



Health and Safety Policy

Effective from
November 2016

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| Version number | 001 |
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Health and Safety Policy and Arrangements

1. Policy statement

- 1.1. Brighton Film School is fully committed to achieving and maintaining the highest standard of health, safety and welfare in all aspects of its work for all employees, contractors, partners and visitors. This policy applies to all sites and locations used for shoots of Brighton Film School
- 1.2. The Directors of Brighton Film School believe that the integration of a good health and safety management system in the work of the school is essential for the effective delivery of school services. It also ensures that all risks are kept as low as is reasonably practicable.
- 1.3. Brighton Film School is also committed to continuous improvement of health and safety performance and, in order to be successful in the implementation of this policy, we will: -
- 1.4 Comply with all our statutory requirements and legal obligations in relation to our employees, premises and activities as far as are reasonably practicable.
- 1.5 Demonstrate leadership, commitment and ownership of health and safety.
- 1.6 Actively seek the involvement and consultation of employees on all health and safety matters.
- 1.7 Consider the implications of health and safety in all decisions.
- 1.8 Create a safe working environment by identifying and minimising the risk of injury or ill health.
- 1.9 Recognise and accept responsibility for the health and safety of all those who may be affected by or exposed to risks due to our operations or activities.
- 1.10 Communicate the required standards of performance, best practice and changes to these systems.
- 1.11 Provide members of staff with information, instruction, training, supervision and equipment needed to allow them to carry out their duties in a safe and healthy manner.
- 1.12 Review and update this policy on an annual basis to allow for continuous improvement.
- 1.13 The health and safety policy will be delivered through the implementation of improvement plans. Audits will be completed by the Chief Executive or Head of School to give guidance on the Health and Safety targets to be implemented.
- 1.14 We recognise our responsibilities for creating, promoting and maintaining high standards of health, safety and welfare. However, it is also the duty of all members of staff to assist the College in achieving these objectives.

Directors:

Signed: _____ Date: _____

Signed: _____ Date: _____

2. Scope of this policy

- 2.1. This health and safety policy and associated health and safety documentation are applicable to all staff (both permanent and temporary), applicants, students, customers and contractors. The policy applies to all processes relating to health and safety.

3. Responsibilities

- 3.1. This section defines how health and safety is managed at Brighton Film School. It sets the direction for the health and safety strategy, which is supported by a robust framework for the management of activities, defined responsibilities and accountabilities from the company directors down to all members of staff.
- 3.2. The policy aims to build a positive 'safety culture' within the Film School workforce.

3.3. Chief Operating Officer (Duty Holder)

The **Chief Operating Officer (COO)** has overall responsibility for all health and safety matters associated with the College's activities including: -

- 3.3.1 Endorsing the health and safety policy statement as the Duty Holder and on behalf of Brighton Film School on an annual basis.
- 3.3.2 Demonstrating active and strong leadership in creating a positive health and safety culture.
- 3.3.3 Leading by example and creating an environment where all members of staff can actively contribute and take ownership of high health and safety standards.
- 3.3.4 Appointing a Health & Safety Team Leader for health and safety matters.
- 3.3.5 Ensuring that suitable funds and resources are made available to meet the requirements of the policy as far as is reasonably practicable.
- 3.3.6 Ensuring that all buildings/properties owned by Brighton Film School meet all statutory requirements.
- 3.3.7 Ensuring that all statutory fire requirements of premises are met.
- 3.3.8 Ensuring that health and safety is a standing agenda item and discussed at Team Meetings as required.
- 3.3.8 Ensuring that management are adequately trained in health and safety management.
- 3.3.9 Actively promote compliance with the health and safety policy and review performance on a quarterly basis.
- 3.3.10 Ensuring that failure to comply with the requirements of the policy is dealt with appropriately and in a timely manner
- 3.3.11 Monitoring the performance of the school's health and safety management systems.
- 3.3.12 Ensuring that sufficient and suitable training is provided to all members of staff to ensure that they are competent in the work that they do, and where areas are at "risk", recruit competent first aiders and fire wardens to enable them to adequately carry out their duties.

3.4 Resources Manager

Brighton Film School recognises its responsibility to ensure that all buildings/properties under its control are properly managed and comply with all appropriate statutory requirements. The Resources Manager appoints contractors to undertake maintenance works and specialist work.

The Resources Manager is responsible for: -

- 3.4.1 Supporting the COO and Head of School on all health and safety matters.
- 3.4.2 Providing support to those appointed with responsibilities for compliance of buildings/properties owned by Brighton Film School.
- 3.4.3 Taking a leadership role striving towards statutory compliance so far as is reasonably practicable.
- 3.4.4 Actively promoting compliance with the health and safety policy and reviewing performance on a quarterly basis.
- 3.4.5 Ensuring that sufficient and suitable training is provided to members of staff to ensure that they are competent in the work that they do.
- 3.4.6 Monitor the First Aid and Fire Warden roles and ensure that there are adequate numbers of staff to cover the posts
- 3.4.7 Appointing competent persons to provide technical advice, information and support in relation to statutory compliance of buildings.
- 3.4.8 Holding and updating information on compliance on all issues relating to the buildings including regular Health and Safety checks.
- 3.4.9 Ensuring that fire and appropriate building risk assessments are carried out for every building and that these are kept up to date and reviewed on a regular basis.
- 3.4.10 Ensure that all First Aid equipment is up-to-date and fit for purpose.
- 3.4.11 Ensuring that adequate arrangements are in place for planned preventative maintenance to take place in a timely manner.
- 3.4.12 Ensuring that building compliance audits are undertaken, reports produced and action plans progressed through to completion.

3.5 All other staff (Responsible Persons)

All other staff are the delegated responsible persons for the management of health and safety. Their responsibility is to ensure that the school conducts its processes in a safe manor; they are responsible for ensuring that risk assessments are carried out on any risk and hazards that are realised. They are also responsible for ensuring that any courses that are run to educate the students are completed in a safe manner and that good practice is maintained. Specifically: -

- 3.5.1 Take all reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- 3.5.2 Co-operate with management to enable the school to comply with its legal requirements, corporate and local departmental safety policies, procedures and practices.
- 3.5.3 Use all safety equipment and devices provided for their protection and not intentionally or recklessly interfere with or misuse them.
- 3.5.4 Immediately report any damage, loss or malfunction of any item of safety equipment to their line manager.
- 3.5.5 Comply with safe systems of working as detailed in risk assessments.
- 3.5.6 Bring to the attention of their line manager any activities or conditions which have not been adequately controlled.

- 3.5.7 Immediately report all accidents, incidents, hazardous conditions, dangerous occurrences or near misses and any inadequacies in any safety procedures to their line manager.
- 3.5.8 Undertake any necessary training, as directed by their line manager, to enable them to carry out their work without risk to their health or safety.
- 3.5.9 Be familiar with and comply with procedures for emergency evacuation of the building where they work.
- 3.5.10 Immediately involve their line manager or supervisor if they consider that they are undertaking, or are expected to undertake, something for which they are not adequately trained, qualified or equipped.
- 3.5.11 Ensure that good health and safety practice is disseminated to any students that they teach.
- 3.5.12 Be reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the school's disciplinary procedure.

4. Contractors

Contractors used by Brighton Film School include the following groups: -

- Agency workers
- Consultants
- Volunteers
- Work experience
- Trainees
- Self-employed workers

All contractors appointed by Brighton Film School to undertake works on behalf of Brighton Film School are required to: -

- 4.1 Comply with all statutory requirements and legal obligations placed upon them in the course of their work.
- 4.2 Demonstrate leadership, commitment and ownership of health and safety.
- 4.3 Create a safe working environment by identifying and minimising the risk of injury or ill health.
- 4.4 Recognise and accept responsibility for the health and safety of all those who may be affected by or exposed to risks due to our operations or activities.
- 4.5 Carry out work in accordance with the risk assessment and safe method of working.
- 4.6 Comply with the school's health and safety policies, procedures and all requirements as appropriate to their operations.
- 4.7 Comply with the health, safety and hygiene conditions specified in the contract and with all other statutory requirements.
- 4.8 Only employ persons who are competent to carry out their duties without risk to the health and safety of themselves and others.
- 4.9 When appointing subcontractors to carry out all or part of the work, check their level of competence and ensure they comply with the same standards of work and requirements.
- 4.10 Report all serious accidents to the Resources Manager immediately.

5. Health and Safety Arrangements

- 5.1. Planning is essential for the implementation of the health and safety policy through the establishment and operation of an effective health and safety management system. This includes prevention through identifying, eliminating and controlling hazards and risks. Brighton Film School's health and safety arrangements are set out in policies and procedures.

6. First Aid Facilities and Arrangements

- 6.1 The Chief Operating officer is responsible for ensuring that there are sufficient and suitably trained and competent first aiders within the school. First aiders are responsible for maintaining an adequate stock of first aid supplies and undertaking regular checks.
- 6.2 Each site and location shoot will need separate facilities for providing first aid treatment. Such requirements, the number of first aiders required and the level of appropriate training should be risk assessed as part of the shoot planning.

7. Fire Precautions and Emergency Arrangements

- 7.1. The Chief Operating Officer is responsible for ensuring that there are sufficient and suitably trained and competent fire wardens within their area of responsibility. The number of fire wardens required for a building should be risk assessed and is dependent on the number of people in the building.
- 7.2. Fire wardens are responsible for undertaking a regular walk through of the workplace to ensure that the arrangements provided are adequate and sufficient for fire safety and that all persons can safely leave the building in the event of an evacuation.
- 7.3 Every building must have a suitable emergency evacuation plan in place, which should include bomb threat and gas leak. Such emergency plans must include arrangements for those with special needs.

8. Training and Competence

- 8.1 Brighton Film School acknowledges its statutory duties to provide whatever information, instruction and training is needed to ensure the health and safety at work of its staff. Competence is a combination of the necessary skills, training, knowledge and experience to carry out tasks safely.
- 8.2 Some health and safety training is a legal requirement for all members of staff irrespective of their role.

9. Risk Assessments

- 9.1 The Management of Health and Safety at Work Regulations 1999 requires that work activities are risk assessed and that significant hazards are identified, recorded and controlled. Risk assessments are an essential element of the safety management system and provide the foundation for preventing, eliminating and controlling hazards and risks.

Risk assessments must be “Suitable and Sufficient” for the area that they cover, and it is important that “Sensible Risk Management” is considered.

9.2 It is also a legal requirement that those who carry out risk assessments must be trained and competent. Training and support is available to all staff.

10. Safety Committees

10.1 It is Brighton Film School’s policy to communicate and consult with all staff on all matters of health and safety. This is achieved through the following meeting arrangements: -

- Health and Safety Committee (Head of School, COO and Resources Manager) (Termly Meeting)
- Termly Updates on Health and Safety matters to all staff

10.2 The following matters are considered as minimum mandatory items, which should be discussed at every level but others as appropriate: -

- Accident/incident statistics including significant investigations
- Emergency arrangements including procedures, fire wardens, first aid etc.
- Workplace inspections including actions.
- Training.
- Risk assessments.

11. Status of this policy

11.1 This policy is approved by the Directors of Brighton Film School as per the tracking sheet at the front of document and supersedes all previous documentation.