES

This risk assessment has been written to address all the risks associated with an office. It will be reviewed and amended accordingly at least once a year, or following an accident/ near miss report. The risk assessment has been written identifying the following people who could be harmed:

- Production staff
- Freelancers
- Contractors
- Visitors
- Cleaners

HAZARD	CONTROL
<p>Manual handling Deliveries: paper (regular); office equipment; water, prizes; promotional material (infrequent).</p>	<p>Trolley used to transport boxes of paper and other heavy loads etc. Top shelves used for storage of light boxes only. Kick Steps are available to store light boxes on top shelves Need for manual handling training of named staff is kept under review. Managers to remind staff that heavy equipment to be moved by trained staff only. Boxes are left open to avoid heavy lifts and are stored at waist height Water bottles are loaded only by trained staff. Written manual handling instructions are issued to staff Pregnant women require a separate risk assessments which examines their specific manual handling tasks. People with pre existing back conditions do not lift heavy items.</p>

HAZARD	CONTROL
<p>Display screen equipment work station and surrounding area.</p>	<p>Adjustable equipment e.g. desks, workstations seats is provided</p> <p>Foot rests are provided.</p> <p>Free eye test available if requested.</p> <p>Blinds provided to control ambient light.</p> <p>Facilities are also able to reduce or increase the ambient light by increasing/ decreasing the wattage or by using different light filters or dimmers.</p> <p>All staff have been trained on the hazards of DSE use and how to control them.</p> <p>Staff have been trained in the symptoms of Work Related Upper Limb Disorders</p> <p>Staff are reminded when to take breaks.</p> <p>Alternative equipment is offered e.g 'pen and tablet' if other equipment is not suitable for the person.</p> <p>DSE users can be referred to Occupational Health for advice and further assessment if required.</p> <p>Radiation Emissions – very low level and no risk to health or pregnancy.</p> <p>Risk assessment undertaken via DSE on- line</p>

HAZARD	CONTROL
<p>Electrical Office equipment, portable heaters, tea/coffee making equipment, fridge.</p>	<p>Sufficient sockets provided to eradicate or minimise trailing cables. Staff trained to report defective plugs or cables to manager. Where possible loose leads are removed, ramped or enclosed in special purpose floor conduit Private equipment is prohibited to be taken into the office unless it has been PAT tested. Repair of electrical equipment is carried out by qualified staff only. Equipment is always isolated from electrical supply. Equipment is PAT tested as required, frequency is based on the risk assessment. A portable electrical equipment register has been compiled and is held by the department.</p>
<p>Fire</p>	<p>Fire evacuation procedures displayed at each fire alarm point. Fire drills are carried out twice a year. Exits and fire exits are clearly marked. Access to exits and extinguishers to be kept clear at all times. Fire alarms maintained and tested by manufacturer. Waste bins emptied daily by cleaners. Smoking is prohibited inside all buildings. Fire doors are kept closed at all times. If the volume of traffic requires them to be open, doors are retained in an open position by automatic device releases when fire alarm activated. Fire extinguishers are correct type for possible type of fires. Extinguishers are regularly inspected and maintained. Extinguishers mounted from the floor level. Fire exit doors are kept unlocked at all times. Prohibition on the use of candles and similar in offices.</p>

HAZARD	CONTROL
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<p>Slips, trips and falls Floors, staircases and entrances.</p>	<p>Good house- keeping standards maintained. Office safety inspections undertaken at least every 6 months. Records kept in safety file. Cabinet drawers and doors kept closed when not in use. Trailing cables from electrical machinery managed. Floors, staircases and doors cleaned on a regular basis by the cleaners. Repairs and maintenance carried out when necessary. Stairs well lit and handrail provided. Entrance well lit. Spillages are cleaned in a reasonable time.</p>
<p>Photocopier Ozone</p>	<p>Photocopier located in large well-ventilated storeroom/ area. Volume of photocopying carried out is not large. When clearing jams manufacturers instructions are followed. Paper boxes stored away from sources of heat, stacked at low level and in small quantities to reduce the manual handling risk.</p>

HAZARD	CONTROL

Hygiene and welfare	Toilets supplied with hot and cold water and soap/towels. Wash-up area provided with drinking water. Fridge is cleaned on a regular basis. Crocery washed at least daily Facilities provided for storing outside clothes
Falling objects Items stored in high places.	Light materials stored on the upper shelves. Step-ladders used to access upper shelves in storage areas.
Inadequate ventilation	Natural ventilation can be achieved with opened windows. Air conditioning/ re- circulation is provided. Maintenance schedules available on request.
Inadequate lighting	A properly designed artificial lighting system is provided. Glare on DSE is eliminated through flat screens. Natural light is provided. If there is glare form sunlight, blinds are provided.

ACCIDENT REPORT FORM

Personal details of injured party:

Name of Injured Party:
Job title (or indicate if the person is a member of the public):
Address:
Telephone number:
Does the Injured Party allow their personal details to be disclosed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>

The Accident

When did the accident occur:	Date:	Time:
Address of where the accident occurred:		
Exact location of accident:		
Describe what happened:		

Details of the injury

If injury/ ill health occurred please give details:
Give details of any first aid given to the injured party:

Corrective Action

What corrective action was taken?

Witness Details

Name:	Address:
Contact Number:	
Does the Witness allow their personal details to be disclosed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Name:	Address:
Contact Number:	
Does the Witness allow their personal details to be disclosed: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Person completing the accident report form

Name:

Job Title:

Is the accident reportable to the HSE Yes: No:

Has the accident been reported to the HSE Yes: No:

HSE Website: <http://www.riddor.gov.uk/>

HSE Phone number: 0845 3009923

Signature.....Date:.....

OFFICE SAFETY INSPECTION CHECKLIST

Office Room
Number/Address: _____

Department: _____

Completed by: _____

Date: _____

Question	Yes	No	N/A
1. Environment			
1.1 Is the office overcrowded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the office layout safe & sensible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is there clear access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Are windows & ledges clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is there a safe means of access to shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Is lighting adequate for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Is the temperature comfortable to work in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is the ventilation/air circulation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Are noise levels satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Housekeeping			
2.1 Is the office tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Are carpets in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are there adequate waste disposal facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are all stairs, handrails, floors in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is furniture adequate for the purpose and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are there adequate storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are shelves overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are floors free from obstructions – eg trailing cables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Portable Electrical Equipment			
3.1 Is there an up to date register of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Has the equipment been electrically safety inspected and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Are there any obvious visible defects (eg frayed leads, damaged cases)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Are all guards, covers, interlocks in place and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are there up to date maintenance records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire Prevention			
4.1 Are suitable extinguishers/hoses/blankets available and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Are all fire exits & routes clear of obstructions and clearly signposted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Do staff understand local fire procedures, how to raise the alarm etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Are regular fire drills carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Are there trained fire wardens appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are No Smoking signs displayed and complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Are all fire doors kept closed and not held or propped open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are there any staff or visitors who have Special Needs for assistance for evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question	Yes	No	N/A
5 Display Screen Equipment (DSE)			
5.1 Have all DSE workstations been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Have all identified risk been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Are staff trained in the use of DSE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Hazardous Substances			
6.1 Have COSHH assessments been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Have storage requirements been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Are any required warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Is ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Are disposal requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Have staff been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Is PPE available and used where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 First Aid			
7.1 Are first aid kits provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Are the contents of First Aid kits maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Is there an adequate number of trained first aiders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Is there access to a first aid room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Do staff understand first aid procedures – eg is the emergency telephone known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Accidents			
8.1 Are accident report forms available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Are records kept of any reported accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Do staff understand the accident reporting procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Welfare Facilities			
9.1 Are toilet/washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Is clean drinking water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Are there adequate facilities for hanging clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Are barrier creams, hand cleansers available if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Manual Handling			
10.1 Have all manual handling tasks been risk assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2 Have all identified risks been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3 Have appropriate staff been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4 Are there written work procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Documentation			
11.1 Is there a generic risk assessment detailing all office activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Are specific risk assessments such as COSHH or manual handling available if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3 Are staff training records available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4 Are appropriate insurance certificates available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5 Are all statutory notices on display – eg HSAWA Poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question	Yes	No	N/A
12. Communications			
12.1 Is a safety notice board provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Is the board regularly updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Have all risk assessment findings been communicated to all through briefings, exchange of information etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Other (Please use the following space to identify & address any problems specific to your area not already addressed in the earlier sections)			

STUDIO SAFETY INSPECTION CHECKLIST

Name & Location of Studio: _____

Programme: _____

Completed by: _____

Date: _____

Question	Yes	No	N/A
1. Housekeeping			
1.1 Is the studio clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Are mats/rugs securely fixed with no curling edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Are there adequate waste disposal facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Are floors in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Are cables minimised as much as possible, and ramped or flown where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are there adequate storage facilities for any chemicals, gas bottles, tools, equipment etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Are all walkways and staircases free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Are secure handrails provided on all staircases, slopes, ramps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Are non-slip tread nosing/strips provided on steps if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Is there a spillage procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Are suitable warning signs/barriers in place to alert people to wet surfaces and if necessary point out alternative bypass routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire Precautions			
2.1 Are there adequate fire detection systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is a suitable fire alarm system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are suitable extinguishers/hoses/blankets available and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are studio fire lanes marked and kept clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Are all fire exits & routes clear of obstructions and clearly signposted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Are people aware of the evacuation procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are there fire assembly points in place and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are there trained fire wardens in studio if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are No Smoking signs displayed and complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Are all fire doors kept closed and not held or propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Are there adequate evacuation arrangements in place for anyone with special needs – eg wheelchair users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Are sources of ignition controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Has scenery, drapes, furniture, costumes etc been fire proofed as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Have all gas & electrical installations been installed, checked & maintained by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Has all electrical equipment being used been safety tested and certified by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question	Yes	No	N/A
3. First Aid Arrangements			
3.1 Is first aid available at studio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Are first aid kits adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Does everyone know who to go to if they require first aid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Welfare Facilities			
4.1 Are adequate toilet facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Are adequate washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Are adequate resting, eating & dining facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Is clean drinking water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Are there adequate facilities for hanging clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are barrier creams, hand cleansers available if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Is adequate working lighting provided in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Is there a comfortable working temperature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Is there good ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Manual Handling			
5.1 Have all manual handling tasks been risk assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Is equipment in light manageable loads to carry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Is the weight and centre of gravity marked on all scenery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Have appropriate staff been trained in manual handling procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Have manual handling aids been provided where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Appropriate PPE is provided and worn where necessary – eg gloves, steel cap shoes etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Noise			
6.1 Has noise been controlled to an adequate level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Is appropriate PPE – eg ear protection, available and being worn if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Working at Height			
7.1 Is there a safe system of work in place for the studio grid – ie can only be accessed by authorised competent people, no work carried out in grid over areas of studio which are occupied etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Stage heights no higher than 2 meters where possible – further controls such as edge protection barriers, kick boards etc in place where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Safe system of work in place for any ladders used – ie only competent people to use them, ladders in good safe condition, regularly inspected and labelled in accordance with inspection regime, footed or held securely in place when being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Appropriate PPE is provided and worn as necessary – eg hard hats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Plant & Machinery			
8.1 Have air conditioning units been inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Have any water tanks been inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Are Safe working loads marked on all hoists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Are all machinery guards in place and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question	Yes	No	N/A
9. Audience Safety			
9.1 Are sufficient numbers of competent staff in place to ensure the safe access & egress of audience (including during an emergency)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Are sufficient security measures in place to vet the audience – eg bag searches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Are the audience given a safety briefing warning them of hazards such as swooping overhead cameras, smoke effects etc, and informing them of the location of fire exits and routes etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4 If audience members are on the studio floor, are sufficient backwatchers, cable bashers employed to keep the audience out of path of moving cameras?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.5 Have audience rostras, seating areas been safety tested and inspected by competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hazardous Substances			
10.1 Have COSHH assessments been carried out where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2 Have storage requirements been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3 Are any required warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4 Is ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.5 Are disposal requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6 Have staff been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.7 Is PPE available and used where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Studio Doors			
11.1 Are studio doors in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Have the studio doors been inspected and maintained by competent person if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Make-up/Costume Areas			
12.1 Are make-up & costume areas suitable and fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Are any flammable substances stored in fire proof cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Are aerosols kept out of direct sunlight and away from heat sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4 Is all electrical equipment safety tested and fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Documentation			
13.1 Is the production risk assessment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 Are copies of all HoD's risk assessments available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3 Are copies of all contractors risk assessments available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.4 Are any other relevant risk assessments available – eg COSHH, Fire or Manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.5 Are production crew training records available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.6 Are appropriate insurance certificates available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.7 Are copies of accident forms available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.8 Are copies of working hours kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.9 Is a fire certificate for the studio available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.10 Are copies of statutory inspections for machinery/plant etc available if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.11 Has any scaffolding being used in the studio a valid inspection certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question	Yes	No	N/A
13.12 Are any survey results carried out in studio – eg asbestos or structural survey, available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.13 Is any applicable CDM paperwork available – eg safety file, safety plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.14 Is all electrical testing certification available?			
13.15 Are all lighting equipment inspection certificates available?			
13.16 Is a valid inspection certificate available for any gas installations?			
13.16 Is an up to date HSWA Poster displayed in the studio?			
13.17 Are any studio safety rules, procedures displayed in studio?			
14. Communication			
14.1 Have all risk assessment findings been communicated to all through briefings, exchange of information etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2 Is there a safety notice board area in studio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Other (Please use the following space to identify & address any problems specific to the studio, not already addressed in the earlier sections)			

CONTRACTOR SELECTION CHECKLIST

If contractors answer no to any question, ask for further explanation on separate sheet.

If contractors answer no to any question, ask for further explanation on separate sheet.

Name of contractor: _____

Date: _____

Assessor: _____

Safety question	Yes	No
Has the contractor a health and safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor complete risk assessments/ method statements for work activities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor communicate the findings of the risk assessment to all affected persons?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have a competent source of safety advice?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor ensure the competency and qualification of those who work for them including sub-contractors, freelance and temporary staff?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor provide training and supervision to their employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor monitor the safety performance and implementation of controls?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have arrangements for investigating, recording, reporting accidents and incidents?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have emergency arrangements in place, including the provision for first aid?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor had any enforcement action brought against them by the Health and Safety Executive or any other enforcing body?	<input type="checkbox"/>	<input type="checkbox"/>

