

NFTS

NATIONAL
FILM AND
TELEVISION
SCHOOL

Health and Safety Policy and Management

2015

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Creative Skillset Film Academy

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1 Health and Safety Policy Statement

We all need to pay heed to Health and Safety because we are legally obliged to do so, and it is the right thing to do.

This policy helps to show the School's commitment to Health and Safety and to clarify the responsibilities of everyone at the NFTS, staff and students alike.

Health & Safety is crucial not only for the sustainability of everyone's career (helping us all stay healthy and free from injury), but it also helps to ensure the sustainability of the school maintaining best possible Health & Safety practice, encourages backers and funders to support - and continue to support the NFTS.

Please, take the time to read it.

Nik Powell
NFTS Director

2 Introduction

The National Film and Television School (NFTS) is a specialist Higher Education Institution. It is funded jointly by the public purse and the Film & TV Industries. It is one of the Skillset (The Industry Training Agency) Film Academies

The core of the school's activities is a programme of full-time two year postgraduate MA courses in 13 specialisations and 5 one year Diploma courses. These are supplemented by part-time Diploma and Certificate courses in related subjects

A Short Courses Department offers a programme of training for working professionals on a variety of subjects running from one day to several weeks, on both a full-time and part-time basis

The NFTS also includes in its training the 2 week residential BFI Film Academy for young people and 2 week Summer School

The driver of all NFTS 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 NFTS H&S Policy are:

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

All Risk Assessment is made on this basis

The NFTS H&S Policy is designed to reflect and support four distinct levels of training with correspondingly appropriate supervision of practical production activities:

- Training for Young People (16-18 years)
- Undergraduate Training (18 +years)
- Postgraduate Training (21+ years)
- Adult Education (18 +years)

(Whether the training is offered as a part-time or full-time programme or as Short Courses)

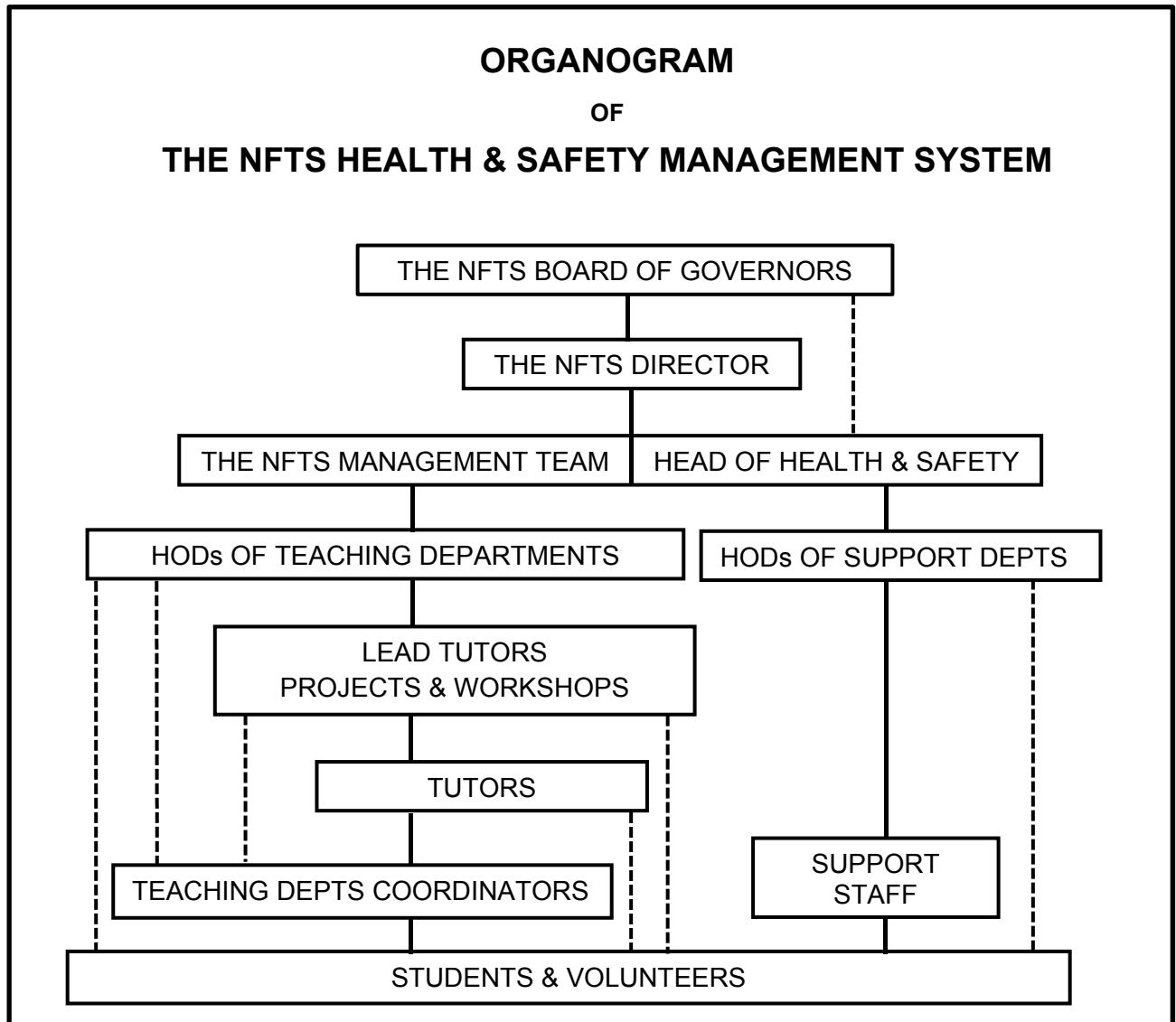
In support of its H&S Policy the NFTS subscribes to the Health and Safety Executive (HSE) H&S Management System: HSG 65

To reflect this, each point of the H&S Policy is followed by the related management control measures to be in place:

- Policy - H&S Aims
- *Management - H&S Delivery*

3 Organisation of the NFTS H&S Management System

- The NFTS 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*



NOTE

The solid lines indicate direct line management responsibility for H&S whilst the dotted lines show the functional H&S reporting channels

3.1 All Departments: H&S Responsibilities

- 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 persons working in their department, staff (permanent, contract and intern), students and volunteers*

3.2 Teaching Departments (x 13)

- *Cinematography, Digital Effects, Directing Animation, Directing Documentary, Directing Fiction, Games Design, Post Production (Editing, Sound Design and Composing), Producing (and CBEE), Production Design, Production Management, Screenwriting, Production Sound, Television Entertainment and Short Courses*
[Specifications of Teaching Department Staff and Premises: Appendix X]

3.3 Support Departments (x7)

- *The Studio Office: Studio and Estates Office, Scenic Services and Carpentry*
- *Engineering: Camera, Video, Electrical, IT and Mechanical Engineers, Equipment, Lighting, and Props Stores*
- *Other Departments: Registry, Curriculum Office, Finance Department, Personnel, Fundraising & Marketing, Library & General Studies, the Directorate & Distribution*
[Specifications of Support Department Staff and Premises: Appendix X]

4 H&S Management Responsibilities

4.1 Board of Governors

- The Board has ultimate responsibility for NFTS H&S Policy and its proper implementation
- *The full Board meets a minimum of four times a year with the Management Team (which includes the Head of H&S)*
- *H&S is always an item on the agenda of full Board of Governors meetings*
- *The Board receives a biennial H&S Audit Report from the appointed external consultants, and quarterly H&S Reports, or as required - from the Head of H&S*

4.2 NFTS Director

- The Director has the specific responsibility for the operational implementation of the NFTS H&S Policy
- The Director has to ensure that sufficient funds and adequate resources are made available for the implementation and robust maintenance of the NFTS H&S Policy
- *The Director reports directly as necessary to the Chairman and the Board of Governors*
- *The Director chairs the weekly or as required school Management Team meetings*
- *The Director receives H&S Reports weekly or as necessary/requested from the Head of H&S*
- *H&S is budgeted by the Finance Director as a separate cost head in NFTS accounts*

4.3 Head of H&S

- Head of H&S is responsible for ensuring that the H&S Policy and the supporting H&S Management System are upheld and maintained as robust and appropriate for all the school's activities
- *Head of H&S is to set H&S objectives, observe and report short comings, make recommendations and take actions as necessary to ensure the required day-to-day implementation of the H&S Management System*
- *The Head of H&S reports directly to the NFTS Director and submits H&S Reports weekly or as necessary/requested*
- *The Head of H&S is directly answerable to the Board. The Head of H&S can contact the Board directly if necessary/required without reference to the Director or the Management Team*
- *The Head of H&S is responsible for the H&S budget as set in the NFTS accounts*
- *As cover for the Head of H&S, the Head of Engineering acts as Management level if necessary. Otherwise in all other aspects, including RA approval, the Studio Manager deputises as required*

- *The Head of H&S or 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*

4.4 NFTS Management Team

- The Management Team is responsible for ensuring that all the HOD's put the H&S Policy into practice in the activities of their departments as required
- *The Management Team includes the Director, the Finance Director, the Director of the Curriculum & Registrar, the Head of Engineering and the Head of H&S (attending as requested/available). It meets weekly or as called by the Director*
- *H&S is always an item on the Agenda of Management Team Meetings*
- *The Head of H&S submits H&S Reports to the Management Team weekly or as necessary and copied to the Studio Manager as appropriate*

4.5 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 department has the specific H&S responsibility to ensure two key aspects:
 1. *That all activities for the students are as set out in the curriculum briefs as approved by the Director of the Curriculum and Registrar*
 2. *That prior to their starting work, all students are adequately prepared and trained so as to be able to safely undertake those activities as agreed*
- For each area of activity the 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 work activities*
 - *Ensuring that safety is considered at the early planning stages for any workshop/project/exercise*
 - *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 H&S Responsibilities

- All individuals have responsibility for H&S when at the NFTS. 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 at all times ensure that their staff maintain the required standards of NFTS H&S practice as appropriate for all staff being professional H&S role models for the students*
- *At the NFTS, as a school, all persons over 16 years old are to be regarded in terms of H&S as employees undergoing training*

5.1 Departmental Heads - HODs

- Each HOD is responsible for the H&S of all persons engaged in the activities of their Department
- *In relation to all matters of H&S the HOD is the Line Manager of the Co-ordinator 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 H&S as required/appropriate*

5.2 Lead Tutors

- A Lead Tutor 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 Lead Tutor is responsible for ensuring that a Risk Assessment is carried out 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 Lead Tutor and given their contact details (email and mobile phone) as the authority they must consult in the event of any serious concerns or H&S matters that might arise*

5.3 Tutors

- Tutors are those persons as 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/Lead Tutor*
- *Tutors must report H&S matters to the Lead Tutor/HOD/Head of H&S as necessary*

5.4 Curriculum Co-ordinators

- The Co-ordinator is to assist the HOD in ensuring that all persons involved in the Department's activities are aware of and follow the H&S Policy
- *The Co-ordinator is responsible for ensuring that an approved Risk Assessment is in place for any project or workshop in which their department/students are involved*
- *In all matters of H&S arising in the department activities, the Co-ordinator reports directly to their HOD (not their Line Manager)*
- *The Co-ordinator is to ensure that all visiting tutors/approved suppliers engaged by the department are given a H&S Induction Briefing as necessary/appropriate*
- *The Co-ordinator must report H&S matters to their department HOD/Head of H&S*

5.5 Support Staff

- Support staff are all persons 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 are at all times to 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 H&S as appropriate*

5.6 Contractors, Approved Suppliers and Freelance Support Staff

- A supplier is any person or company engaged to provide skills/services/equipment to any department of the NFTS
- *Departmental HODs and the Co-ordinators are to ensure that all persons engaged by their department are appropriately H&S competent and 'approved' both as service/equipment suppliers but also specifically as persons who will be working with and may be responsible for students as young persons*
- *All contractors/approved suppliers/freelance support staff must report all H&S matters to their respective department HOD or the Head of H&S*

5.7 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, as PPE or other equipment*
- *To report accidents, incidents, near misses, and faults and deficiencies to their tutor as any unsafe conditions or behaviour*
- *To seek advice if ever in doubt about the adequacy of any safety arrangement*

5.7.1 Students and Lead Students

- Irrespective of their age or their course, all persons enrolled as NFTS students are regarded as employees undergoing education and training
- *All students are given H&S Induction Briefings as appropriate not only as befits a school, but also as appropriate for a working industrial Film & TV training studios*
- When the lead student of a department on a project team (e.g. as the designer in charge of the Art 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*

5.7.2 Volunteers

- Are any persons over the age of 18 years who have been approved and engaged by a teaching department to assist their students in their production activities as for unpaid work experience
- *Volunteers are given a H&S Induction Briefing and Brochure and a Registration form which they are required to sign before they start work
[Volunteer Registration Form: Appendix III]*
- *All Volunteers are in the direct charge the particular teaching department and of the Lead Student of the project activity in which they are engaged*
- *A department hosting volunteers must maintain an Induction Pack as appropriate for their requirements, to be issued and signed up to by any person joining to assist in departmental activities. This should be incorporated into the main Production Handbook for its own students.*
- *Volunteers being engaged in roles as trained by any other teaching departments (designers, cinematographers, etc.), the Lead Department must ensure that they are also issued with a copy of their specialist Induction Packs*
- *Once a Volunteer has been inducted and successfully supported a project, they should be invited to be placed on the department's list of approved Volunteers for future reference for other projects and by other departments seeking such support
[Volunteer Guidance – Appendix II]*

5.7.3 Interns and Apprentices

- Are any person over the age of 18 years who has been approved and is 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 on a daily basis*
- *The Intern/Apprentice will also be allocated a member of staff nominated as their 'Buddy' throughout their time in work experience*

5.8 H&S Responsible Persons

- Whenever the HOD, Lead Tutor or deputising tutor is not present at any activity, an individual will always be identified to everyone involved as the 'H&S Responsible Person' for the activity or element of the activity
- *On specified student led projects a professional 1st Assistant Director/Floor manager is appointed to fulfil the role of the H&S Responsible Person*
- *On occasions when no-one is performing the role of 1st AD/Floor Manager, the Director is automatically designated as the H&S responsible person on set*
- *In the Risk Assessment for any production activity the Head of H&S will identify any element or potential hazard that requires the identification of a specific 'Responsible Person' to be in control (e.g. as 'Wrangler' to be responsible for an animal, an 'Armourer' for a prop weapon or simply someone to be in charge of the cigarettes, the candles etc.)*

5.9 First Aiders

- As appropriate for the scale and nature of NFTS, 6 members of staff are trained and equipped as First Aiders to be available at the Studios in normal working office hours (09.30-17.30 hrs.)
- *Out of hours, at weekends and holidays, there is 24/7 security at the studios. The security guards are also trained and equipped as First Aiders*
- 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 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 their own first aid kit
 - Keep the designated first aid room 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

5.10 Fire Wardens

- Each separate building on the studios site has an identified member of staff acting as fire warden for the premises
- *Fire Wardens report to the Studio Manager 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 a sufficient number of 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 manager*
 - *Take station at designated points to detect any unauthorised re-entry until the all-clear has been given*

[Fire Wardens Schedule: Appendix X]

5.11 Competent Advice/H&S Consultants

- In order to maintain that NFTS H&S is as robust as necessary, outside consultants are retained to both inform and review the school's arrangements
- *1st Options Ltd. are currently the school's H&S Advisors & Consultants*
- *If H&S guidance is ever required the Head of H&S, the Studio Manager, the lead tutor in Production Management and the Head of Engineering all have access to telephone hotline support from 1st Options*

[1st Option Limited: Appendix VII]

6 The School Premises

The Beaconsfield Studios, Station Road, Beaconsfield, Buckinghamshire, HP9 1LG and any other such accommodation as it may require or acquire

- The normal office working hours on site at the Studios are weekdays 09.30 to 17.30
- *Besides being a school, the NFTS is to be regarded as a working studio - as a factory premises with the attendant H&S concerns*

6.1 Emergency Preparedness and Response

- As an integral part of the overall NFTS Crisis and Business Continuity Plan, a disaster and full scale emergency plan is arranged to be controlled by a designated Management Crisis Committee which includes the Head of H&S
- *The Head of H&S is responsible for dealing any matters as may subsequently arise with the Health and Safety Executive (HSE)*
- Controls for potential day-to-day emergencies, both at the studios and on location, are included in the required Risk Assessments to be monitored and reviewed, as appropriate for all NFTS Activities
- *The on-site studio day-to-day emergency and escape arrangements are managed, inspected and reviewed by the Studio Manager*
- *At the studios and on location the Head of H&S is to ensure that Risk Assessments prepared for Production Activity adequately address all potential emergencies that can reasonably be foreseen*

6.2 Fire and Emergency Arrangements and Evacuation Procedures

- Every NFTS venue whether in the school studio grounds or on location, will have arrangements in place to cover fire, accidents, bomb threat or other emergency to ensure a prompt response and safe evacuation. Specific arrangements will be determined by Risk Assessment
- The Studio Manager is responsible for all Fire and Emergency Arrangements in place at the studios - alarms, evacuation exits and procedures and assembly points
- *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*
- *All departments are to ensure that their personnel are made aware of the emergency evacuation procedures*

6.3 First Aid at the Studios

- At the Studios there is an equipped First Aid Room
- There are 6 members of staff trained as First Aiders available during normal working hours
- Out of normal hours the 24/7 security guard is also a trained First Aider

- *There is also a First Aid Kit at Reception*
- *There are also Fire trollies with extinguishers, blankets and burns kits*
- *All persons are asked to seek the assistance of a staff First Aider before calling for an emergency ambulance*
- *If an ambulance is required, it is preferable that it be called from the main telephone switchboard at Reception*

6.4 Estate Management

- The Studio Manager is to ensure that any activities or work undertaken by outside contractors on the Studio 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 for Approved Suppliers

- *The Studio Manager to issue Work Access and Hot Works Permits as appropriate/necessary*
- *All Departments are to record their inspection of their premises once a term (3 times a year) and report any faults or problems as appropriate to the Studio Manager (building or furniture matters) or the Head of Engineering (equipment or electrical matters)*
[Studio Office Inspections: Appendix IV]
[Department Premises Reports: Appendix IV]

6.5 Contractor Selection and Management

- Contractors: All contractors must be approved and monitored to ensure that they comply with NFTS H&S Policy

- *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 NFTS rules on site*
- *Appoint competent sub-contractors, where applicable*
- *Ensure that significant findings of risk assessments and the necessary control measures are implemented*
- *Report all accidents and near misses to the Head of H&S*
[Approved Suppliers Guidance: Appendix II]

6.6 The Public

- All visitors coming onto the studio site are to be familiarised with and expected to abide by the terms of NFTS H&S Policy
- *All members of the public or visitors are required to register their presence at the premises by signing a log book held at Reception/Security stating the name of the person they are visiting and their vehicle registration number as appropriate*
- *All visitors are issued with a Welcome Brochure setting out the terms of the operations at the school and the Emergency Arrangements and procedures in place*
- *All visitors are to be informed as to areas that may be out of bounds without them being accompanied by a nominated responsible person (The Stages, Shooting Spaces and manufacturing workshops etc.)*
[Welcome Brochure: Appendix II]

6.7 Studio Audiences, Crowds and Extras

- All persons invited to watch/attend production activities are to be specifically briefed by the 1st AD or Floor Manager to ensure that they are made aware of the emergency evacuation escape arrangements
- That they are escorted and seated safely as appropriate/necessary
- *And informed of any other specific arrangements as for toilets, catering, etc.*

6.8 Children and Young Persons

- The Studio Office must be informed in advance of all children (all persons under 16 years, including babies) and all young persons (over 16 but under 18 years) visiting or being brought on to the Site
- All children must be accompanied by a parent or responsible adult at all times and require special permission to be allowed onto any shooting set or into any shooting space or Studio or Workshop
- All young persons must be accompanied by a responsible adult whilst on site
- *NFTS Staff wishing to apply for work experience placements for their school age children must contact the Personnel Officer in advance*

6.9 Animals on the school studio site

- Guide dogs are permitted on site at all times
- Visitors and Students may bring normal domestic pets on to site but only with advance permission from the Studio Office
- Any animal brought on to the site must be accompanied by their owner or an identified responsible person at all times

- Staff may request to bring one domestic pet on to the site (a dog, a cat etc.) but only with the agreement of any colleague who may share the same work space and the explicit permission of the director NFTS
- *All pets must be kept on a leash or appropriately restrained when moving them about the site*
- *At all times the animal's welfare will be considered together with the Health and Safety of all persons that may come into contact with the animal in any way*
- *Any animal found to be fouling the site or causing a disturbance may be requested to be immediately removed from the site by its owner*
- *The NFTS will accept no liability for any pet animal or its actions when on site including any pets left in parked vehicles - they are on site entirely at the owner's risk*

6.10 Control of Substances Hazardous to Health

- The Control of Substances Hazardous to Health (COSHH) Regulations will be implemented for all NFTS activities where necessary.
- The proposed use or possible contact with any dangerous or noxious materials must be reported and appropriately recorded
- *On site at the Studios Departments must report all and any such matters to the Studio Office to be assessed and recorded*
[COSHH Report Form: Appendix IV]
[COSHH Law: Appendix VIII]
- *On site all volumes greater than 2 Litres of any dangerous or flammable liquids are to be locked away in the external Flamstore, keys held by the Studio Office*
- *On site all use of gas/aerosol spray paints, chemicals/dusts must only be undertaken in the Spray Booth Room as available keys held by the Studio Office or as directed by the Studio Office and the Head of H&S*

6.11 Site Engineering and Construction Works

- HOD Engineering 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)*
- *At the studios, the Staff Site Electricians are responsible for the safety of the premises fixed wiring installations and the reporting of any defects to the head of engineering as necessary*
[Engineering Department Inspections: Appendix X]
[LOLER Law: Appendix VIII]
[PUWER Law: Appendix VIII]

6.11.1 Hot Works

- Any proposals for works on the NFTS site involving fire/naked flames (e.g. hot welding, bitumen roofing, etc.) must be approved in advance by the Studio Manager and may require a Hot Works Permit to be completed
- *The Studio Manager may also require a Method Statement to be prepared to inform the Risk Assessment as agreed*

6.12 Room Risk Assessment

- In on-site premises spaces are regarded as being in one of 3 categories of risk:
 1. Low Risk - all meeting spaces, seminar rooms and all admin office areas
 2. Medium Risk - all stairways, corridors and exterior ground floor spaces
 3. High Risk - all studios, shooting spaces, workshops, roof terraces, electrical switch rooms, boiler rooms and roadways and any other space as designated by the Studio Manager, 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*
[Room RAs: Appendix III]

6.13 School Smoking Policy

- The smoking of tobacco and the use of 'E Cigarettes' in any workplace inside or outside the premises is not permitted at any time
- *At the Studios there are 2 exterior designated places where people may smoke tobacco or the use 'E Cigarettes' one is under the umbrella adjacent to front Reception; the other is a covered bench on the lawn at the rear of the site*

6.14 School Alcohol Policy

- No alcohol or non-prescription drugs are to be consumed by any persons whilst working as 'on NFTS business' at the studios or anywhere on location
- *The studios has a Club License to sell alcohol within specified terms as 'opening hours' and in the defined areas of the Bar/Canteen and the outside terrace and elsewhere on site for Party Venues as designated by the Studio Manager*
- *Any person deemed to be intoxicated or breaching the terms of the licence (or acting under the influence of non-prescription drugs) will be immediately refused to be served any further alcohol by the bar staff and they may be escorted off the premises. In such events, the NFTS reserves the right to pursue disciplinary proceedings as appropriate/necessary*

6.15 School and Studio Housekeeping

- Cleanliness and orderliness are basic requirements of fire and accident prevention and must be maintained at all times 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*
- *Special attention shall be given to ensuring that the designated fire lanes as marked (yellow) on the stages and other shooting spaces are kept clear at all times and that set building/dressing materials are not allowed to build up as to increase the fire loading hazard*
- *Rigging kit, as scaffold tube, ropes, tackles, and drapes are all to be returned to their storage positions after use*
- *All tools and equipment shall be properly stored when not in use*
- *Refuse bins shall be used to receive all waste material refuse bins shall be emptied either daily or as required*
- *Bins may be provided for designated materials and only the designated materials should be placed in these bins*
- *The responsibility for good housekeeping lies with each individual person on site. Each individual should encourage others to remove and dispose of food scraps correctly and keep eating areas clean and hygienic- as not to encourage vermin*
- *In some designated areas, such as the TV Studio, no food or drinks are allowed except when featured in the action of a programme*

6.16 Sustainability and Environmental Impact Assessment

- At the studios and on location the impact of all the school's activities on the environment are to be assessed, controlled and limited as is possible
- *The Studio Office is monitoring the levels of current energy use with a view to controlling and reducing the site's overall operational Carbon Footprint*

7 NFTS Education and H&S Training

7.1 H&S Inductions

- Within the first week of engagement or enrolling at the school all persons are required to undertake an H&S induction briefing with a member of staff or the Head of H&S as appropriate.
This will include an introduction to the school's safety policy, procedures, culture, specific project-related H&S arrangements as well as information about fire evacuation instructions, exit routes, risks and hazards specific to their role and any other relevant information
- Completion of the H&S Induction session is to be recorded by the department on a sign-up form
[Induction Sign-up Form: Appendix IV]
- *A H&S instruction brochure for both on site and on location briefings is issued to all departments in order for them to conduct all initial H&S Inductions*
[Induction Brochure: Appendix II]
- *Mandatory H&S training courses may apply as applicable to relevant job roles. It is the HODs responsibility to ensure that all relevant records are kept*

7.1.1 Staff H&S Induction

- All new staff are to be given a H&S Induction Briefing on their first day at work
- *Each new member of staff is to have an identified Line Manager who is responsible for giving them an initial briefing following the H&S Brochure*
- *After the new member of staff has successfully completed their required probationary period the Head of H&S will review their H&S Induction as appropriate*
- *It is the responsibility of each department to ensure that any new freelance tutor/supplier is given a similar induction based upon the same brochure*

7.1.2 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
- *At the start of their studies all new students are given an initial H&S Briefing based on the Induction Brochure by their respective department by the HOD, Lead Tutor, Co-ordinator or Head of H&S as appropriate*
- *Depending upon the nature of the activities involved in their course of studies, the Head of H&S will give them further briefings/training as necessary/requested*

7.1.3 Volunteer, Intern H&S Induction

- All volunteers and interns must be familiarised with H&S Policy before the start of their work experience
- *Departments responsible for volunteers/interns must ensure that they are given an initial H&S Briefing based upon the Induction Brochure before they commence their engagement and that they sign the required registration acceptance form [Volunteer Pack: Appendix II]*

7.2 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 NFTS 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, instruction 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 H&S and copied to each Department as appropriate*

7.2.1 Full Time Students

- All full-time students have to attend a H&S Training Session when they start their Studies at the School
- *A three hour Introductory H&S Module 1 is compulsory for all full-time students*
- All students who are to work in any practical Film or TV Production activities have to attend further H&S Training as necessary/appropriate
- *All students who are to perform a role on a shooting crew have to attend a three hour Specialist NFTS H&S Training Module 2 tailored to their craft area before they can start working on any production activities*

- *Together NFTS H&S Training Modules 1 & 2 are designed to give the students the basic skill and confidence to undertake the role of Risk Assessor capable of preparing a draft Risk Assessment for Tutors and the Head of H&S to check and approve*
- *Together modules 1 & 2 follow the specification of the Industry PPS (Production Passport Scheme)*
[NFTS H&S Training Modules 1 & 2: Appendix IX]
[NFTS Student Training Matrix: Appendix IX]
[PPS: Appendix VII]

7.2.2 Short Course and Part Time Students

- *Students not attending a full-time course are not given actual H&S training unless it is specified as being part of the offered course of studies*
- *Responsibilities for Risk Assessment on Short Courses and those with part-time students are the responsibility of the Lead Teaching Department*

7.2.3 Teaching HODs, Tutors and Curriculum Co-ordinators

- *All staff of the teaching departments are to be trained to an appropriate level of H&S*
- *All staff are to be trained to the level of the three hour Introductory NFTS H&S Module 1*
- *Key staff involved in production activities are to be trained to the level of the three hour Specialist NFTS H&S Module 2, as appropriate*
[NFTS Training Matrix: Appendix IX]
[NFTS Departmental H&S Guidance: Appendix II]

7.2.4 Support Staff

- *All staff in the support departments are to be trained to an appropriate level of H&S for their particular roles*
- *The need for particular H&S training is identified from each individual's Job Risk Assessment which is reviewed annually by their Line Manager*
- *H&S issues arising from most daily activities are covered by Line Managers arranging 'work-bench / tool-box' sessions as appropriate/necessary*
- *Staff, whose work concerns the craft skills required on production crews, are to be trained to the level of the NFTS Module 2 of Specialist H&S Training or as required/appropriate*
- *Some staff may require additional specialist training (e.g. electricians, scissor lift MEWP Operators etc.)*
[NFTS Staff Training Matrix: Appendix IX]

7.2.5 Freelance Production Support Staff

- It is policy of the school to encourage all those persons engaged to work in support of Production Training Activities to have had an appropriate level of H&S training befitting their specialist craft. This being part of the criteria for them being listed as an NFTS Approved Supplier
- *The school supports the All-Industry PPS (Production Passport Scheme) as run by Skillset (Modules 1&2 of NFTS H&S Training are based upon the same criteria) [PPS: Appendix VII]*

7.3 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:
 1. workshops,
 2. exercises
 3. projects

(All based either at the NFTS Studios or off-site as on location or as a combination of studio and location)
- *All such production activities are automatically covered by the NFTS blanket insurance policies to cover Public Liability, Equipment, Travel and Health as appropriate/necessary*

7.3.1 Departmental Workshops

- Production teaching workshops, these involve groups of students lead by NFTS 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 department is involved in a workshop or training programme, one department is to be identified to all persons involved as the Lead Department whose HOD is then in charge as the overall H&S Responsible Person*

7.3.2 Student Exercises

- Students needing or requesting additional personal practice with equipment in relation to their curriculum can with the approval of their HOD 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 HOD*
- *Exercises are Risk Assessed in line with H&S Policy as for all production activities*

7.3.3 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*

7.3.3.1 Student Equipment for Practice Projects (E4P)

- If production equipment and resources are not in use by required activities, students may submit their own projects to be carried out independently in addition to their curriculum. Subject to the approval of their HOD and the NFTS Director
- *E4P Projects are subject to the same rigours of the H&S RA system as Projects within the main required curricular production activities*

7.3.3.2 Bridges to Industry Projects (B2i)

- Projects with a formal link to outside industry or other relevant parties which are projects outside the set required curriculum, but offer considerable learning opportunities for students or recent graduates can be run as NFTS production activity. Subject to approval of the NFTS Director and HOD's involved
- *Bridges to Industry projects are subject to the same rigours of the H&S RA system as projects within the main required curricular production activities*

7.4 Production Activity H&S Approval Procedure

- All teaching department activities (workshops, projects and exercises) are defined in the curriculum briefs as approved by the Director of the Curriculum and Registrar and managed by the HODs
- *Workshops are Risk Assessed by the departmental Co-ordinator/HOD/Lead Tutor once the budget and schedules are approved as required*
- *Student Project budgets and schedules are approved at a specific production Greenlight Meeting. This is immediately followed by a formal H&S Greenlight Meeting chaired by the Head of H&S or an appointed deputy, at which all students and staff 'sign-off' on the H&S plan for the project*
[H&S Greenlight Guidance: Appendix II]
[H&S Greenlight Form: Appendix III]

7.5 Supervision

- Supervision has to 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 HOD 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 NFTS training that in order to simulate the experience of the responsibility involved; key production projects are students 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 working professional 1st AD (or Floor Manager) maybe engaged to work with the students as part of the team, to run the day-to-day shooting period of the production. The 1st AD is engaged by a specified lead tutor who is responsible for the activity
[1st AD Working Brief: Appendix II]*
- *The student producer has to send the lead tutor and the Head of H&S 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
[Wrap Note form: Appendix IV]*
- *Other specialist crew may be recruited from professionals to work on projects (e.g. camera grips, electrician gaffers/sparks, make-up, stunt arrangers etc.). These persons are to be checked and confirmed as H&S 'approved suppliers' by the department engaging them*
- *Support crew are to be briefed by the department regarding the specific H&S role expected of any professional 1st AD/Floor Manager working with at the NFTS
[Support Crew Working Brief: Appendix II]*

8 Risk Assessment of Production Training Activities

- If any production activity does not have an appropriate and approved Risk Assessment, no equipment will be issued by the NFTS camera or lighting stores – without special exemption
- If a Risk Assessment is not in place, production funds may also be withheld
- Risk Assessments must address the five phases of production activity as appropriate:
 1. Pre-production (research, recces, casting/rehearsals, camera tests, etc.)
 2. The set rig/dress and pre-light (set construction, decoration and lighting)
 3. The Shoot (the period of principle photography/recording)
 4. The de-rig/strike (removal of all props, Lighting and rigging and the disassembly and proper disposal of scenery)
 5. 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*
[RA Addition form: Appendix III]

8.1 Risk Assessment at the Studios

- Except for floor or table top based demonstration/use of equipment, all production activities on site at the studio premises must have a Risk Assessment
- *When working in a stage or shooting space the appropriate approved RA must be displayed on the notice board outside the entrance door*
- *Identified low risk teaching spaces, such as seminar rooms, have a standing Risk Assessment on display to cover basic floor or table top 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 Studio Manager and may well require Risk Assessment*

8.2 Risk Assessment on Location

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

8.3 Method Statements

- Method Statements are to be prepared as necessary/required as part of the preparation of any Risk Assessment
- *On occasion, as in order to secure permission to use a premises as a location the landlord/owner may request a Method Statement outlining the specific nature and sequence of the proposed production activities. This is to be prepared in line with the overall Risk Assessment for the project*
- *All Method Statements to be issued externally are to be sent to the Head of H&S for approval*
[Method Statement Form: Appendix IV]

8.4 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 sent to the Head of H&S prior to the submission of a draft Risk Assessment*
- *Should the Head of H&S 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 in order for Risk Assessment to proceed*

8.5 Risk Assessment Approval Process and Records

- It is the responsibility of all HODs that Risk Assessments are in place for all their departmental 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 NFTS stores or released by a supplier and no production funds are to be released without the presentation 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 persons to be engaged in the activity*
- *A specific NFTS Risk Assessment is required for any involvement of four aspects:*
 1. *Vulnerable persons - babies, children, young persons, persons with health conditions or impairments, and new or expectant mothers etc.*
 2. *The Design of a Set - for a setting in the studio or on location*
 3. *Moving Camera Vehicles - cars, boats, drones, bicycles, etc.*
 4. *Dangerous Activities – stunts, special effects, circus skills, sports etc.*

- *The Head of H&S is to be emailed digital copies of all prepared Risk Assessments for comment/alteration before approval*
- *Risk Assessments for all Projects are to be kept on record both digitally by the Head of H&S and the Studio Office and as signed paper Top Copy in the Studio Office Project Production Files*
- *Risk Assessments for all workshops are to be kept on record digitally by the Head of H&S and the appropriate departments and as signed paper Top Copy as issued by the departments*
- *Risk Assessments for all exercises are to be kept on record digitally by the Head of H&S and the appropriate departments and as signed paper Top Copy in the Studio Office*
- *Each department is to maintain Job Risk Assessments for all staff employees, apprentices, and interns in the department*
- *The Personnel Officer is to be sent copy of all staff employees' Job Risk Assessments for inclusion in the Annual Assessment Review of each employee*
[RA Guidance Notes: Appendix II]
[RA Forms: Appendix IV]

8.6 Range of Production Activities

- All production activities must be covered by a Risk Assessment. *Each of four types of production has its own NFTS RA Form:*
 1. *Fiction (any production activity involving actors)*
 2. *Documentary & News (any work not involving actors or performers)*
 3. *Television Entertainment (non-drama broadcast TV; reality, music TV)*
 4. *Animation/Games (traditional 2D Graphic/3D Pixilation and Digital)*
- *In all Risk Assessments, all persons involved cast and crew must all be by name and role and as being in one of four categories - NFTS Students, Volunteers, Professionals, or Tutors*
- *All Risk Assessments must clearly identify the exact place where the activity is to take place - as by the address postcode*

8.7 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 RA Addition Form*
- *In any dynamic situation, as may especially arise on a documentary or if ever completing paper work 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*
[Risk Assessment forms: Appendix IV]

8.8 Pre-production

- All pre-production/research/travel activities (and casting, camera tests, etc.) preparing for any NFTS 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*
[Pre-production RA form: Appendix III]

8.9 Production on Location

- Any activities training courses or production activities away from identified NFTS 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
- *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 also checked*
[Training Premises Inspection Form: Appendix IV]
- *Adequate details and photographs must kept by the Departments of all Locations used by their Students*
[Location Checklist Form: Appendix IV]
- *Students proposing any locations by for production activities must submit full details maps/plans and photographs/videos of both interior and exteriors of any premises to both the Lead Tutor and the Head of H&S for approval*
- *For all production activities on location based upon the material presented, the Lead Tutor 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 H&S can request an inspection of any proposed location at any time as needs be for H&S*

8.9.1 Tech Recce

- The decision as to whether a full technical reconnaissance (recce) of a location (attended by all departmental tutors and their students) is required is made by the HOD of the Lead Department and the Head of H&S as necessary
- *The Head of H&S can call for a tech recce to be undertaken on H&S grounds if ever required - and which persons are to attend*

8.10 Travel Risk Assessment

- All travel within the UK when on 'NFTS Business', production activities, festivals, visits etc. must be covered by a Travel Risk Assessment
(This does not include any private travel by anyone to and from work or attendance at the studios or any other declared NFTS base/training centre as agreed)
- For all travel outside the UK on 'NFTS 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 in order to work or attend a course of training)
[Travel Dossier Guidance: Appendix II]

9 Specific H&S Arrangements

9.1 Production Activities, Fire, Emergency Arrangements and Evacuation Procedures

- Every venue for NFTS production training activities whether in the school studio and grounds, an Annex Site or on location will have arrangements in place to cover fire, accidents, bomb threat or other emergency 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*
[Annex Site Report: Appendix IV]

9.2 Transport

- All vehicles (private or hired) must be approved and registered with the Studio Office as to ensure the appropriate insurance cover is in place
- *All hired vehicles must be arranged through the Studio Office so as to ensure that they are acquired from NFTS Approved Suppliers*
- *All drivers of all vehicles used on 'NFTS Business' must be approved by the Studio Office and copy of their Driving Licence deposited*
- *Any action vehicles used or featured in any project must be similarly registered with the Studio Office for approval*

9.3 Travel outside the UK

- All travel by persons on 'NFTS Business' must be covered by a Risk Assessment
- *A Travel Dossier will have to be prepared for each person travelling*
[Travel Dossier Guidance Note: Appendix II]
- *Prior to all travel outside the UK all persons are to check the Government FCO (Foreign and Commonwealth Office) Website so as to ensure that the proposed countries to be visited are rated as 'safe for business travel and tourists'*
- *The NFTS will not consider travel to any area that is not deemed safe as so defined without the explicit permission of the Director NFTS*
- *The NFTS will not permit anyone to travel 'on its business' to any countries where it is expected persons should be insured against Kidnap and Ransom (K&R)*

- *All UK citizens travelling within the EU are to ensure they travel with their NHS European Health Insurance Card (EHIC Pass) so that they can automatically gain access the state Health and Emergency Services of any EU country they are visiting*
[FCO: Appendix VII]

9.4 Production Activity Contractors and Suppliers

- Each teaching department HOD is responsible for ensuring that any outside or freelance service provider engaged to support their student's activities is a suitable and approved supplier
- *On collaborative production projects, the specialist departments for the role or service sought (not necessarily the Lead Department) are responsible for the principle selection and approval of the supplier (e.g. a camera grip or gaffer/spark electrician is to be approved by Cinematography, an electric generator by Engineering etc.)*
[Approved Suppliers Guidance: Appendix II]

9.5 Accident Reporting, Investigation Procedure and Hazard Reporting

- All persons must immediately record and report all accidents, incidents and near misses to the Head of H&S
- *The person must complete a written report form as available in every First Aid Kit and at Reception/security and in the First Aid Room at the studios to be returned to the Head of H&S who is to action accordingly and keep on record for monitoring purposes*
- The Head of H&S 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 studio or on location must act to control it if safe to do so and immediately report it
- *At the studios any hazard or potential hazard must be immediately reported to the Studio Office for the Studio Manager to action*
- *On location the hazard must be reported to the responsible person to action and to report to the Head of H&S*

9.6 First Aid

- First Aid Supplies and assistance has to 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 as a nurse or paramedic, etc. is to be included in the risk assessment process

- *In such matters the Head of H&S has the final decision*
- *On location it is always to be ensured that every crew has access to a First Aid Kit and assistance 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*
[HSE: Appendix VII]
[RIDDOR Law: Appendix VIII]

9.6.1 Issued First Aid Kits

- All crews going to undertake activities on location are issued with a First Aid Kit as appropriate - without charge
- *The Head of H&S maintains the First Aid supplies stores and arranges for 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*

9.7 Personal Protective Equipment (PPE)

- The school provides such PPE as appropriate or required for all its activities
- *The Head of H&S maintains a PPE store and issues standard kit 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*
[PPE Law: Appendix VIII]

9.8 H&S Equipment and Supplies

- The Head of H&S is responsible for a stores stock of specific H&S kit as required for production activities in the studio or on location supplied in six areas:
 1. *First Aid Kits - small, medium, large and specialist kit burns, etc.*
 2. *Hazard Marking - Hi-Viz clothing; warning tapes and signs*
 3. *PPE - head, eyes, ears, nose, hands, feet and body*
 4. *Fire - alarms, extinguishers, fire blankets, sand buckets*
 5. *Falls - crash mats (small, medium, large); restraint harness; safety ropes*
 6. *Water/Spills - life belts; life jackets; throw lines; bund kits*
- *At the H&S Greenlight meeting for all projects a list of H&S Kit to ensure safe working in the studio and on location is agreed/arranged with the Head of H&S*
- *For workshops and exercises H&S Kit will be decided and arranged by the Lead Department via the approved Risk Assessment*
[H&S Kit Spec: Appendix II]

- *For all departmental workshops and other activities the Lead Tutor is to ensure that the necessary H&S Kit is made available as required*
- *Other location kit, such as for safe access for heights, traffic control and catering (e.g. step ladders, step-ups, traffic cones, easi-up tents, tea urns and other catering equipment, furniture etc. are as stocked in the school's main stores)*
- *No equipment is to be taken for use on location from any of the studios ladders, cable covers etc. without the permission of the Studio Office*
- *At every H&S Greenlight Meeting for each project the requisition list for both H&S and location kit that is appropriate/required is to be agreed and decided*
- *For Workshops and Exercises the Lead Department must ensure that their students have such necessary Location Kit as appropriate/required*
[Location Kit Checklist: Appendix II]

9.9 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 Students, Volunteers, Crew, Cast and Staff*
- *Working on Location mobile telephone reception must be checked landline/satellite phone reception identified and checked/arranged as necessary*
- *The nearest Wi-Fi point must be identified/established so that a group Skype style meeting can be arranged with NFTS Staff back at the school if ever required*
- *Walki-talkie radios will be made available as appropriate or required provided from the Project Budget*
- *Should Mobile phone reception be inadequate at any selected Location at least one GPS Satellite Phone must be provided from the Project Budget*

9.10 Substances Hazardous to Health

- The Control of Substances Hazardous to Health (COSHH) Regulations will be implemented for all NTFS activities wherever necessary on Location as well as at the Studios
- 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

- *Unoccupied or abandoned premises will 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 to be approved by the Head of H&S*
[COSHH Law: Appendix VIII]

9.11 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.
 - In the vicinity of an opening through which a person could fall.
 - In the vicinity of 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 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 NFTS nominated responsible person will ensure that the risk is minimised 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 persons are to only use the appropriate and approved means of access as provided at all times. Any climbing on chairs and tables etc. is only acceptable when 'required action' for an actor as in a script - or in an emergency
- *On site and on the Stages, the Studio Office supplies Scissor lifts, Podium Steps, Step ladders, Ladders and Step Ups as required*
- *For work on Location similar specific access equipment is available to ensure that at no time does anyone have to use local unchecked ladders etc.*
- *In the two main shooting stages on site no student is allowed at any time to access the high upper overhead Rigging Gantries. Nominated Students may access the lower side and perimeter galleries as necessary*
- *On the Studios site there are five members of Staff are qualified (MEWP) to use the electric motorised Scissor Lift*

- *Students may use the small un-motorised Scissor Lift after training in its safe operation and when supervised*
[Working at Height Law: Appendix VIII]

9.12 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 that 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 Departmental 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 Studio Office such lifting transporting equipment as sack barrows trollies etc. as appropriate/necessary*
- *In all production activity and on Location all such Manual Handling Issues are to be addressed in the required Risk Assessment to be approved*
[Manual Handling Law: Appendix VIII]

9.13 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 and Staff electricians are scheduled in support of Student projects and Workshops as decided by the Cinematography, Engineering or other Department HODs 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 BSI 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 NFTS and outside/hired is carried out in the Lighting Stores along with visual inspections of kit before being issued*
[Electricity Law: Appendix VIII]

9.14 NFTS Work Equipment

- Work equipment will be assessed for its suitability for the task before purchase/hire. Staff and students must be competent/adequately trained to use the work equipment as required for the task. The manufacturer's instructions should always be available for reference
 - *A register of all work equipment will be kept*
 - *Work equipment will be adequately maintained*
 - *All persons will report any faulty equipment to the camera and Lighting Stores or Heads of Cinematography, Sound and Engineering 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 Departments are to specify and arrange for the provision of the necessary tools and equipment that their Staff and Students need in order to carry out their work activities as required*
- In order that all work involving equipment is carried out safely, the respective HODs of all departments 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 engineering department 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 relevant Departments are to check and approve the Kit specifications for all tools and equipment to be issued by NFTS stores for all production activity - including H&S requirements*
[LOLER Law: Appendix VIII]
[PUWER Law: Appendix VIII]

9.15 Hired Production and other Equipment

- All non-NFTS Equipment has to be approved and confirmed as fit for purpose by the Department hiring
 - *All non-NFTS equipment hired / brought on to the site must be PAT tested before use*

9.15.1 Use of Personal Equipment in Production

- Any use of personal equipment has to be approved in advance by the Lead Tutor responsible for the intended activity
- *The Studio Office must be informed of the specification, value and insurance details of any personal equipment proposed for use in any NFTS activities*
- *All non-NFTS personal equipment brought on to site must be PAT tested before use. This is to include all electrical powered music amps as used by performers*

9.16 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 DSE users who request them and contribution towards spectacles if special ones are needed for VDU use
 - Health and safety training and information will be provided for DSE users by the Departments and the Head of H&S
 - All persons at the NFTS using ICT and other digital workstations are to monitor and control their own use and comfort when using the variety of Display Screens
 - *Online advice is made available to all persons so as to enable them to make their own appraisal of their own workstation*
 - *Persons are advised as to be aware and assume responsibility for the accumulative effect of continued viewing of screen displays outside normal working hours and asked to assess their private use of TV and PC/Mobile IT devices before presuming that problems are solely work-related*
 - *Any persistent health problem that may be work related in this regard should be immediately reported the person's HOD/Tutor or Line Manager. The Head of H&S will then undertake a detailed assessment of their workstation to recommend solutions as appropriate/necessary including that the person immediately consult their Doctor*
 - *In any DSE case the school reserves the right to seek independent medical advice as it deems appropriate/necessary*
- [DSE Law: Appendix VIII]*

9.17 Production Working Hours

- In Production Activities – in pre-production and post-production as well as shooting and including all production at digital workstations in Animation, Digipost or Games. Key principles are to be observed to ensure safe working at all times 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 as a minimum of 12 hours for all persons*
 - *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 [Working Time Directive Law: Appendix VIII]*

9.18 Night Working

- All night working has to be approved in advance by HODs/Lead Tutors and also addressed in the relevant Risk Assessment
- *Night Work is defined as any working by any person beyond 02.00 hours*

9.19 Lone Working

- Lone Working is defined as any person engaged on 'NFTS Business' working on their own, or as a Sole Operator crew on the Studio 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 responsible person 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 in those premises for fire, first aid and evacuation. At no time should there be any compromise between ability to escape in an emergency and any security measures in place in the building i.e. locked doors
- *Lone Working has to be identified and approved in advance by the HOD/Lead Tutor and has also to be addressed in the relevant Risk Assessment*
- *At the Studios any persons working alone after Office Hours, at the weekends or during holidays, must inform the Studio Office and sign in and out after they finish work so that the Security can check the premises on their regular patrols of the site*

[Lone Working Guidance: Appendix II]

[Lone Working Law: Appendix VIII]

9.20 Vulnerable Persons

- All Children and Young Persons under 18 years of age are to be treated at all times as Vulnerable Persons and are to be provided for according to the terms of the NFTS Child Protection Policy
- In terms of welfare and conditions, all children and young persons in any way involved with school activities, are to be treated equally and on the same basis as if they were required to be registered with a Local Authority as Licensed Performers
[NFTS Child Protection Policy: Appendix I]
- The NFTS requires anyone who will be working with Children or Young Persons (or specified Vulnerable People) to sign an NFTS Personal Disclosure Form to confirm their acceptance of the NFTS Child Protection Policy
[NFTS Child Protection Guidance: Appendix II]
[NFTS Disclosure Form: Appendix III]
- The NFTS reserves the right to require anyone who may be working with Children, Young Persons or any Vulnerable People to submit an application to the DBS (Disclosure and Barring Service) for a Full Disclosure, including CRB (Criminal Records Bureau) checks
[DBS: Appendix VII]

- *Besides Children and Young Persons, anyone with a Physical Disability or with Learning Difficulties, etc. proposed to be engaged in NFTS Film and TV Production Activities in any role or capacity may be considered as a Vulnerable Person by the Head of H&S and require a specific Risk Assessment to be made*
[Vulnerable Persons RA: Appendix III]
- *As is necessary or appropriate for someone who is likely to be joining a team or collaborative activities a specific Vulnerable Person Risk Assessment has to be prepared and approved before such a person starts work or enrolls on any training course*
[Vulnerable Persons RA: Appendix III]
- *All persons with a medical condition or impairment that may hamper their being able to make a safe exit from the premises in the event of an emergency must make a Personal Emergency evacuation Plan (PEEP)*
[PEEP Form: Appendix III]

9.20.1 Children

- All Children (all persons under 16 years of age including babies) are to be shown due care and such Protection as required for Vulnerable Persons at all times both when on the NFTS site and on Location
- For the protection of all Children and Young Persons in the production environment, NFTS Child Protection Policy will be adhered to at all times

- Whilst involved at any NFTS activities, children must at all-times be accompanied by a parent or a guardian or and approved chaperone
- *At the Studios and on location the only Children to be allowed to be 'on set' are those as scripted or required to feature in the production activities as actors or performers on location or at the Studios*
- *A specific NFTS Vulnerable persons RA has to be prepared and approved in advance identifying all the controls required to be in place*
- *The Producer/Director or 1st Assistant Director/Floor Manager must be consulted prior to any unscripted/requested visit/appearance of any child into a Studio or onto a set*

9.20.2 Young Persons

- Young persons (all persons over 16 but under 18 years of age) will be supervised at all times and be restricted in the range of school activities they can carry out. They will only be managed/supervised by adult persons who are trained, competent and briefed
- All Young Persons are to be shown due care and attention as required by the NFTS Child Protection Policy and as for Vulnerable Persons at all times both when on NFTS Site and on Location
- *Whilst involved in any NFTS activities, all Young Persons must be under the supervision of an approved adult at all times.*
- *On Site and On location the only Young persons to be allowed to be 'on set' are those scripted or required to feature in the production activities as actors or performers and when a Specific NFTS Vulnerable persons RA has to be prepared and approved in advance - identifying all the controls to be in place*
[Children Law: Appendix VIII]

9.21 New and Expectant Mothers

- NFTS will take all reasonable steps to safe guard 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*
- NFTS will regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk

- *Any problems identified to the relevant Departmental HOD will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled*

9.22 Audiences, Crowds and Extras

- All persons invited to watch/attend production activities are to be specifically briefed by the 1st AD/Floor Manager to ensure that they are made aware of the emergency evacuation escape access and any other specific arrangements (e.g. toilets, holding areas / green rooms, catering etc.)
- *And that all such guests are seated/positioned safely as appropriate/necessary when in the shooting studios*

9.23 The Public on Location

- When working on Location all persons working on 'NFTS 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 have to be specifically identified and addressed in the Generic NFTS 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, Land Owners, 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*
[Public Guidance Note: Appendix II]

9.24 Animals in Production

- Any animal brought onto site or taken onto a location must be accompanied by their owner or identified responsible person at all times
- *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 come into contact with the animal in any way*

9.25 Health and Welfare

- All persons joining the NFTS 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 Registry Office when they enrol for their studies and ensure they update the information as necessary throughout their course*
- *All Staff must report their health details to the Personnel Office 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*
- *All UK citizens travelling within the EU are to ensure they travel with their NHS European Health Insurance Card (EHIC Pass) so that they can automatically gain access the state Health and Emergency Services of any EU country they are visiting*
- *If anyone is concerned that their work or training activities is in any way affecting their health they should immediately inform their HOD/Line manager and also consult the Head of H&S*
- *For all other Welfare or Health matters Students are to refer immediately to their HOD or the Registry Office as they prefer*
- *For all other Welfare or Health matters Staff are to refer immediately to their Line Manager or the Personnel Office as they prefer*
- *In all matters related to Health and a person's ability to be able to perform their work or studies, the NFTS reserves the right to request a member of Staff or Student to undertake independent medical assessment if required or necessary*

9.26 Emergency Contact Person

- All persons engaged in NFTS activities are asked to ensure that the school has the details of their Next of Kin/Contact Person in case of an emergency
- *All NFTS Staff are required to inform the Personnel Officer of the contact details to be used in the event of an emergency*
- *All NFTS Students are required to inform the Registry Office 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*

10.4 NFTS H&S Checklists

- H&S tick box lists are to assist in the preparation of H&S arrangements for particular production activities (e.g. the Turnover Checklist for a 1st AD/Floor Manager Induction Briefing before the start of work activities on any set or location)
[NFTS Checklists: Appendix II]

10.5 NFTS Intranet, Website and Shared IT Drives

- H&S Policy, and all supporting Documents, RA and related Forms are available in electronic form to all persons engaged in NFTS activities
- *All documents are held on the 'shared computer drive' for all staff to access and distribute as necessary*
- *Until Intranet/Website access is fully established the Head of H&S also issues electronic and paper copies of all H&S documents as appropriate/necessary*

10.6 Notice Boards, Bulletins

- All H&S information and Bulletins are to be communicated, distributed and displayed as required/necessary by all Departments
- *The official NFTS H&S (and First Aid) Bulletin Notice Board is outside the Office of the Head of H&S*
- *The HSE required H&S Information Poster is displayed at Front Reception*

10.7 Required H&S Documents

- All Departments have the responsibility to ensure that specific H&S documents are completed and kept on file for internal monitoring purposes and should evidence for a 'reverse burden of proof' ever be required
- Required by the H&S Management System, documents are to be kept on file by each Department for at least three years, for inspection at any time, and for the annual H&S Audit carried out each November by the Head of H&S, alternating biennially with outside H&S consultants
- *Email H&S Communications are to be treated like all paper documentation are to be kept on file for a period of at least 3 years*
- *Documentation of all production activities are to be kept by the Lead Department as The Production File a hard copy to be held in the Studio Office, or as arranged*
- *The Production File is to include all Risk Assessment paperwork and documents as per the Producer's Delivery List as agreed at the Project H&S Green Light meeting scripts, schedules, budgets, agreements etc.*
- *The maintenance and completion of the Production File is the responsibility of the person who has been defined as the Producer of the Project*

9.27 Stress

- It is in 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 NFTS in order for them to complete their studies and subsequently to successfully manage their careers
- *All persons working or studying at the NFTS 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 the Registry*
- *Similarly Staff should report to their Line Manager or the Personnel Officer*
- *Everyone is to be reminded that for successful team working everyone needs to check and look out for each other. Stress is a warning sign of potential accidents*

9.28 Smoking Policy in Production

- The smoking of Tobacco or the use of 'E Cigarettes' in any workplace or film set inside or outside, at the Studios or on Location is not permitted at any time except in designated areas
- *When shooting on Location the Producer will identify and establish an point for smoking adjacent to the set and provide a safe receptacle for smoking debris so that it will be removed after Wrap is called*
- *If smoking is a required action in any script or performance, the actor's will only smoke herbal/substitute tobacco*

9.29 Alcohol and Drugs in Production

- NFTS Policy is that no alcohol or non-prescription drugs are ever to be consumed by any persons whilst working as 'on NFTS business' at the Studios or anywhere on Location
- *Work activity is from the 'Call time' to start work to the 'Wrap Time' to end work this time will vary according to the role being performed includes anyone scheduled to rig/de-rig or as working before the main unit Call time or working after the main unit Wrap time (e.g. Rigging Lights before the unit Call, or driving actors home after Wrap)*
- *If the drinking of alcohol/taking of drugs is a required action in any script or performance, the actor's will only drink/swallow safe non-alcohol/edible substitutes*
- *If shooting on Licensed premises no member of the cast or crew is to consume any alcohol at those premises at any time including after a Wrap call*
- *There must be no Wrap drinks of alcoholic beverages at any location at any time*

9.34 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 Head of H&S on each occasion as to whether it constitutes a Dangerous Object and creates a Hazard requiring special controls
- The Head of H&S 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*
[Gun Travel Plan: Appendix IV]

9.35 Moving Camera Vehicles

- Whenever a camera is positioned in, on or attached to a moving device (a crane, car, boat, plane, bicycle or drone etc.) and there is a potential risk of injury to the camera operator or persons in or on the vehicle or cause the vehicle to crash or the camera becoming a dangerous projectile a Specific NFTS Risk Assessment has to be prepared and approved
- *The DoP (Director of Photography) and the Cinematography Department are responsible for assessing the risk and establishing the necessary controls as required in a Specific NFTS Risk Assessment for all Moving Camera Vehicles*
[Moving Camera Vehicle Risk Assessment: Appendix III]
[Standard: Moving Camera Vehicles: Appendix I]

9.36 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.)
- *The Production Designer and the Production Design Department are responsible for assessing the risk and establishing the necessary controls as required in a Specific NFTS Risk Assessment for Set Design*
[Set Design Risk Assessment: Appendix III]
[Set Design Risk Assessment Guidance: Appendix II]

9.30 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 Head of H&S 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 NFTS Specific Risk Assessment*
- *But if the Head of H&S 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 Co-ordinator Stunt Driver/Stunt Double or other Specialist/Expert be engaged to be responsible for the staging and Risk Assessment of the activity*
- *The Head of H&S is to decide if any proposed action should be called in the terms of the industry SFX Physical Special Effects (e.g. explosions, 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 NFTS 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 NFTS production. Disciplinary actions may well be pursued against any person being thus in breach of NFTS H&S Policy

9.30.1 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: 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 as per the terms of being an 'Approved Supplier' 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 Lead Department and held on Record*
[JIGS: Appendix VII]

11.8 Monitoring and Safety Inspections

11.8.1 School Estate and Facilities

- The Premises are to be regularly inspected as to include assessment of H&S
 - *The Studio manager has the responsibility for ensuring that regular inspections are carried out of the Site and premises as required or necessary*
[Estate Inspections: Appendix IV]
 - *The Head of Engineering has the responsibility for ensuring that regular inspections are carried out on all Engineering Facilities and Equipment as required or necessary*
[Engineering Reports: Appendix IV]
 - *All Departments are responsible for regularly monitoring and reporting the H&S condition of their own accommodation to the Studio Manager and the Head of Engineering as appropriate*
[Premises Report Form: Appendix IV]

11.8.2 Monitoring Studio Production Activities

- Lead Tutors are to ensure that regular appropriate monitoring of production activities at the Studios is carried out and recorded
 - *All visits by Tutors to a shoot are to be recorded by the Producer on the Daily report Wrap Note or as arranged by the HOD/Lead Tutor*
[See Wrap Note-Fiction; Reports: TV, Documentary, Animation: Appendix IV]

11.8.3 Monitoring Location Production Activities

- Lead Tutors are to ensure that regular appropriate monitoring of production activities on location is carried out and recorded
 - *All visits by tutors to a shoot are to be recorded by the producer on the daily report wrap note or as arranged by the HOD / Lead Tutor*
[See Wrap Note-Fiction, Reports: TV, Documentary, Animation Appendix IV]

11.9 Required H&S Monitoring Documentation

- All departments are to maintain sufficient documentation as to record the their monitoring of H&S Management practice, and as copied to other departments as necessary
 - *Each department is to keep such records as required for a period of three years in order to produce a paper trail of documentation as 'reverse burden of proof' should this ever be required*
[Departmental Records Spec: Appendix X]

9.31 Specialist Equipment

- 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 an NFTS 'Approved Supplier'
- All equipment must be fit for purpose, maintained and tested as required
- *Evidence must be established by the Lead Department that the source of all equipment is that of an Approved Supplier and the details held on Record*

9.32 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 be checked as to ensure that no highly or easily flammable or toxic generating materials are used in any production activity in the studio or on location at any time (e.g. beware old upholstery foam, nylon clothing, etc.)
- *The Designer or responsible person must check out / flame test any questionable materials with the Design Tutor or the Construction or Property Departments or the Head of H&S before utilising them*
- *If any such materials cannot be satisfactorily treated with Flame Retardant etc. they will be prohibited from use and an alternative material required to be substituted*

9.32.1 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*

9.33 Action Motor Vehicles

- All vehicles that are to appear as 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 be in charge of 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)*
- *The volume of fuel in the tank of any vehicle used in any action sequence or in the Studios must be kept to a minimum at all times*

9.37 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 Studio Office which is to prepare a Risk Assessment as necessary as informed by the Design RA prepared by the Designer*
- *Design Students and inducted Volunteers can decorate and dress sets in the Studios and on Location as covered by the Design Risk Assessment*

9.38 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 Staff or trained persons are to rig or fly anything from the high level gantries in either of the 2 stages*
- *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 NFTS 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*
[Scaffolding Guidance: Appendix II]

9.39 Production Housekeeping

- Cleanliness and orderliness are basic requirements of fire and accident prevention and must be maintained by the Producers at all times on Location as appropriate and in line with the practices established at the Studios as specified
- *Producers, Production Managers and 1st Assistant Directors are to ensure that the required standards are maintained at every location*

9.40 Environmental Impact Assessment

- Both at the Studios and on Location the impact of all the School's production activities on the Environment are to be assessed, controlled and limited as is possible
- *The Studio Office monitors and is to assess the levels of energy used at the Studios with a view to being able to 'value' each facility as a future 'charge' to each project so as to be able to calculate the Carbon Footprints of individual projects*
- *Location Activities are monitored as part of Production Management training with Students logging the amount of fuel used by vehicles in travel/transportation and*

planning for the recycling of all materials used for re-use whenever possible Modelled along the line of the BBC 'Albert' system

10 Consultation and Communication

- H&S matters are to be addressed and reported as appropriate/necessary in all meetings attended by the Head of H&S with all the teaching and support Departments in connection with all of their activities
- *The Head of H&S attends the teaching HOD fortnightly meetings as called by the Director of the Curriculum*
- *The Head of H&S is to be sent copy of every proposed script and project*
- *The Head of H&S is to attend Project Production Greenlight Meetings as possible*
- *The Head of H&S is to Chair subsequent H&S Greenlight Meetings for all Projects as required/available or will nominate a deputy to cover*

10.1 Health and Safety Committee

- The NFTS 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 4 times per year or as when necessary*
- *Minutes of the meetings are to be taken and when approved copied to both the NFTS Management Team and the Board of Governors*
[NFTS H&S Committee Terms of Reference: Appendix I]

10.2 NFTS H&S Standards

- NFTS Standards are Codes of Conduct drafted specifically by the School to establish clearly the required safe way of working when the nature and scope of any of its production activities or training are not actually prescribed in H&S Laws, Regulations or Approved Codes of Practice
- *NFTS Standard Documents are as currently issued (e.g. Use of Scaffolding, Moving Camera Vehicles etc.)*
[NFTS Standards: Appendix I]

10.3 NFTS H&S Guidance

- NFTS Guidance Notes are drafted as recommendation of best practice to assist Students and Staff in dealing with matters which are not specifically covered by H&S Laws, Regulations or Approved Codes of Practice or NFTS Standards
- *NFTS H&S Guidance is issued as Notes (e.g. Location Scouting, Set Design Risk Assessment etc.)*
[NFTS Guidance: Appendix II]

- *All Risk Assessments requiring approval are to be emailed to the Head of H&S or the H&S signatory in advance for checking before approval*
- *The Head of H&S is to be sent electronic copy of every RA approved and issued*
- *Once approved, RAs are to be kept on file by the Lead Department, and any other Teaching Department which has participating Students in the Workshop or Project.*
- *Departments maintaining a contacts database of persons involved in their activities are to regard all such information as confidential.*
- *Only details of a person's mobile telephone and email address are to be issued when necessary for the activities and only with the individual's consent*
- *Details of Emergency Contact Persons are to be treated as confidential and should be held by an identified person as appropriate or requested Emergency Contact details are not for any general distribution*
- *Only Registry or Personnel are to ever issue home postal addresses or personal landline telephone numbers*
- *All Confidential information held on file on any individual must be erased when the individual leaves, ceases to be involved in a project or to work at the school*

10.8 Digital Communication and Website

- *All key electronic H&S communications or documents are to be in a form such that a hard copy 'paper trail' can easily be subsequently created if required*
- *All key H&S paper documents (e.g. signed paper Risk Assessments, H&S Greenlight meeting Sign-up forms etc) are to be kept by the Studio office in the relevant Production Files. The Head of H&S is to also keep electronic versions of all Risk Assessments as issued*
- *All NFTS H&S Documentation, Wrap Notes and Reports are formatted to be sent easily from location as emails and so they can also be printed for the record*
- *All H&S communications are designed so in future they may be developed to be remotely accessed from the Website and to be written, approved and distributed via mobile devices as an entirely digital process*
- *The NFTS Skype conference call facility has the ability for calls to be recorded for both training purposes and for the record*

11 Monitoring, Audit and Review

11.1 H&S Investigation Procedure

- If there is a H&S incident, a 'breach' or failure of the H&S Management System on a Project, Workshop, Exercise or other production activity the Head of H&S will conduct a formal H&S Debrief with those parties directly involved and as named in the Risk assessment. The Head of H&S will issue a written debrief report as appropriate/necessary
- In these and all other H&S matters arising and as when verbal warnings from the Head of H&S have not been heeded the Head of H&S will meet with the persons involved and consider issuing them a First Improvement Notice (copied to the relevant Department HOD and the Director of the Curriculum) in order for them to implement agreed necessary corrective action
- If this does not result in the required standards of H&S Policy or Management being maintained, the Head of H&S will automatically issue them a Second Improvement Notice copied to, their Line Manager, Management Team and the Director NFTS for them to decide what remedial and possible disciplinary measures may be appropriate/necessary to be taken
- *At any time any proven substantive breach or failure to ensure compliance with H&S Policy would make any member of the NFTS Student or Staff liable to disciplinary proceedings as appropriate*
- *Any non-staff Tutor/Crew or Volunteer/Intern proved to have flagrantly disregarded H&S Policy will be immediately disengaged from any further involvement with NFTS activities and their 'approved supplier' status suspended subject to review*

11.2 Student H&S Disciplinary Proceedings

- Student disciplinary procedure is set out in the NFTS Student Handbook. Following two formal warnings after proven breaches of H&S Policy NFTS reserves the right to take whatever disciplinary action it deems appropriate up to and including the cessation of studies and expulsion from the school
[Student H&S Disciplinary Proceedings: Appendix I]
- *Any material shot or recorded during an established 'breach' of any agreed H&S arrangements or the approved Risk Assessment will not be allowed to be included in the final edited version of the film/programme. Such material would not be allowed to be transmitted or made public in any form including distribution on social media or online video exhibition. Any such action would be regarded as a serious 'breach' of NFTS Policy and could result in disciplinary/legal action*

11.3 Staff H&S Disciplinary Proceedings

- The disciplinary process is as established in the Agreement between the NFTS Management and the Trade Union BECTU and would be the basis for addressing any H&S matter arising with any member of NFTS Staff whether they are a member of the Union or not
- *The H&S Disciplinary Procedure is to be overseen by the Line Manager of the individual concerned*

11.4 Biennial External Independent H&S Audit

- Every 2 years an external specialist H&S Consultancy undertakes an inspection of H&S Policy and Practice at the school in November and submits a written report to the Board of Governors, the Management Team, the H&S Committee and the Head of H&S
- *1st Options Ltd are contracted as the NFTS H&S Auditors until 2016*

11.5 Annual Internal H&S Review

- The Head of H&S is to conduct an internal Annual H&S Review
- *The H&S Review is to be carried out along the lines of enquiry as established by the format of the external biennial H&S Audit. The Annual Review is to inform the Annual H&S Report and Plan to be drafted by the head of H&S for the Management Team and the Governors*

11.6 Weekly H&S Reporting

- The Head of H&S is to report regularly and as necessary to the NFTS Director and the Management Team
- *The Head of H&S submits written reports to the Director and Management team weekly or as necessary copied to the Studio Manager*

11.7 Quarterly H&S Reporting

- The Head of H&S is to report regularly as directed or necessary to the NFTS Board of Governors
- *The Head of H&S submits a written report to the NFTS Board of Governors for their Quarterly meetings copied to the Director and Management Team*

11.10 Annual H&S Plan and Objectives

- The Head of H&S is to draft an Annual H&S Report and Plan setting out the H&S Objectives for the coming year

- *After completing an annual H&S review, the Head of H&S is to prepare the Annual H&S Report and Plan setting out the H&S Objectives for the coming year which when approved by the Management Team is submitted to the Governors*

11.11 H&S Policy Review

- The core H&S Policy is reviewed every two years after the External Audit has been submitted and details revised as necessary before signature by the NFTS Director

- *The Appendices are to be reviewed and added to as and when appropriate*
- *Next Policy Audit is scheduled for November 2015*

Appendices

The following documentation is to be considered as part of the NFTS H&S Policy and Management:

Index

- I. NFTS H&S Standards and other Policies
- II. NFTS H&S Guidance Notes and Checklists
- III. NFTS Risk Assessment Forms (and Examples)
- IV. NFTS H&S Forms (Accident Report, etc.)
- V. HSE Publications and Film & TV H&S Guidance
- VI. Professional/Industry Film & TV H&S Guidance
- VII. Film & TV Professional / Industry Contacts / Bibliography
- VIII. Key Legislation (non-exclusive list)
- IX. NFTS H&S Training Matrix & Education Briefs
- X. Specifications of NFTS Departments and Premises