

Boxset Media Ltd
Health and Safety Policy
01/02/2020

1. Introduction

- 1.1 Boxset Media Ltd (“the Company”) recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
- 1.1.1 provide and maintain a safe and healthy place of work
 - 1.1.2 provide adequate information, instruction, training and supervision
 - 1.1.3 provide and maintain plant and equipment and safe systems of work
 - 1.1.4 ensure safe access to and from the places of work
 - 1.1.5 work to prevent accidents and work related ill health

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the Managing Director Mick Walker. Mick Walker has day to day responsibility for managing health and safety.
- 2.2 The Management are committed to achieving the highest standards of health and safety throughout the Company.
- 2.3 The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company’s work activities.
- 2.4 The Management team will ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- 2.5 The Management are also committed to ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public.
- 2.6 The Management are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
- 2.7 The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters.
- 2.8 The Senior Management will, so far as reasonably practicable, ensure that the Company provides adequate financial resources to meet these objectives.
- 2.9 Copies of this policy are to be available to all Company employees and other interested parties.

3. Directors Duties:

- 3.1 The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 It will be the responsibility of all the Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.3 In order to protect the safety and health of employees and others affected by the Company's operations, the Directors will:
 - 3.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks.
 - 3.3.2 Establish procedures to deal with any emergencies.
 - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 3.3.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company.
 - 3.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 3.3.7 Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
 - 3.3.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
 - 3.3.9 Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

4. Designated Health & Safety Person's Duties:

- 4.1 To ensure that all the Company Directors/Partners, Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a Training Matrix for all staff.
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.

- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Mick Walker

Position:

Date: 01/02/19

Signature:

Project Overview	Title of project in here		
Prepared by	Boxset Media Ltd, Antenna, Beck Street, Nottingham, NG1 1EQ		
Client Name	Client Name, Address, City, Postcode		
Location Address	Address, City, Postcode		
Expected Duration	X Days		
Start Date	Yth Month	Completion Date	Xth Month 20XX

Name	Address	Phone
Name	address	07790 XXX XXX
Name	email@address.com	07790 XXX XXX
Name	address	07790 XXX XXX
Name	address.com	07790 XXX XXX
Name	email@address.com	07790 XXX XXX
Name	email@address.com	07790 XXX XXX
Name	email@address.com	07790 XXX XXX

	Name	Title	Phone	Signature	Date
Document Author	Name	Job title			/ /
Authorised by	Name	Job title			/ /
Authorised by					

Estimate of Risk

Low

Risk Assessment Matrix

Likelihood	Severity				
	Minor Injury	Lost Time	Major Injury	Incapacity or Fatal	
Highly Unlikely	1	3	4	5	
Unlikely	2	4	6	8	10
Possible	3	5	9	12	15
Probable	4	6	10	16	20
Certain	5	7	10	20	25

Summary of Activities	Crew Size
Filming of interviews in meeting room on level 3 (7.00 - 10.00) Arrive at location set up for interview (10.00 - 11.00) Film with Mr XX XXXXXXXX (11.00 - 12.00) Short break (and pack down any equipment) (12.00 - 12.30) Cutaways of building (12.30 - 15.30) Wrap (15.30 -)	1st of a camera operator and a

Camera Kit (Lighting)		
Risk Description	Who is at risk?	Assessment
Glare may cause disturbances to vision and could result in trips and falls. Lights can become a hazard or block ways. Some lights can be potentially causing burn.	Crew, Onsite staff	<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p> <p style="text-align: center;">Lost Time / Highly Unlikely</p>
<p>The lighting will be dimmed to avoid glare. Lights used are of staff. The lights are dimmable, enabling lower settings. Lights used do not get hot, so therefore do not cause burn/fires.</p>		

Camera Kit (Wires)		
Risk Description	Who is at risk?	Assessment
Trailing wires can cause a trip hazard and hinder escape in an emergency	Crew, Onsite staff	<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p> <p style="text-align: center;">Lost Time / Highly Unlikely</p>
<p>All wires will be secured with heavy duty gaffer tape. We will avoid setting up kit and wires in areas that are thoroughfares and will never obstruct emergency exits.</p>		

Crew Size		
Risk Description	Who is at risk?	Assessment
Large crews can be a distraction for staff. Lack of concentration can cause accidents	Crew, Onsite staff	<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p> <p style="text-align: center;">Minor Injury / High</p>
<p>All wires will be secured with heavy duty gaffer tape. We will avoid setting up kit and wires in areas that are thoroughfares and will never obstruct emergency exits.</p>		

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Prepared by	Boxset Media Ltd, Antenna, Beck Street, Nottingham, NG1 1EQ		
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Expected Duration	X Days		
Start Date	Xth Month	Completion Date	Xth Month 20XX

Brief description of the works

This method statement describes the work proposed for filming... with professional actors. These will take place in agreement with the... as per the shooting schedule.

	Name	Job title	Signature	Date
Document Author	Name	Job title		/ /
Authorised by	Name	Job title		/ /
Authorised by				/ /

The following method statement has been developed to provide a safe system of work and must be adhered to by all members of the production crew.

Please read the entire sheet before beginning the work.

If you have any questions please contact [Name]

Sequence of operations

1. Arrive at site – park public car pass not blocking access
2. Sign in and make contact with designated person
3. Complete any necessary induction processes
4. Discuss and identify specific locations in advance
5. Clear site of visitor passes and kit
6. Put additional kit/kits in room in advance to keep kit to a minimum
7. Enter site in the correct contact area
8. Follow all safety guidelines at all times
9. Follow the risk assessment and method statement at all times
10. Prioritise the safety of the cast and crew at all times
11. Never attempt to enter restricted areas or areas out of scope
12. Never disrupt Medical staff
13. Ensure equipment does not become a hazard at any time
14. Do not block thoroughfares or routes at any time
15. Film each location as agreed in advance
16. Complete filming
17. Return any visitor passes and sign out
18. Leave the site safely

The main hazards to health and safety are:

- A. Injury from slips, trips and falls, including tripping over cables and equipment
- B. Proper use of equipment
- C. Injury from blocking of thoroughfares and exits
- D. Injury from unfamiliarity with site
- E. Moving around site with kit
- F. Evacuation of the location in event of fire or another emergency

Equipment and Procedures

Preventative Measures you must take

- You must be "competent" to carry out the task.
- All crew must behave with due thought for their own safety and the safety of other people.
- Wear suitable footwear (no high heels, no open-toed shoes)
- You must read and be familiar with this method statement as well as site specific health and safety policies.
- You must ensure you have the necessary training and Assessment provided for these operations
- You must carry out all industry best practices required of you.
- Crew must always consider the safety of the public and staff at all times
- Crew must not drink alcohol on work

Personnel and Training

- The work must be carried out by experienced video production professionals
- All production team members have previous experience filming on location, mostly in locations never before
- All team members must be trained and competent to complete the task in hand safely.
- Crew must be working in a safe environment as well as offices
- The information must be used for the purposes described.

PPE Required

- Hard Hat
- Hi-Vis Jacket/Vest
- Gloves (Specify)
- Safety Footwear
- Hearing Protection
- Eye Protection
- Face Protection
- Dust Masks
- All team members and cast will wear suitable footwear (no high heels/good tread/closed toe)





Preparation and production for filming

Video team members will read and familiarise themselves with the risk assessment and method statement prior to the filming day.

Team members will comply with all health and safety requirements specified by the filming location.

Boxset Media Ltd will review and amend the method statement and risk assessment accordingly if advised by the client.

- All filming locations will be confirmed in advance of the filming day
- The client will be advised in advance from the client
- The client will be briefed on the schedule and risk assessment prior to filming



Arrival

Video team members will arrive at the location in a car park nearby. Emergency access must not be blocked.

Crew members will adhere to all speed limits.

- Crew members will be responsible for vehicle and pedestrian traffic.
- Mobile phones will be switched off whilst driving.



Signing in

- Video crew members will sign in and wear identification badges at all times.
- No work will be carried out and no filming will take place until contact has been made with the designated on-site contact and all necessary access has been agreed by all crew/cast members.
- Crew/cast members will not be allowed to access any areas not designated for them.
- Filming will not commence until a representative of the client instructs the crew that it is okay to do so.



Filming equipment

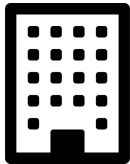
Filming equipment will be kept to a minimum - any kit not in immediate use will be kept in the green room.

Kit will be easily carried by a 3 person crew.

The tripod will only be extended when it is in use, the rest of the time it will be folded up and carried.

Crew will not allow the tripod or any equipment to block thoroughfares, pavements or exits at any time.

- All equipment will be inspected and is tested for safety.
- Crew will ensure that kit becomes a trip hazard.
- Crew will ensure that kit is not left unattended on walkways or stairs.
- Crew will ensure that kit is not left unattended on the floor. They will be held up or taped down.
- Crew will ensure that kit is not left unattended around any equipment.



Filming in a professional building

- Crew must never obstruct the public.
- Crew must never be brought to attention.
- Crew must not be disruptive to the building.
- Crew must not be a sudden or very busy.
- Crew must not be asked to leave the building by the client.
- Crew must ONLY film during the hours in the agreement as per the schedule.
- Members of the public must not be recognisable in the background of the shots.
- Device screen will never be used in a way that is visible to the public to protect sensitive data. This will be the highest priority.



Moving in and around the site

- Crew must keep the minimum amount of kit with them at all times.
- Crew must split the kit evenly and sensibly between the crew to avoid overloading.
- Crew must use lifts wherever possible.
- Crew must follow safe lifting practices at all times to avoid overloading themselves.
- Crew must not obstruct passenger routes when moving around the site.



Accident reporting procedures

- In the event of an accident, this will be reported to the relevant authority.